

**EMINENCE ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2019-2020**

6760 State Road 42 North  
Post Office Box 105  
Eminence, IN 46125

K-12 Office (Transportation Change/Early Pickup): (765) 528-2222  
Guidance Office (Attendance/Guidance Counselor): (765) 528-2141  
Fax: (765)528-2276  
[www.eminence.k12.in.us](http://www.eminence.k12.in.us)

**K-12 OFFICE STAFF**

Principal: *Dustin Adams*  
Athletic Director/Special Ed Coordinator: *Brian Burelison*  
Assistant AD/Dean of Students: *Ashley Wilcoxon*

Administrative Secretary: *Rebecca Willis*  
Treasurer/Athletic Secretary: *Molly Finney*

**K-12 GUIDANCE STAFF**

Guidance Counselor: *Hannah Sights*  
Guidance Secretary/Attendance: *Julie Shuler*

**2019-2020 BOARD OF SCHOOL TRUSTEES**

Andrew Finney   Todd Shupe   Brent Pottorff  
Jeff Saucerman   Jennifer Bales

*The Board of School Trustees meets the third Thursday of each month in the Administration Building or Jr./Sr. High Media Center at 7:00 PM.*

***This handbook was adopted during the June 20, 2019 meeting of the Eminence Community School Board.***

It is our intent to cover as many school policies as possible; however new situations may arise that are not addressed. Any items not contained in this document will be handled by the administration (I.C. 20-33-8-10).

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## **Eminence Nondiscrimination Clause**

The Eminence Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, disabilities, or national origin including English proficiency, and any employment opportunity, educational program, or student activity. No person is excluded from participation in, denied benefits of, or otherwise subjected to unlawful discrimination on such basis in any employment practice educational program, or student activity. If you believe that the Eminence Community School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) The Age Discrimination Act of 1975, as amended, (4) the Genetic Information Act (GINA) of 2008, and/or (5) Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, you may present a complaint, which shall be referred to as a grievance to one of the Civil Rights Coordinators. Building level violations should be reported to the building principal. Corporation level violations should be reported to the Superintendent.

If alleged discrimination in such educational programs or activities have been experienced, persons may turn in direct written inquiries about procedures that are available and for consideration of complaints alleging such discrimination to the Superintendent, who is designated at the Title IX and Section 504 coordinator for Eminence Community Schools at the following address:

Mrs. Laura Penman, Superintendent  
Eminence Community Schools  
6760 N. State Road 42  
Eminence, IN 46125

### **EMINENCE COMMUNITY SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER**

**Attendance Line – 765-528-2141**  
**Transportation Change/Early Pickup – 765-528-2222**  
**Principal/Dean – 765-528-2222**  
**Guidance Counselor – 765-528-2141**  
**School Treasurer – 765-528-2222**

# **ELEMENTARY STAFF**

## **Directory**

Laura Penman	Superintendent
Dustin Adams	Principal
Ashley Wilcoxon	Dean
Brian Burelison	Special Education Coordinator
Hannah Sightes	Guidance Director
Julie Shuler	Guidance Secretary/Attendance
Carissa Kemp	Preschool
Beth Arnold	Kindergarten
Jara Branigan	1st
Callie Saucerman	2nd
Chris Waldon	3rd
Doug Bagg	4th
Sarah Garvin	5th
Tina Hall	RtI/High Ability
Mary Galyan	Special Education
Kierstin Smith	Speech/Hearing
Shannon Fields	Title 1 Teacher/District Test Coordinator/Data
Jana Lockwood	Library/Media
Nate Newton	Physical Education
Carla Bradley	Art
Matt Moody	Music
Kyle Miles	STEM
Beth Gillenwater	Clinic Aide
Joseph Kwisz	Director of Special Education ONT

## WELCOME

You can become great. You can achieve your goals. The faculty and staff of Eminence Elementary School, myself included, is excited and happy to help you become great and achieve your goals. We are glad you are here! We are committed to the Eminence Elementary School mission which is to: "...Engage students in critical thinking, creativity, collaboration, and communication every day to prepare them for college and a career." I'm excited! I hope you are excited too.

This is your school. It exists to improve you and the other students. As faculty and staff, we are committed to protecting your rights to a world-class education and a safe space to take on the challenge and risk necessary to grow and learn. We invite you to embrace your position in our learning community and support it as a place of stability and warmth. The purpose of this handbook, including the rules within, is to provide you and all students that environment you deserve.

"The truly free individual is free only to the extent of his own self-mastery. While those who will not govern themselves are condemned to find masters to govern over them." My interpretation of that quote by Steven Pressfield is that as you are making appropriate choices you remain your own boss. You can receive the full benefit of the instruction we provide, and you can be considerate of yourself and others. When self-discipline fails, we have guidelines and consequences to ensure a positive learning environment is provided to all. We hope that any discipline needs that arise help the students involved grow and regain their self-mastery.

Do your part. Attend school every day unless you are ill. Give your full effort to learning experiences provided by your teachers. Show consideration of yourself and others. Make me, and your family, and yourself proud. Gain all the skills you'll need to make your life the life you dream of. We are excited to be here to help you!

Sincerely,

Dustin Adams

## SCHOOL MASCOT AND COLORS

Our mascot is an Eel. The school colors are Red, White, and Blue.

### SCHOOL SONG

(Tune: "On Wisconsin")

*ON OL' EMINENCE,*

*ON OL' EMINENCE*

*STAND RIGHT BY THAT LINE*

*TAKE THE BALL AROUND THE BULLDOGS*

*FIELD GOAL SURE THIS TIME*

*RAH! RAH! RAH!*

*ON OL' EMINENCE,*

*ON OL' EMINENCE*

*FIGHT ON FOR YOUR FAME*

*FIGHT FELLOWS*

*FIGHT-FIGHT-FIGHT*

*TO WIN THIS GAME.*

*E-E-L-S GO, FIGHT, WIN, HEY!*

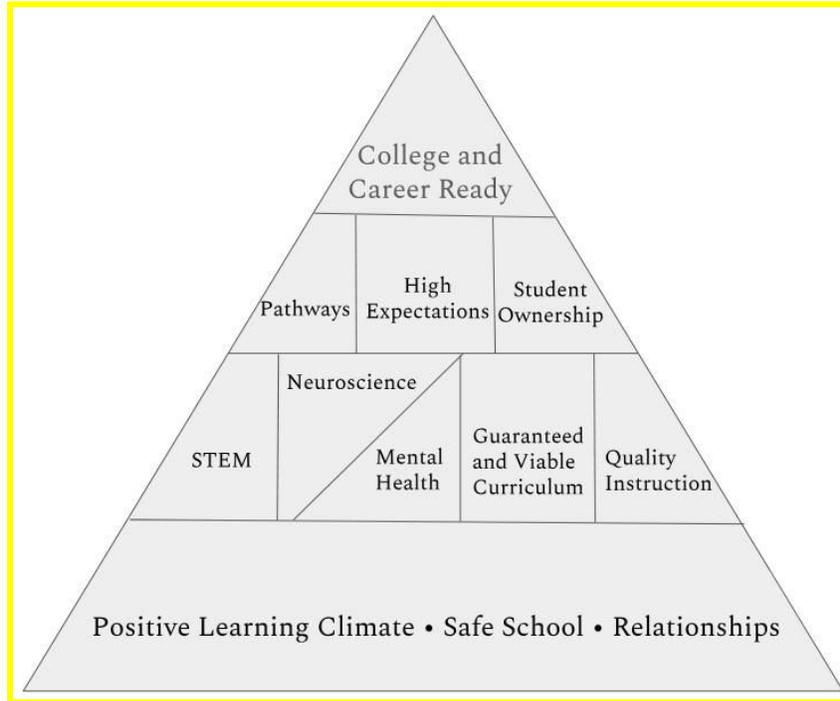
## EMINENCE ELEMENTARY MISSION STATEMENT

It is the mission of the Eminence Community Schools' staff to engage students in critical thinking, creativity, collaboration, and communication every day to prepare them for college and a career.

## EMINENCE ELEMENTARY VISION STATEMENT

Our vision is to provide an environment where students will believe in themselves, reach their highest potential, and ready themselves for college and a career.

### OUR PLAN



### **PURPOSE OF THE HANDBOOK**

The purpose of this handbook is to acquaint the parents of Eminence Elementary students with the school's curriculum and policies. Through an understanding of the regulations that keep the school functioning efficiently and an awareness of the opportunities offered in the various phases of school, a firm understanding will be established among the school administrators, faculty, parents, and students.

The word "parent" is used interchangeably to refer to either parent or legal guardians.

### **ENTRANCE REQUIREMENTS**

In the spring of 2005, the Indiana General Assembly updated the law creating a uniform, statewide school entry age. It states that a child must be five years old by August 1 in order to enroll in public school kindergarten.

Children entering from another public school corporation, which has a different entrance age requirement, will be allowed to enroll in the grade level from which they came. A birth certificate will be required at time of enrollment.

