

EMINENCE ELEMENTARY SCHOOL

STUDENT HANDBOOK

2022-2023

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

Office (Transportation Change/Early Pickup/Attendance): (765) 528-2141
Fax: (765) 528-2276 www.eminence.k12.in.us

OFFICE STAFF

Principal: *Dustin Adams*
Guidance Counselor: *Leah Hyatt*
Administrative Secretary: *Jessica Casteel*
Treasurer/Athletic Secretary: *Molly Finney*

2021-2022 BOARD OF SCHOOL TRUSTEES

Andrew Finney Holly Webb Catherine Stockwell
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 April 14, 2022 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).

SCHOOL MASCOT AND COLORS

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

Eminence Nondiscrimination Clause

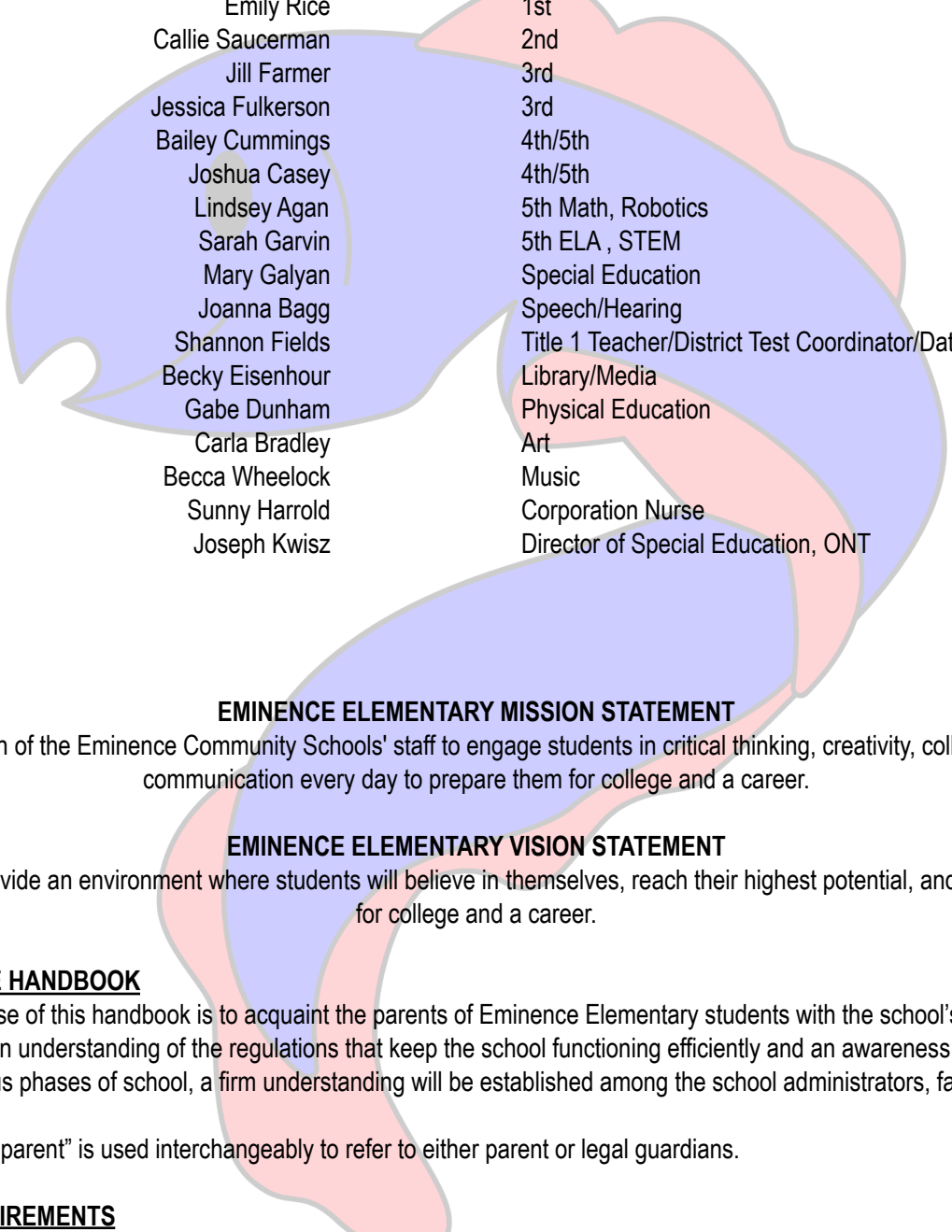
The Eminence Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, religion, sex, disabilities, or national origin including English proficiency, and any employment opportunity, educational program, or student activity. No person is 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:

Mr. Wes Hammond, Superintendent
Eminence Community Schools
6760 N. State Road 42
Eminence, IN 46125

EMINENCE COMMUNITY SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER

ELEMENTARY STAFF Directory



Wesley Hammond	Superintendent
Dustin Adams	Principal
Leah Hyatt	Guidance Director
Rebecca Willis	Secretary/Attendance
Carissa Kemp	Preschool
Rebecca Cooper	Kindergarten
Emily Rice	1st
Callie Saucerman	2nd
Jill Farmer	3rd
Jessica Fulkerson	3rd
Bailey Cummings	4th/5th
Joshua Casey	4th/5th
Lindsey Agan	5th Math, Robotics
Sarah Garvin	5th ELA , STEM
Mary Galyan	Special Education
Joanna Bagg	Speech/Hearing
Shannon Fields	Title 1 Teacher/District Test Coordinator/Data
Becky Eisenhour	Library/Media
Gabe Dunham	Physical Education
Carla Bradley	Art
Becca Wheelock	Music
Sunny Harrold	Corporation Nurse
Joseph Kwisz	Director of Special Education, ONT

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.