## Health

### **IMMUNIZATIONS**

1. All students are required by the law of the State of Indiana to present proof of the following immunizations on or before the first day of attendance at the given grade level:

A. Students in Preschool (3-5 years old):

1. Three doses of Hepatitis B
2. Four doses of Diphtheria/Tetanus/Pertussis (DTaP)
3. Three doses of Polio <sup>(1)</sup>
4. One dose of Measles/Mumps/Rubella (MMR)
5. One dose of Varicella <sup>(2)</sup>

B. Students in grades K-3rd:

1. Three doses of Hepatitis B
2. Five doses of Diphtheria/Tetanus/Pertussis (DTaP)
3. Four doses of Polio <sup>(1)</sup>
4. Two doses of Measles/Mumps/Rubella (MMR)
5. Two doses of Varicella <sup>(2)</sup>
6. Two doses of Hepatitis A

C. Students in grades 4th and 5th:

1. Three doses of Hepatitis B
2. Five doses of Diphtheria/Tetanus/Pertussis (DTaP)
3. Four doses of Polio <sup>(1)</sup>
4. Two doses of Measles/Mumps/Rubella (MMR)
5. Two doses of Varicella <sup>(2)</sup>
6. Two doses of Hepatitis A (recommended only)

<sup>(1)</sup>Last dose of Polio must be administered on or after 4th birthday and at least 6 months from the previous dose.

<sup>(2)</sup>Physician documentation of disease history, including month and year, is proof of immunity.

2. Students who cannot receive one or more of these immunizations for health reasons must submit a Vaccine Medical Exemption (State Form 54648) signed by the Physician. This form is due by the first day of attendance each school year. Such students may be excluded from school for several weeks at a time in the event of the outbreak of a vaccine-preventable disease.

3. Students whose parents object to one or more of these immunizations for religious reasons must submit a written statement, signed by the parent, and specifying which immunization(s) is (are) being objected to for religious reasons. This form is due by the first day of attendance each school year. Such students may be excluded from school for several weeks at a time in the event of the outbreak of a vaccine-preventable disease.

4. Under Indiana Code 20-34-4-5, any student who does not have proof of complete immunization (#1 above), a medical exemption (#2 above), or a religious objection (#3 above) on file each school year will have a period of 20 days to submit:

- What is missing (#1, 2, or 3 above), OR
- Written proof that appointment(s) have been made to receive the missing immunization(s).

If at the end of the 20 days the student's records are not in compliance with the Indiana Code, the student will be excluded from school until such records are presented.

### **CHRONIC HEALTH/MEDICATION POLICY**

Any chronic health condition (asthma, food/medication allergy, epilepsy, diabetes, etc.) should be reported to the school nurse on enrollment or diagnosis, and updated annually or upon any changes (See Health History form in Harmony). An individualized health plan will be made annually in collaboration with the family and family physician to address the student's health needs at school.

Requests for a modification of a student's activities and/or educational program must be made in writing by the physician; and it must describe the health concern, the modifications necessary, and the time frame involved. The physician's statement will be kept on file for the remainder of that school year.

All medications (both prescription and non-prescription) must be brought to the nurse's office, where it will be stored and administered to the students by authorized staff. Violation of this rule may result in disciplinary action. Students may only self-carry/self-administer medications if the nurse has on file a permission to self-carry form for that student for the given school year. This form is available from the nurse and must be signed by the parent and family physician.

Medications to be administered at school will only be given with the written consent of the parents:

- In case of a non-prescription medication (such as aspirin needs must be supplied from home.
- In case of a prescription medication, the medication will be given in compliance with the written instructions of a physician or dentist acting within the scope of their practices. Medication, cough drops, etc.), with the written permission and administration instructions by the student's parent. Specific medicines must be in their original containers, with the prescription label on it; along with a signed note from the parent, with specific directions as to when to take the medication.

For the safety of the students, medications will not be given if the above directions are not followed. Parent permission forms and physician instructions shall be valid for no more than one year and shall be kept on file at the school. Student medications no longer used or needed will either be returned or destroyed at the end of the school year, according to the parent's instructions.

### **SCREENINGS**

All students are encouraged to have a complete physical and dental examination completed annually.

Indiana Code 20-34-3-12 and 20-34-3-14 require that the school conduct annual vision and hearing screenings to students in select grades.

The Eminence Lions Club and the school nurse perform vision screenings annually for students in 8<sup>th</sup> grade; and as needed for any student suspected of having a vision deficit. The Speech/Language Therapist performs hearing tests annually to students in 7<sup>th</sup> and 10<sup>th</sup> grades, to those who are new to the district, and to any student suspected of having a hearing deficit. Parents are notified in writing if their child fails any of the screenings and are encouraged to seek out a more thorough vision and/or hearing evaluation.

Parents who object to one or more of these screenings for religious reasons must submit--at the start of the school year or upon enrollment--a written statement, signed by the parent, and specifying which screening(s) is (are) being objected to for religious reasons.

### **SHOT CLINICS**

Discounted immunization clinics are held at the school at various times throughout the year by providers affiliated with a local health network. Parents will be notified of these opportunities and are encouraged to take advantage of them to obtain the required school shots and/or other recommended shots for their student. However, signed parental consent will be obtained before any information is shared with these providers.

### **HEALTH INFORMATION**

To ensure the safety and well-being of students, medical information about students will be shared with corporation employees, the transportation department, emergency medical personnel, etc., on a need-to-know basis. Parents must notify the school nurse in writing--at the start of the school year or upon enrollment--if they do not wish for medical information to be shared.

### **LICE**

Any student found with live head lice in his/her hair will be excluded from school and the bus until he/she has been determined to be free of live lice following treatment. Students with lice will be excused from school for one day, but any additional days will be unexcused. Upon returning to school, the student should be accompanied by a parent or guardian. The student will be checked by the nurse to ensure that the student is free of live lice before returning to school.

### **GENERAL INFORMATION ABOUT CENTERSTONE**

Centerstone, a private, not-for-profit health care provider, has offered a full range of quality behavioral health services for nearly 50 years. Our treatment options include outpatient services such as individual, marital and family consultations and counseling, group classes and counseling, case management, alcohol and drug treatment programs, and intensive outpatient programs. We provide services to children, teens and adults of all ages. In Morgan County, Centerstone has two offices, one in Martinsville and another in Mooresville.

Centerstone currently has a partnership with Eminence schools where services are available free of charge for all students through a grant-funded program. This means individual therapy is available to all students free of charge, including students with private insurance or without health insurance. Life skills are also available for clients with Medicaid. Through this partnership, a Centerstone therapist will be working out of Eminence schools a minimum of one day a week during the school year. This means that individual therapy can be provided to

students at school during the school day. This grant-funded program operates all year round and individual therapy can continue during school breaks as well. These services may be provided at the Centerstone offices of Morgan County.

For more information or to schedule an initial evaluation please contact the school guidance counselor or call 765-342-6616 to be forwarded to the Centerstone therapist working at Eminence schools. Evaluations will be provided by a Centerstone therapist.

## **Academic Policies**

### **NOTES FROM HOME**

A student must present a note from his parents when:

- A. the child is not riding his/her usual school bus.
- B. the child is staying after school for any after-school activity.
- C. the child is going home with a friend.
- D. the child is being picked up before regular dismissal time.
- E. the child is being picked up by someone other than his/her parents.
- F. the child has been absent.

Students will not be able to call home for permission to stay after school.

Only in emergency situations will phone calls by the parent be acceptable communications.

Students are not to stay after school unless they are involved in an elementary activity.

When notes are sent from home requesting that a teacher contact the parent, the teacher will do so at the first opportunity. However, teachers have only one prep period a day and may not have any preparation time available until late in the day or until the following day.

### **MAKE-UP WORK**

Students missing school with excused absences will be given one day for each day of absence to turn in make-up work. It is the student's responsibility to ask for work that was missed, complete it, and return it on time. Parents are encouraged to help their child with make-up work and ensure that it is completed on time.

### **CONFERENCES**

Communication is an essential part of the educational program. We believe it is very important for parents to keep in close contact with their child's teacher concerning his/her progress.

Parent/Teacher Conferences will be scheduled in the fall. Teachers will assign conference times to parents/guardians of students. Due to time constraints, conferences will be by invitation as determined by the teacher. If other conferences are desired during the school year, an appointment should be made with the teacher or principal so that the conference can be held at a time that is convenient.

### **REPORT CARDS AND MID-TERM REPORTS**

Reports cards will be completed by the teachers every nine (9) weeks and will be sent home with the students following the end of the grading period in a timely fashion. Mid-term reports will be sent half-way through each grading period.

#### Grading Scale

<b>A ....</b>	<b>93 – 100</b>	<b>C+....</b>	<b>78 – 79</b>
<b>A- ....</b>	<b>90 – 92</b>	<b>C ....</b>	<b>73 – 77</b>
<b>B+....</b>	<b>88 – 89</b>	<b>C- ....</b>	<b>70 – 72</b>
<b>B ....</b>	<b>83 – 87</b>	<b>D+....</b>	<b>68 – 69</b>
<b>B- ....</b>	<b>80 – 82</b>	<b>D- ....</b>	<b>60 – 62</b>

### **HOMEWORK**

In order to honor family time, decrease stress, and encourage children to spend time outside and get to bed early, we are committing to not assigning formal homework. Tests including Spelling and vocabulary may require students studying at home, and students will have required reading time at home (recorded in a reading log.) If your child is bringing home assignments, he or she is either making up work missed due to absence, or your child was given class time and didn't use the time effectively.

### **HONOR ROLL**

The Honor Roll at Eminence Elementary honors those students who have achieved excellence in academics. "A" Honor Roll may be attained by receiving no letter grade lower than an "A-" in any academic subject. Academic honor roll may be attained by receiving no letter grade lower than a "B-" in any academic subject for that grading period.

### **SPECIAL EDUCATION SERVICES**

Children identified as having special needs may receive assistance through the special education program. These children have gone through a diagnostic testing procedure prior to being enrolled in the special program. The parents, psychologist, educational specialist, principal, and classroom teacher have been involved in the process.

## **HIGH ABILITY PROGRAM**

Our high ability program provides services for students who have been identified through multi-faceted assessments as high ability in core academic subjects such as math and language arts. Services are provided through differentiated curriculum, brain compatible practices, and enrichment.

## **SPEECH AND HEARING**

At the beginning of the school year a survey of speech needs is taken. In this case, the word “speech” is used to refer to all aspects of communication, including articulation, language, voice, fluency, etc. Speech screenings are given to kindergarteners, new children, children previously enrolled in speech therapy, students referred by the classroom teacher or parents, and students in grades 1 through 5 who have not previously passed the speech screening.

Students identified through these screenings as having potential communication difficulties that adversely affect educational performance and/or social, emotional or vocational development are recommended for further evaluation. Based on testing results, students may qualify for direct speech therapy services, consultation, or further evaluation at a later date. Students enrolled in speech therapy typically attend two times a week for approximately twenty to thirty minutes and come to the speech room either individually or in small groups.

In addition, annual hearing screenings are given to students in first, fourth, seventh, and tenth grades, as required by state law. Kindergarteners, new students, and those referred by their teachers or parents may be screened as well. No student shall be required to submit to a hearing screening if written objection by the parent or guardian is submitted to the appropriate principal before the published date of the hearing screening.

Finally, outreach speech and hearing screenings will be offered periodically to preschoolers age three to five. If a preschooler fails a speech screening, further evaluation will be recommended. Depending on the type and severity of communication difficulty present, preschoolers may qualify for outreach speech therapy or a developmental preschool placement.

## **COUNSELING**

Eminence Elementary counseling program consists of individual counseling sessions, classroom visits, and consultation.

Individual counseling sessions are done on referral by parents, teachers, administrators, or the student. A session consists mainly of presentation of strategies for academic and social success. Goal-setting and decision-making are central to this program. Sometimes family discussion meetings are held.

Consultation on childhood problems and strategies is available to parents and teachers by request. Parents, teachers, and those associated with our children are vital links in this program and are encouraged to participate in the progress of the child.

## **CARE OF BOOKS AND SCHOOL PROPERTY**

Students are responsible for the proper care of all textbooks and library books. (If books are lost or damaged the student is responsible for their replacement or repair. Replacement costs will be determined by the school corporation.) Each student is expected to assume responsibility for the care of all school property. Students who damage or destroy school property will be held responsible for reimbursement to the school corporation for any loss incurred. Parents are ultimately responsible for the actions of their children in cases of accidental or deliberate destruction of public property.

## **ARRIVAL/DISMISSAL**

Students being brought to school should not arrive until 7:40 a.m. as there is no supervision until that time. Students should be dropped off at the doors on the north side of the elementary building, not in front of the building where buses are unloading.

Students being picked up after school may be picked up at 3:00 at door five. Do not pick students up at the front doors where the buses are loading. **Notes to change pick-up must be made by 2:00 p.m. each day. 765-528-2222**

## **LATE ARRIVAL WEDNESDAYS**

Students will arrive 30 minutes later each Wednesday. Those students riding the bus will be picked up 30 minutes later than their usual pick-up time. The building will not be open until 8:15. Dismissal time will remain the same. Breakfast will continue to be served.

## **BUS COURTESY**

Many of our students are transported to and from school by bus. To ensure their safety, children are expected to obey the bus driver. The following rules will be in effect on school buses:

1. Students should be waiting at the boarding stop when the school bus arrives. The bus driver will use his/her discretion in waiting for students who are late.
2. Each student shall be seated immediately upon entering the bus.
3. No students shall stand or move from seat to seat during the trip.
4. Loud, boisterous, or profane language or inappropriate conduct will not be tolerated. Students, who talk back, are disrespectful, and/or insubordinate to bus drivers will be denied bus transportation.
5. Students should not tease, scuffle, trip, hold, hit, or use their hands, feet or body in any other objectionable manner.

6. Windows or doors should not be opened unless given permission by the driver. No objects shall be thrown from the windows. (Includes arms, heads, etc.)
7. No student shall stand or leave the bus until it has come to a full stop and the driver has opened the door.
8. A student who intentionally causes damage to any school bus property will be held financially responsible and face disciplinary action.
9. Students must have a note from their parents giving permission to get off at a different stop.
10. Students should enter the school building immediately after exiting the bus.
11. Students must remain on the bus after being dismissed from school. They should not exit the bus to return to the building or to accept alternate transportation.
12. No guns, knives, or other items that can be considered weapons will be permitted on the bus.
13. UPON RECOMMENDATION OF THE BUS DRIVER, SCHOOL AUTHORITIES MAY DENY THE PRIVILEGE OF RIDING ON THE SCHOOL BUS TO ANY STUDENT WHO REFUSES TO ABIDE BY THE ESTABLISHED RULES.
14. **Parents with concerns should contact the bus driver first, then if the issue is not resolved contact the school principal.**

If a student becomes a discipline problem on the bus, the following discipline procedures will take place each semester:

- a. The driver will warn the student of misbehavior and a written bus misconduct form will be issued.
- b. A second misbehavior, the student will be sent to the principal and up to a five-day bus suspension may take place.
- c. If a student is sent to the principal a third time in a semester, a bus suspension may occur for the entire semester.
- d. Discipline may vary in respect to the nature of the offense and the history of the student's conduct.

### LOST AND FOUND

A lost and found area is maintained in the office. When an item has been lost the owner should check lost and found. If the item is not there, it should be reported to the principal and the student should check lost and found again in a few days. It is not uncommon for many items to be unclaimed. When visiting the school, parents are encouraged to look through the unclaimed items in order to locate anything that might belong to a family member. It would be helpful if articles were labeled with the owner's name. Valuable items should not be brought to school even if they are labeled. Tape recorders, radios, cameras, favorite toys and extra money should be left at home.

THE SCHOOL WILL NOT BE RESPONSIBLE FOR RECOVERING SUCH ITEMS IF THEY ARE LOST OR STOLEN. We will attempt to aid the parents whenever possible, but highly recommend that articles of this type be left safely at home.

### RECESS

Physical and social developments are important aspects of our educational program. Students should wear clothing appropriate for outdoor recess. Indoor recesses are held when the weather is rainy or severely cold. Students will be expected to go outside for recess. Usually if a student is healthy enough to be in school, he or she is healthy enough to enjoy a breath of fresh air. A student may be excused from outdoor recess for an extended period of time only with a signed statement from a medical doctor. Toys and electronic devices, not intended for educational purposes, should remain at home.

### GYM RULES

1. No student wearing street shoes is to walk on the gym floor. To protect the gym floor, only clean-soled shoes used for P.E. are to be worn on the floor.
2. Unless participating in an activity on the gym floor, students are to walk in the aisle of the bleachers to cross the gym.
3. All girls should wear shorts or slacks on P.E. days. They can be worn under skirts for P.E. class.

### WITHDRAWAL PROCEDURES

If your family plans to move during the school year, we request that parents come to the school office to pick up any of your children's supplies, pay any outstanding book rental, and turn in all books including library books.

### BAD WEATHER CONDITIONS

The following procedures will be used in notifying students and parents when the decision has been made to close school.

1. If the decision is made early in the morning, the School Messenger notification system will be used. You must have a current phone number on file.
2. If the decision is made after the buses have delivered the students to school, the School Messenger notification system will be utilized after all bus drivers have been contacted. **Parents should make advance arrangements for their children in case they are away from home and school has to be closed.**
3. If extra-curricular activities are cancelled, the School Messenger notification system may be used or coaches may notify their respective players/parents.
4. **SHOULD WE HAVE A TWO HOUR DELAY ON A WEDNESDAY, WE WILL NOT BE DOING LATE ARRIVAL.**

**Eminence Schools are not responsible when stations do not air the school closing or give incorrect information concerning a school closing.**

#### **Radio Stations**

Martinsville WCBK FM 102

#### **Television Stations**

Indianapolis WRTV TV Ch. 6

Indianapolis WISH TV Ch. 8

### **PERFECT ATTENDANCE POLICY**

A student in the Eminence Elementary School who is eligible for perfect attendance recognition must attend school every day, all day. A tardy to school or early dismissal will prevent perfect attendance recognition. Any student absent from school for a doctor or dental appointment will also not be eligible for a perfect attendance award.

### **TARDINESS AND EARLY DISMISSALS**

Classes begin at 8:05 a.m. and students who are not ready to begin class at that time are considered tardy and must report to the school office before going to class. The record of tardiness will be listed on report cards, permanent records and will affect the perfect attendance recognition. After three tardies in a nine-week grading period, a student will receive a warning. Upon the fourth tardy, the student will sit one lunch recess. The process will then repeat itself. The process will also begin again at the beginning of each nine weeks. Dismissal time is 3:00 p.m. Students dismissed early must be dismissed only from the office. Students shall be dismissed only to a parent or a person who has the permission of the parent(s).

### **ATTENDANCE POLICY**

The School Board recognizes the necessity of regular attendance in order for a child to secure maximum benefits from his/her educational program. Experience has proven that grades, success, and attendance are directly related.

Therefore, it is critically important for parents to realize that each day of their child's education is a foundational building block in constructing his/her knowledge and future education. If he/she is not in school, the child's educational foundation is weakened, therefore, this policy:

Good attendance is essential to success in school and in later employment. The Eminence Elementary goal for attendance is to be above the state average of 95%. The following policy is designed for each student to meet that goal. Eminence Elementary will send out a truancy alert each day for students marked absent in the morning that have not been called in by a parent/guardian. Please report absences to the elementary office at (765) 528-2141 before 8:30am.

Excuse slips must be turned into their classroom teacher in a timely manner. Every absence beyond a student's 8<sup>th</sup> unexcused absence must have a doctor's note or verification that the absence is an excused absence or a pre-arranged approved absence.

- **4<sup>th</sup>** - unexcused absence will result in written letter given to student to take home.
- **8<sup>th</sup>** - unexcused absence each semester will result in an official warning to parent.
- **Additional Unexcused Absences:**
  - After a student (under age 18) accumulates his/her eleventh unexcused absence for a school year, student may be referred to the Morgan County Prosecutor for truancy/educational neglect.

#### **Excused Absences**

- Illness with doctor note
- Dentist note
- Death in immediate family
- Required court appearance
- School sponsored trip or activity
- Any other absence approved by the administration

#### **Pre-Arranged Approved Absences**

- Religious observance
- Exhibiting at State Fair
- Out of Town/Family Vacation (limit of 5 days per school year)
- ISS/OSS will not be held against a student's attendance.

\*\*Doctor's notes, excused absences, and pre-arranged approved absences do not count in the 4<sup>th</sup> and 8<sup>th</sup> unexcused total mentioned above.

### **EXTENDED ABSENCE POLICY**

We believe that students who are absent from school miss a valuable opportunity to learn and grow. While nothing can replace being in the classroom, it is our intention to give special consideration to students who are absent for six or more consecutive days due to a serious illness or hospitalization. Each extended absence will be evaluated separately on its own merit. When the Certificate of Child's Incapacity is completed, the Principal will determine if the extent of the illness or injury warrants a hearing. If a hearing is indicated, a hearing officer will be appointed to determine what course of action is in the best interest of the student. The hearing officer may require, but is not limited to any of the following options:

1. The student might return to class with a specified time frame in which to complete make-up work.
2. The student might meet the criteria that require exclusion.

3. The student might not be afforded the opportunity to make up work.
4. If a student qualifies and if the absence exceeds four weeks in length, home bound instruction might be established.

The family travel form is available on page 17. This form should be completed five (5) school days prior to family travel.

***Parent(s), please read the following position statement:***

It is the position of the school corporation that school attendance each day is very important and that days missed are detrimental to excellent achievement. Therefore, the school corporation discourages parents from taking their students out of school for family travel.

Students exhibiting patterns of repeated absences or tardiness which affect educational progress may have the following corrective measure applied:

- A. required certificates from a physician licensed to practice medicine in the state of Indiana when absent from school for any length of time
- B. legal proceedings brought against the parents of the child
- C. retention in current grade
- D. referral to the attendance officer

The above corrective measures will be used only after investigations by the principal, counselor, (if available), and/or school nurse.

### **CONDUCT**

Eminence Elementary students are, as a group, well-behaved and well-mannered. We are very proud of our students' conduct. Our expectations are realistic and simple: Students at Eminence Elementary are expected to do the right thing and treat others right (Life Goals). Students will be disciplined if:

1. Their behavior interferes with their own learning or that of others.
2. Their behavior could cause harm to themselves or others.
3. Their behavior is rude or defiant towards adults or children.

Respect for teachers, assistants, bus drivers, and all other adults is expected at all times.

### **APPEAL PROCEDURE**

It is the policy of the Board to afford every individual having a complaint an orderly procedure for filing such a complaint so that he may have his complaint properly and carefully attended to and in order that any person in respect of whom such a complaint is made may be properly protected. Persons wishing to register a complaint or concern in regard to disciplinary action including corporal punishment should first discuss the matter with the individual teacher involved. If not satisfied, the discussion should continue with the building administrator. If further discussion is desired, it should be directed to the central administrative office. Unresolved matters may be appealed to the School Board. The procedure for appeal in cases of suspension, expulsion, and exclusion is contained in the student Due Process Manual as adopted by the School Board as per IC 20-8.1.5.

### **BULLYING POLICY**

1. This rule applies when a student is:
  - a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event;
  - d. Using property or equipment provided by the school; or
  - e. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

## **HAZING**

The Eminence School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

## **PERSONAL ELECTRONIC DEVICES**

Eminence Elementary School does not permit the use or possession of cellular phones by students unless being used at the end of the day for extra-curricular purposes. In addition, students are not permitted to have radios, tape players, CD players, electronic games, etc. during the school day (8:00-3:06) unless special permission has been granted by the teacher in which case, the teacher will communicate this with the parents. School officials will confiscate these devices if students choose to bring them to school. 1<sup>ST</sup> offense the device will be taken from the student and returned at the end of the day along with parent notification. 2<sup>nd</sup> offense and beyond the device will be taken and parents must pick it up from the office.

## **LIMITATIONS ON DELEGATIONS OF AUTHORITY**

- A. All rules, standards or policies adopted by anyone other than the School Board and applying to any group of students or to students generally, shall not be effective until they are reviewed and approved by the superintendent and until they shall be presented to the School Board. The School Board may change any such rules, standards or policies in accordance with the procedures it may from time to time adopt.
- B. No rule or standard shall be effective with respect to any student until a written copy thereof is made available or delivered to the students or his parents, or is otherwise given general publicity within a school to which it applies. This limitation shall not be construed technically and shall be satisfied in any case where there has been a good faith effort to disseminate to students or parents generally the text or substance of any rule or standard.

**NOTE:** The provisions of paragraphs A and B above, however, shall not apply to rules or directions concerning the movement or parking of vehicles, day to day instructions concerning the operation of classroom or teaching station, the time or timers for commencement of school, or other standards or regulations relating to the manner in which an educational function is to be carried out.

## **PERSONNEL AUTHORITY**

As stated in IC 20-33-8-9 (10 and 11), the superintendent, principal, and administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with students' behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

- 1. counseling with a student or group of students
- 2. conferences with a parent of group of parents
- 3. assigning students additional work
- 4. rearranging class schedules
- 5. restriction of extracurricular activity
- 6. passing to the next grade
- 7. detention, suspension from school and/or expulsion
- 8. corporal punishment

## **SEARCH AND SEIZURE ON SCHOOL PREMISES OR DURING A SCHOOL ACTIVITY**

This policy represents a sincere effort to balance the rights of students with the need for school officials to find and remove items that threaten the health, safety, or the learning atmosphere in our schools.

- A. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  - 1. evidence of a violation of the student conduct standards contained in the student handbook.
  - 2. anything which because of its presence presents an immediate danger or physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of students subject to inspection, access for maintenance, and search pursuant to this section. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.

1. The principal, or member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student shall be notified to the search and given the option to be present at the search.
  2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
1. searches of the pockets of the students.
  2. any object in the possession of the student such as a purse or backpack.
  3. a “pat down” of the exterior of the student’s clothing.

Searches of the person of a student, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer in accordance with subsection G of this section. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

- D. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standard contained in the student handbook may be:
1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing.
  2. returned to the parent or guardian of the student from whom it was seized.
  3. destroyed if it has no significant value, or turned over to any law enforcement officer in accordance with subsection G.
- E. Anything found in the course of a search conducted in accordance with this section which by its presence present an immediate danger of physical harm or illness to any person may be seized and:
1. returned to the parent or guardian of the student from whom it was seized.
  2. destroyed.
  3. turned over to any law enforcement officer in accordance with subsection G.
- F. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. search any area of the school premises, any student, or any motor vehicle on school premises.
  2. identify or dispose of anything found in the course of a search conducted in accordance with this section.
- G. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

### **DUTY TO REPORT CONTROLLED SUBSTANCE OFFENSES**

Effective January 1, 1989, the Indiana General Assembly passed a law that every employee of a school corporation has the responsibility to report any student that is personally observed in violation of the controlled substance law in, on, or within one thousand (1000) feet of the school property. The employee is to report the violation in writing to a member of the administrative staff.

The administrator who received the written report or who personally observed such violation must immediately report the following information in writing to a law enforcement officer:

1. a general description of the violation
2. the name or general description of each violator known to the member
3. the date and place of the violation
4. the name or a general description of each person who the member knows witnessed any part of the violation
5. a general description and the location of any property that the member knows was involved in the violation

### **DRESS CODE**

Eminence Elementary takes pride in the appearance of our students. Your dress reflects the quality of your school, your conduct, and your school work. Students are expected to come to school looking clean and neat. They should be dressed in a manner which is accepted as being in good taste.

The following dress guidelines (I.C. 20-33-8-12) will be in effect:

1. Clothing, notebooks, and other personal items with objectionable wording or pictures relating to tobacco, alcohol, drugs, vulgarity, sex or sex related, implied vulgarity, satanic symbolism, gang related symbolism, etc. will **NOT** be permitted.

2. Clothing that permits display of the stomach is not permitted. All shirts must be “tuckable.” This includes, but is not limited to, cutoff T-shirts, halters, low rise pants, etc.
3. Clothing that is dirty, torn, or ragged will **NOT** be permitted.
4. Hats, bandanas, and hoods will **NOT** be worn in the building during school hours.
5. Students **MUST** wear shoes or sandals.
6. Students may wear shorts or other clothing that is at least fingertip length.
7. Slits in skirts cannot be higher than fingertip length.
8. Shoulder on sleeveless shirts must be at least 2-3” wide. Spaghetti straps are unacceptable.
9. Low cut tops or shirts with large armholes are not permitted.
10. Underwear must be covered by clothing. Underwear must not be seen above the tops of pants. Shirts must be buttoned over T-shirts. Undergarments should not be displayed by wearing see through clothing.
11. Heelys (shoes with wheels) and flip flops are not permitted.

If the manner of dress, grooming, or appearance is inappropriate and/or disrupts the normal educational process, necessary steps will be taken to correct the situation. Parents may be called to bring appropriate clothing.

## **Safety**

### **EMERGENCY DRILLS**

Emergency drills will be held regularly during the school year. Absolute quiet must prevail in the building during these drills in order that any directions given for the safety of students may be heard and understood.

### **ALICE**

Alice is used as our new standard response protocol for active shooter scenarios. Alice (Alert, Lockdown, Inform, Counter, Evacuation) will be practiced two times per year, once a semester. Alice focuses on providing additional opportunities to engage in various options in case of an emergency. Whether it is an attack by an individual person or by an international group of professionals intent on conveying a political message through violence, ALICE provides option based tactics have become the accepted response, versus the traditional “lockdown only” approach. All administration, staff, and students will be trained in this protocol in case of an emergency.

### **FIRE DRILLS**

Fire drills will be held at regular intervals throughout the year. The purpose of the drill is to make everyone familiar with the proper exits from the various parts of the building. A diagram of the proper exits is posted in each classroom.

### **TORNADO DRILLS**

Tornado drills will be held periodically throughout the school year so that the students will be familiar with proper procedures to follow in case of a tornado emergency. The primary warning for a tornado will be successive buzzer tones over the school intercom. Everyone should:

1. go immediately to the designated area.
2. stay away from windows.
3. crouch down facing a load-bearing wall.
4. cover your head and face.
5. remain in this area until an “all clear” is given.

### **UNAUTHORIZED USE OF SCHOOL PROPERTY**

Any student or other person who is found on school grounds or in school buildings at any time outside of school hours or without permission of the proper authorities shall be subject to prosecution in the Circuit of Juvenile Court.

### **EDUCATIONAL RIGHTS AND PRIVACY ACT**

The “Family Educational Rights and Privacy Act of 1974” and subsequent amendments provide for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parents’ right under this act extends until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter, only the student himself may exercise the rights.
3. Parents have a right to examine their children’s records at reasonable times and in certain circumstances in accordance with school policy to purchase a copy of such records.
4. The parent has a right to have a record corrected if it “is inaccurate, misleading, or is otherwise in violation of the privacy or other rights of the student.”
5. If, as a result of a hearing, the school decides that the information in the records is not “inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student”, a parent has the right to place in the education records of their child a statement commenting upon the information in the education records and/or setting forth any reasons for disagreeing with the decision of the school to leave the contested information in the student’s record.
6. A record must be kept with each student’s records showing who examined it, the date on which it was examined, and the purpose of the examination. School officials of this district who have a “legitimate educational interest” in the student are exempted from this requirement by the Act.

7. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have "legitimate educational interests", officials of other schools or school systems where a transfer is made, and certain representatives of the state and federal government with various limitations.
8. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parents may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
9. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.
10. The Eminence Community School will forward educational records to officials of another school or school system in which the student seeks or intends to enroll without the written consent of the parent of the student or the eligible student.
11. Certain "directory information" including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and other awards received, may be released without parental consent unless the parent notifies the school district in accordance with the Students Records Policy that they do not want certain designated directory information released without prior consent. Denial of permission to release certain directory information forms may be obtained from the principal's office or from the office of the Superintendent of Schools.

### **EXTRA-CURRICULAR ELIGIBILITY/ACTIVITIES**

Students must pass **ALL** subjects and have **AT LEAST a C** in math and reading, based on the most recent 9-week grading period, in order to be eligible to participate in extra-curricular activities which includes, but is not limited to, choir, cheerleading, all school-sponsored sports, and drum circle. If a student fails to meet the requirements, he/she will not be allowed to participate until after mid-term grades are completed. At that time if the student's grades meet the above criteria he/she will be allowed to participate. Students will be expected to follow school rules at all times.

**Preschool through 5<sup>th</sup> grade students should not attend extracurricular activities unless they are accompanied by an adult.**

#### **AFTER SCHOOL SUPERVISION**

Elementary students are not allowed to stay after school with an older sibling during their extra-curricular activity. Parents should make specific arrangements for their elementary children other than waiting on an older sibling.

#### **CODE OF CONDUCT**

Participation in school athletics is a privilege that carries with it significant degrees of responsibility, accountability, and maturity. Because athletics is a privilege and not a right, those that choose to participate will be held to certain policies and conditions of participation. All athletes (including managers) are expected to follow the athletic code established by the administration, and other specific coaches' rules for their sport.

#### **Philosophy**

The athletic program at Eminence Elementary School is part of the total educational program and supports the goal of the school to promote physical, mental, social, and moral development of the student athlete. The athletic program also fosters the qualities of leadership, scholarship, sportsmanship, and an appreciation for healthy competition.

#### **General Regulations**

1. The rules and regulations for this code shall apply to any violations on and off school premises during the athlete's elementary term. Physical forms must be on file with the Athletic Director prior to participation in practice or games.
2. The athlete is required to follow all team rules that the head coach deems necessary.
3. No athlete may quit one sport and turn out for another after the season has begun without mutual consent of both coaches. Athletes must travel to and from contests in transportation provided by the school.

The exceptions are:

- a. Injury to a participant, which would require alternate transportation.
- b. Prior arrangement between the participant's parent/guardian and the coach for the participant to ride with parent/guardian.
- c. A permission slip signed by the parent/guardian stating that the participant is to ride home with another family member.

#### **Conditions of Participation**

1. **Grade Requirements-** all students must pass all subjects and have at least a C in math and reading, based on the most recent 9-week grading period in order to be eligible to participate in extra-curricular activities. If a student fails to meet the requirements, he/she will not be allowed to participate until after mid-term grades are completed. At that time, if the student's grades meet the above criteria, he/she will be allowed to participate. Students will be expected to follow school rules at all times.
2. **Student-Parent Physician Certificates-** All student athletes must have an up-to-date physical examination and parent consent form on file in the Athletic Director's office before participating in any practices or games. The exams are the responsibility of the athlete and his/her parent/guardian.

3. **Attendance-** A student must attend at least half the school day to **practice or participate** unless the student has a valid, confirmed excused absence. **(See excused absence section in the handbook.)** If a student is absent the last school day of the week, and the competition is on a non-school day, the athlete must bring the coach a signed statement from the parent/guardian that permission is given to participate. It is the coach's responsibility to call the parent/guardian regarding the absence. A student-athlete that has an unexcused absence will NOT be allowed to participate that day, whether a practice or game.
4. **Classroom Behavior-** A coach and athletic director will determine the consequence(s) for any student athlete that receives a detention, in-school suspension and/or out-of-school suspension.
5. **Practice-** All student athletes are expected to attend all games and practices unless excused by the coach. Students MUST participate in a minimum of ten practices before being eligible to participate in their first game or meet. (Note: If an athlete successfully completed the previous season, then he/she needs only 5 practices. Example: If an athlete successfully completed volleyball, then the athlete will need a minimum of 5 practices to compete in basketball contests.)
6. **Rules, Regulations, and Procedures-** All head coaches are responsible for setting and enforcing not only the rules and regulations contained in this handbook and ones set by the Athletic Director and Principal, but such other regulations they may deem necessary and appropriate for their particular sport, subject to the approval of the Athletic Director and the Principal.
7. **Responsibility of Parents-** It is the responsibility of the parents/guardians to provide transportation to and from Eminence Elementary School (not the coach) for each practice and each contest. Each coach will provide ALL parents/guardians with practice times when practice begins and practice dates.

### **Expected Standards of Conduct for Athletes**

- The good of the team is always paramount. Any action that could be detrimental to the team or athletic program must be avoided, and if a detrimental act is committed the athlete is subject to disciplinary actions by the athletic department.
- All athletes will care for all equipment as though it was their own personal property. If equipment is lost or stolen the athlete(s) will fulfill their responsibility by paying for replacement of item(s).
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Eminence Schools and set a good example by doing what is right.
- All Eminence athletes must comply with the standards of the athletic code of conduct and school rules or is subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director, and/or principal of Eminence Elementary School.

### **Drugs, Alcohol, and Tobacco**

1. Any athlete found in possession of or using any tobacco product will be suspended from participation in his/her current sport and will be ineligible to participate in sports activities at Eminence Elementary School for 20% of current or following (next) game schedule after the infraction. Any athlete found to be in violation of this rule a second offense in their elementary school career, will be suspended from participation in his/her current sport and will be ineligible to participate in sports activities at Eminence Elementary School for (1) one year (365 days) after the infraction.
2. This policy is in effect for the athletes 365 days a year and applies to students both in season or out of season and during the summer when school is not in session.

### **General**

All student athletes must remain in good standing with the athletic department, coaches, and Eminence Elementary School. All school equipment and uniforms must be returned at the end of each sport season. If equipment and/or uniforms are not returned, the athlete(s) will be responsible for the replacement of equipment and/or uniforms. It is the responsibility of the head coach to keep a beginning and ending uniform and equipment inventory. One list must be kept on file in the Athletic Director's office and the head coach must keep one on file. All student athletes must conduct themselves as role models of Eminence Elementary School and represent our school in a positive manner before, during, and after all athletic events.

### **Equipment**

All athletes will care for all equipment as though it were their own personal property. If equipment is destroyed through practice the school will replace it. If equipment is lost, stolen, or vandalized the athlete(s) will fulfill their responsibility by paying for the replacement of the item(s). Also, vandalizing, stealing, or wearing stolen equipment is a violation of the Athletic Code and is punishable by suspension from athletics.

### **Insurance**

The Eminence Athletic Department does not provide insurance coverage for student athletes. All athletes are given the opportunity to purchase insurance through the school at their own cost. Parents can obtain an application from the high school main office. Eminence Elementary School's administrators, coaches, and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides the opportunity for athletic

participation, the parent/guardian reserves the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their son or daughter. IT SHOULD BE NOTED THAT EMINENCE ELEMENTARY SCHOOL DOES NOT CARRY ANY KIND OF MEDICAL INSURANCE FOR ATHLETIC INJURIES.

### **Participation in Two Sports in One Season**

Athletes may participate in more than one sport during one season. The coaches involved must meet to discuss the situation, practice times, and event conflicts. It is the responsibility of the athlete to meet the requirements of both sports. If they are not met, the athlete may be cut from one or both of the sports.

## **SCHOOL GUESTS**

### **BACKGROUND CHECKS**

As a way to help ensure our school is a safe environment, Eminence Community Schools requires a background check of adults working with children. In order to volunteer at school, travel on a field trip, or be a room parent, a background check must be on file in the central office. Background check forms may be picked up in the elementary office and returned to either the office or your child's teacher.

### **LUNCH VISITORS**

Lunch visitors are to leave the building after lunch and not accompany students to recess.

### **FIELD TRIPS**

1. Chaperones for field trips must be a parent or adult over 21 years of age.
2. Siblings **ARE NOT** to attend field trips.

### **CLASSROOM PARTIES**

1. Classrooms will celebrate three parties each year (Fall, Christmas, and Valentine's Day).
2. Only purchased snacks and clear liquids may be served at classroom parties.
3. Siblings **ARE NOT** to attend classroom parties.
4. Please check for any food allergies in the classroom.

### **BIRTHDAY CELEBRATIONS**

Birthday celebrations are limited to a purchased snack such as candy bars, treat bags, Little Debbie's, etc. that can be sent home or eaten with the regular school lunch.

### **P.T.O.**

The goal of the P.T.O. is the performance of various services and functions in an effort to improve the opportunities available for your child's education. The key to this group's success is parent involvement. All parents are automatically members of the Eminence P.T.O. and are encouraged to participate.

### **SURVEILLANCE SECURITY POLICY**

Eminence Community Schools has purchased and installed a surveillance camera system to enhance the safety of staff, students, and patrons. The system is designed to serve as a "silent witness" to events occurring in public places on and around our school properties. Review of the events recorded on this system is limited to school administrators and their designees. Any privacy rights assured by the Family Educational Rights and Privacy Act (FERPA), and any other applicable federal or state statute shall be maintained in the collection, maintenance and release of images recorded by the surveillance system.

### **CAFETERIA / MEAL PROCEDURES**

The cafeteria provides well-balanced meals at reasonable prices. All sack lunches and cafeteria food is to be eaten in the cafeteria. Students should go directly to the cafeteria when dismissed for lunch. After eating, students will either remain in the cafeteria, or go to the multi-purpose room. No student will be permitted leave without administrative approval. The following lunch rules are in effect:

1. Enter the cafeteria in a single lunch line. Students are NOT permitted to cut in line.
2. Eating lunch should be a pleasant time for each student. Visiting with your friends is permitted, but loud talking or shouting will not be permitted.
3. Please return your tray, dishes, silverware, milk cartons, straws, and napkins to the designated areas after eating.
4. Leave the table and surrounding area clean. If you spill something, please clean it up.
5. No food is to be taken from the cafeteria.
6. Arrangements may be made for lunch payment between parent and cafeteria management.

\*A student is NOT allowed to charge more than **5 meals**. After the fifth meal is charged, you must send money to pay charges or send meals

from home with your child. If there are financial problems, please contact the school cafeteria, and we will implement a payment program. Free and reduced forms are available in the K-12 office. Ala Carte items may not be charged. We will serve any students, who have a negative balance of 5 meals, a lunch consisting of peanut butter sandwich (or other cold sandwich if peanut allergy) and milk until the balance is paid.

*Student and Parent Handbook Receipt Acknowledgement*

**This sheet is to be signed by both the student and parent acknowledging the receipt of the handbook. It is the responsibility of the student and parent to read all handbook/rules and policies.**

We acknowledge that we have received and read this Handbook. We understand and agree to abide by all the rules and policies outlined within the 2019-2020 Eminence Elementary School Student Handbook. We have had an opportunity to clarify any questions, which we may have concerning the provisions of this Handbook.

\_\_\_\_\_  
Print Student Name                      Student Signature

\_\_\_\_\_  
Print Parent/Guardian Name      Parent/Guardian Signature

\_\_\_\_\_  
Date

-Please tear out of handbook and return to K-12 Office by 8/19/19

\*Students will be reviewing all rules in class during the first few weeks of school. If you have any questions before then, please refer to the appropriate staff member.



# Eminence Elementary School

## Parent Request for Family Travel

Date \_\_\_\_\_ Teacher \_\_\_\_\_

It is the position of the school corporation that school attendance is directly related to a successful school career.

Parents are reminded that even though make-up work will be allowed for credit if approved, instruction missed during class time may adversely affect the student's grades.

\_\_\_\_\_ will be absent from school on  
(Student's name)

\_\_\_\_\_ for the reason listed below:

\_\_\_\_\_  
Signature of Parent or Guardian

.....

### Action by the Principal

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Class work missed may be made up for credit if approved. All make-up work, including tests, shall be completed to the satisfaction of the student's teacher(s) within five (5) days of the student's return to school.

\_\_\_\_\_  
Signature of Principal

# Eminence Elementary School Discipline Handbook

2019-2020



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# Student Discipline Code

## AN ENVIRONMENT CONDUCIVE TO LEARNING

All students at Eminence are expected to behave in a manner that does not disrupt or interfere with the education of other students. Students are entitled to an environment free of lewd, vulgar, obscene or sexually explicit language. Conduct that is offensive to the values and standards of the school and community and/or causes a substantial disruption to school purposes is prohibited. The following standards are designed to allow the elementary school faculty, staff, and students to accomplish our primary purpose, which is to provide the best education for each student. Any type of activity or behavior that interferes with such purpose shall be construed as misconduct.

All teachers, administrators, and other staff members are responsible for the supervision of students. Therefore, students are expected to comply with requests from any staff member. Such requests may occur at any time during the school day and at all school-sponsored functions, both on school property and at facilities where school activities are being held. Refusal to comply with such requests will be treated as insubordination.

## CLASSROOM ORDER (MINOR MISCONDUCT)

Our teachers strive to operate classrooms in an orderly fashion. They determine rules for their classes that support such an environment. If a student continues violating a teacher's classroom expectations after that teacher makes efforts to correct the misbehavior, the behavior will be handled by the administration as Major Misconduct.

## MAJOR MISCONDUCT

All students are expected to obey the rules of Eminence Elementary School and will be expected to accept the authority of any administrator, teacher or staff member at any time on school property or under school jurisdiction. School discipline is simply a matter of courtesy, manners, and attitudes on the part of the students. All administrative members and faculty members have equal authority; however, only administrators may formally recommend In School Suspension (ISS), Out-of-School Suspension (OSS) and Expulsion.

# APPENDIX A - Severe Consequences and Operational Definitions

It is understood that:

1. The school teachers and school authorities stand in loco parentis (acting in place of parents) of the child.
2. According to IC 20-33-8-8 --School authorities have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system.
3. When student behavior disrupts learning, either of the student himself/herself or the learning of others, the teacher and/or school authorities are obligated to investigate the cause of such behavior and initiate appropriate remedial action.

Disciplinary action to correct students who behave in an inappropriate manner may include, but are not limited to the following strategies:

1. Teacher conference with the student.
2. Teacher conference with the student and administrator.
3. Teacher and/or administrator conference with student and student's parents.
4. Student assigned to detention.
5. Student removed from class for a limited period of time (in-school suspension).
6. Student suspended from school attendance.
7. Student recommended for expulsion from school for the remainder of the semester or year.
8. Paddling

It is not necessary that this sequence be followed. Some behaviors would merit immediate suspension from school attendance. The teacher or principal may hold or restrain a child for corrective action.

Students are expected to follow school rules when (1) on school grounds immediately before, during, and after school hours and at any time when the school is being used for an activity; (2) off school grounds at a school activity, function, or event; or (3) traveling to or from school or a school activity, function, or event.

## **SUSPENSION**

According to IC 20-33-8-14, a student may be removed for a period that does not exceed five (5) school days. A student may be suspended for any of the following acts:

1. repeated absences from school, individual classes or conferences
2. repeated tardiness to school or individual classes
3. repeated minor offenses
4. possession or use of tobacco products
5. refusal to obey school rules and standards of school authorities or advocating that others do the same
6. use of obscene gestures, abusive and/or vulgar, indecent language which creates an imminent danger of, or can reasonably be foreseen as likely to cause a substantial disruption or material interference in the carrying out of school purposes
7. theft
8. extortion
9. gambling
10. hazing and/or indecent exposure
11. leaving the school, class, or class assignment without permission from authorized personnel
12. setting off false fire alarm
13. loitering in or on school property
14. disrespect for teacher or other school personnel
15. conduct constituting an interference with school purpose
16. sexual act, petting, necking, inappropriate physical contact

17. making excessive noise or behaving in any manner that disrupts the educational progress
18. endangering the safety of others or distracting a class or school activity by fighting, pushing, shoving, tripping, and throwing missiles
19. littering in or on anything other than proper receptacles
20. soliciting of funds for any purpose without approval from the principal
21. cheating
22. mutilating, littering, defacing, or destruction of school property at any time
23. setting any fire in or on school property at any time
24. refusing to identify himself or giving false identification to any Board employee and/or failing to justify his presence, that is, by giving evidence that he has permission from a Board employee to be where he/she is
25. engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function
26. Bullying – IC 20-33-8-0.2. states that “bullying” means overt, repeated acts or gestures including:
  1. verbal or written communications transmitted;
  2. physical acts committed; or
  3. any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student.

## **EXPULSION**

IC 20-33-8-15 states that a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
  - (2) the student’s removal is necessary to restore order or protect persons on school property
1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. Examples of this kind of behavior are as follows:
    - A. occupying any school building, school grounds, or part thereof with intent to deprive others of its use
    - B. blocking the entrance or exits of any school building or corridor or room therein the intent to deprive others of lawful access to or from or use of the building, corridor or room
    - C. setting fire, or attempting to set fire, and damaging any school building or property
    - D. firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises
    - E. prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or any lawful meeting or assembly on school property
    - F. continuously and intentionally making noise or acting in any manner so as to interfere with any teacher’s ability to conduct the educational function under this supervision
  2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, or damage or theft involving school property.
  3. Causing or attempting to cause damage to private property or stealing or attempting to steal private property, or damage or theft involving private property.
  4. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

5. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
6. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription.
7. Any substance, for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee in the health clinic and administered or taken there.
8. Engaging in the selling of narcotics or other violation of criminal law that constitutes a danger to other students or constitutes an interference with school purposes.
9. Knowingly possessing, using, transmitting or being under the indulgence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind (this includes "look-a-like" drugs and "look-a-like" or imitation alcoholic beverages).
10. Failing in a substantial number of instances to comply with directions of teachers or other personnel where such failure constitutes an interference with school purposes.
11. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.
12. A violation, or repeated violation, of any rules validly adopted.
13. Causing or attempting to cause physical injury or bodily harm to a school employee, student or other person.
14. Threatening or intimidating any students for the purpose of, or with the intent of obtaining money or anything of value from such student.
15. Knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon including, but not limited to, guns, knives, firecrackers, and other explosives.
16. Engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
17. A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. IC 20-33-8-21

### **APPEAL PROCEDURE**

It is the policy of the Board to afford every individual having a complaint an orderly procedure for filing such a complaint so that he may have his complaint properly and carefully attended to and in order that any person in respect of whom such a complaint is made may be properly protected. Persons wishing to register a complaint or concern in regard to disciplinary action including corporal punishment should first discuss the matter with the individual teacher involved. If not satisfied, the discussion should continue with the building administrator. If further discussion is desired, it should be directed to the central administrative office. Unresolved matters may be appealed to the School Board. The procedure for appeal in cases of suspension, expulsion, and exclusion is contained in the student Due Process Manual as adopted by the School Board as per IC 20-8.1.5.

### **DISCIPLINE POLICY FOR STUDENTS WITH DISABILITIES**

Students with disabilities are subject to the discipline rules adopted by the board of school trustees and, therefore, may be suspended or expelled for any violation(s) of such rules.

### **BULLYING POLICY**

1. This rule applies when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
  - b. Off school grounds at a school activity, function, or event;
  - c. Traveling to or from school or a school activity, function, or event;
  - d. Using property or equipment provided by the school; or
  - e. Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
  4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
  5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
  6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

## **HAZING**

The Eminence School Board believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Corporation shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

## **PERSONAL ELECTRONIC DEVICES**

Eminence Elementary School does not permit the use or possession of cellular phones by students unless being used at the end of the day for extra-curricular purposes. In addition, students are not permitted to have radios, tape players, CD players, electronic games, etc. during the school day (8:00-3:00) unless special permission has been granted by the teacher in which case, the teacher will communicate this with the parents. School officials will confiscate these devices if students choose to bring them to school. 1<sup>ST</sup> offense the device will be taken from the student and returned at the end of the day along with parent notification. 2<sup>nd</sup> offense and beyond the device will be taken and parents must pick it up from the office.

## **LIMITATIONS ON DELEGATIONS OF AUTHORITY**

- A. All rules, standards or policies adopted by anyone other than the School Board and applying to any group of students or to students generally, shall not be effective until

they are reviewed and approved by the superintendent and until they shall be presented to the School Board. The School Board may change any such rules, standards or policies in accordance with the procedures it may from time to time adopt.

- B. No rule or standard shall be effective with respect to any student until a written copy thereof is made available or delivered to the students or his parents, or is otherwise given general publicity within a school to which it applies. This limitation shall not be construed technically and shall be satisfied in any case where there has been a good faith effort to disseminate to students or parents generally the text or substance of any rule or standard.

**NOTE:** The provisions of paragraphs A and B above, however, shall not apply to rules or directions concerning the movement or parking of vehicles, day to day instructions concerning the operation of classroom or teaching station, the time or timers for commencement of school, or other standards or regulations relating to the manner in which an educational function is to be carried out.

### **PERSONNEL AUTHORITY**

As stated in IC 20-33-8-9 (10 and 11), the superintendent, principal, and administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with students' behavior, in addition to the actions specifically provided in this chapter, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as:

1. counseling with a student or group of students
2. conferences with a parent or group of parents
3. assigning students additional work
4. rearranging class schedules
5. restriction of extracurricular activity
6. passing to the next grade
7. detention, suspension from school and/or expulsion
8. corporal punishment

### **SEARCH AND SEIZURE ON SCHOOL PREMISES OR DURING A SCHOOL ACTIVITY**

This policy represents a sincere effort to balance the rights of students with the need for school officials to find and remove items that threaten the health, safety, or the learning atmosphere in our schools.

- A. As used in this section, "reasonable cause for a search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place, or thing will lead to the discovery of:
  1. evidence of a violation of the student conduct standards contained in the student handbook.
  2. anything which because of its presence presents an immediate danger or physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of students subject to inspection, access for maintenance, and search pursuant to this section. No students shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
  1. The principal, or member of the administrative staff designated in writing by the principal, may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search,

- the student shall be notified to the search and given the option to be present at the search.
2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal, or other member of the administrative staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. Searches of the person of a student shall be limited to:
1. searches of the pockets of the students.
  2. any object in the possession of the student such as a purse or backpack.
  3. a “pat down” of the exterior of the student’s clothing.

Searches of the person of a student, which require removal of clothing other than a coat or jacket, shall be referred to a law enforcement officer in accordance with subsection G of this section. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one, but not more than three, additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

- D. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standard contained in the student handbook may be:
1. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal’s designee until it is presented at the hearing.
  2. returned to the parent or guardian of the student from whom it was seized.
  3. destroyed if it has no significant value, or turned over to any law enforcement officer in accordance with subsection G.
- E. Anything found in the course of a search conducted in accordance with this section which by its presence present an immediate danger of physical harm or illness to any person may be seized and:
1. returned to the parent or guardian of the student from whom it was seized.
  2. destroyed.
  3. turned over to any law enforcement officer in accordance with subsection G.
- F. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. search any area of the school premises, any student, or any motor vehicle on school premises.
  2. identify or dispose of anything found in the course of a search conducted in accordance with this section.
- G. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

### **DUTY TO REPORT CONTROLLED SUBSTANCE OFFENSES**

Effective January 1, 1989, the Indiana General Assembly passed a law that every employee of a school corporation has the responsibility to report any student that is personally observed in violation of the controlled substance law in, on, or within one thousand (1000) feet of the school property. The employee is to report the violation in writing to a member of the administrative staff.

The administrator who received the written report or who personally observed such violation must immediately report the following information in writing to a law enforcement officer:

1. a general description of the violation
2. the name or general description of each violator known to the member
3. the date and place of the violation
4. the name or a general description of each person who the member knows witnessed any part of the violation
5. a general description and the location of any property that the member knows was involved in the violation

### **DRESS CODE**

Eminence Elementary takes pride in the appearance of our students. Your dress reflects the quality of your school, your conduct, and your school work. Students are expected to come to school looking clean and neat. They should be dressed in a manner which is accepted as being in good taste.

The following dress guidelines (I.C. 20-33-8-12) will be in effect:

1. Clothing, notebooks, and other personal items with objectionable wording or pictures relating to tobacco, alcohol, drugs, vulgarity, sex or sex related, implied vulgarity, satanic symbolism, gang related symbolism, etc. will **NOT** be permitted.
2. Clothing that permits display of the stomach is not permitted. All shirts must be "tuckable." This includes, but is not limited to, cutoff T-shirts, halters, low rise pants, etc.
3. Clothing that is dirty, torn, or ragged will **NOT** be permitted.
4. Hats, bandanas, and hoods will **NOT** be worn in the building during school hours.
5. Students **MUST** wear shoes or sandals.
6. Students may wear shorts or other clothing that is at least fingertip length.
7. Slits in skirts cannot be higher than fingertip length.
8. Shoulder on sleeveless shirts must be at least 2-3" wide. Spaghetti straps are unacceptable.
9. Low cut tops or shirts with large armholes are not permitted.
10. Underwear must be covered by clothing. Underwear must not be seen above the tops of pants. Shirts must be buttoned over T-shirts. Undergarments should not be displayed by wearing see through clothing.
11. Heelys (shoes with wheels) and flip flops are not permitted.

If the manner of dress, grooming, or appearance is inappropriate and/or disrupts the normal educational process, necessary steps will be taken to correct the situation. Parents may be called to bring appropriate clothing.

## APPENDIX B - Sexual Harassment

This is not a new policy. This is a clarification on our implementation of a school board policy that has been in place for years, directed by U.S. federal laws that have been in place for decades. It has become clear that some students do not fully understand what types of actions, behaviors, and words constitute sexual harassment. This statement is meant to pre-emptively clarify, and ultimately discourage this sort of behavior.

At Eminence Community Schools, we do not allow sexual harassment. We take seriously our responsibility to provide a learning environment free of sexual harassment. We do that proactively by teaching students about what sorts of words and actions are unacceptable. When educating students is not enough, we will utilize disciplinary actions. The full board policy prohibiting sexual harassment can be found on the school corporation website. It is policy 5517.

Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 define "sexual harassment" as: "*Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.*" This means all students have a right to come to school without feeling threatened or made uncomfortable due to actions or words relating to sex. Parents and guardians should be able to send their children to school with the understanding that we don't allow sexual harassment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. sexual violence, including physical and/or sexual assault;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;

*\*items C, I, and K have been removed and located in the section on sexual harassment - staff.*

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education or creates a hostile or abusive employment or educational environment.

## Frequently asked questions:

*Does sexual harassment have to be between two people of different genders?*

No. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

*Is name-calling sexual harassment?*

It can be. A student calling another student names that cause a hostile educational environment based on perceived sexual activities, sex-stereotyping, or sexual degradation would be treated as sexual harassment. We will not tolerate such name-calling.

*Is sexting sexual harassment?*

It can be. Students have a right to an educational environment free of sexually suggestive material. A student distributing such material is creating a hostile environment to our students, and will be punished under our sexual harassment policy.

*Is use of sexual innuendos at school sexual harassment?*

Yes. Sexual innuendos are pervasive in TV shows and movies, but they are strictly prohibited in our school. Sometimes students use innuendo without understanding the meaning - that's why students should refrain from repeating statements they don't understand, or they are at risk of sexual harassing others.

*Is spreading rumors sexual harassment?*

If the rumors are about the perceived sexual activities of others, then yes. Those types of rumors and insults are prohibited by item D above. It is one of the more common and also more destructive forms of sexual harassment.

*Is it possible for a school staff person to sexually harass someone?*

Yes. A teacher or staffperson can be guilty of sexual harassment by violating any of the above listed items and also the following:

- C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
- I. inappropriate boundary invasions by a Corporation employee or other adult member of the Corporation community into a student's personal space and personal life;
- K. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

*How will jr. high and high school students be trained on sexual harassment?*

Students in grade 6 and above will be trained to avoid sexual harassment with the same level of detail as found above. They will also be instructed against using specific terms that have been examples of harassing language in the past. This training will be done with seriousness and tact, but ultimately as direct a way as possible. We have confidence any objectionable terms students hear from us won't be the first

time they've heard them. We are proud of our training of students, and we welcome any parent or guardian that wishes to hear our instruction at the same time as his or her student.

*How will elementary students be trained on sexual harassment?*

We believe students in grade 5 and below should be trained in sexual harassment in a more delicate way - focusing on using kind words, not touching the bathing suit area of other people, and general body safety. We will be more specific with students if and when we have concerns. At this age group it is important to not discourage students from talking about bodies in any way that would discourage them from reporting it if they were the victim of some sort of violation of their body safety.

*What do I do if my child is accused of sexual harassment?*

Sexual harassment is a serious accusation. Often parents and guardians are defensive when faced with evidence that their child has created a hostile environment for another student through his or her words or actions. We investigate such accusations thoroughly, and we do not discipline students unless we have enough evidence to make a decision. If there is evidence that your child has sexually harassed someone, the most helpful thing you can do is work with us to communicate both that the action was unacceptable, but that your child can move past it. We never mean to pass judgement that a student is a bad person. We want to help students not make bad choices. You are an important partner in that.

Below you will find a sexual harassment reporting/investigation form, and a sexual harassment written documentation form.

REPORT OF HARASSMENT

This form is to be used by any employee or student who has either observed or been subject to harassment. To ensure full investigation, the form should be completed as accurately as possible. An investigation may require the complainant to be interviewed.

**(Please Print)**

Date: \_\_\_\_\_

Name of complainant making a charge of harassment: \_\_\_\_\_

Address of Complainant: \_\_\_\_\_

Telephone # \_\_\_\_\_ Position or Grade \_\_\_\_\_

Names of individuals involved in the harassment. Indicate whether they are students of employees.

\_\_\_\_\_  
\_\_\_\_\_

Give a description of the harassment in your own words:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of any witnesses indicating whether they are employees or students:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Person Making the Report

\_\_\_\_\_  
Signature of the Person Receiving the Report

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