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 Indiana, a school corporation is required to provide a kindergarten program for eligible students who are five years old on or before August 1, 2022. However, a school corporation may enroll a student who turns five by October 1, 2021 and still receive state tuition funding. Enrollment after August 1, 2022 is a local school decision.

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):	B. Students in grades K-3rd:
1. Three doses of Hepatitis B	1. Three doses of Hepatitis B
2. Two doses of Hepatitis A	2. Five doses of Diphtheria/Tetanus/Pertussis (DTaP)
3. Four doses of Diphtheria/Tetanus/Pertussis (DTaP)	3. Four doses of Polio ⁽¹⁾
4. Three doses of Polio ⁽¹⁾	4. Two doses of Measles/Mumps/Rubella (MMR)
5. One dose of Measles/Mumps/Rubella (MMR)	5. Two doses of Varicella ⁽²⁾
6. One dose of Varicella ⁽²⁾	6. Two doses of Hepatitis A

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

⁽²⁾ 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 (September 6, 2022) 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(s)/guardian(s). 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 K or 1st, 3rd and 5th grades; and as needed for any student suspected of having a vision deficit. The Speech/Language Therapist performs hearing tests annually to students in 1st and 4th 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.

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. Virtual conferences via Google Meets are the preferred format for Eminence Elementary staff.

REPORT CARDS AND MID-TERM REPORTS

Report 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

Grades kindergarten, first, and second will utilize standards-based grading in lieu of letter grades.

Unsatisfactory	Improving	Meets Benchmark	Exceeds Benchmark
U	I	S	S+

For grades 3-5

A+ 100% or higher	B+ 88 - 89%	C+ 78 - 79%	D+ 68 - 69%
A 93 - 99%	B 83 - 87%	C 73 - 77%	D 63 - 67%
A- 90 - 92%	B- 80 - 82%	C- 70 - 72%	D- 60 - 62%

INCOMPLETE OR MISSING WORK

Assignments from teachers are important for students' growth, progress, and grades. Teachers will provide additional time to complete assignments and opportunities for students to show their learning when it is appropriate, but a student will receive a score of

zero on an assignment if he or she refuses to complete it. Refusing to complete an assignment is a violation of the disciplinary code and will result in consequences as well.

- **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. Students in grades K-2 are focused solely on skill growth and do not have honor roll.

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, psychometrist, 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 and 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.

Eminence Elementary instructs all students in responsible decision-making, self-management, self-awareness, social awareness, and relationship skills. We utilize locally created resources as well as a comprehensive program called Second Step. The purpose of this focus is to give students the knowledge and skills to feel safe at school, manage their emotions, and empower them to

show good character traits. This in turn will improve academic outcomes, lead to supportive classroom climates, and reduce negative social behaviors like bullying. This focus is often called social-emotional learning.

CARE OF BOOKS AND SCHOOL PROPERTY

Students are responsible for the proper care of all textbooks, Chromebooks (including cords and cases,) and library books. (If books or technology 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

Our school day runs from 8:00 until 2:55 for all students grade 1-5, and kindergarten runs from 8:00 until 2:00. Kindergarten students that ride the bus home, or are picked up at 3:00 will have Kid Time from 2:00-2:55.

Students being brought to school should not arrive until 7:45 a.m. as there is no supervision until that time. Students should be dropped off at the doors on the West 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 2:55 (2:00 for kindergarten students) 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.**

765-528-2141

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 secretary 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. Phones, cards, expensive headphones, 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.

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 or operate in virtual or E-Learning capacity.

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 canceled, the School Messenger notification system may be used or coaches may notify their respective players/parents.

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
Indianapolis WTHR TV Ch. 13
Indianapolis WXIN Ch. 59

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 8:00 a.m. and students who are not ready to begin class at that time are considered tardy and must report to the school office with his or her parent or guardian before going to class. The record of tardiness will be listed on report cards, permanent records and will affect the perfect attendance recognition. Dismissal time is 2:55 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 8th unexcused absence must have a doctor's note or verification that the absence is an excused absence or a pre-arranged approved absence.

- **4th** - unexcused absence will result in written letter given to student to take home.
- **8th** - unexcused absence each semester will result in an official warning to parent.
- **Additional Unexcused Absences:**
 - After a student accumulates his/her eleventh unexcused absence or tardy for a school year, parent(s) or guardian(s) may be referred to the Morgan County Prosecutor or the Department of Child Services for 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 4th and 8th 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 23. 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.

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

Elementary students that participate in Eminence Jr.-Sr. High athletics are bound by all school, athletic program, and team rules. Copies of the jr.-sr. high and athletic program handbook are available in the office. All athletes are required to obtain an athletic physical and follow the same guidelines as all jh and hs athletes.

Eminence Elementary students should not attend extracurricular activities unless they are accompanied by an adult or under the supervision of an approved club or team sponsor or coach. 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.

Participation in extra-curricular activities or school athletics is a privilege that carries with it significant degrees of responsibility, accountability, and maturity. Because extra-curricular opportunities are privileges and not a right, those that choose to participate will be held to certain policies and conditions of participation.

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. The principal may require adult guests to complete a training before allowing them to visit the school during the school day.

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.
7. Students that bring lunches from home should not bring energy drinks or soda.

*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.

Eminence Elementary School Discipline Handbook

AN ENVIRONMENT CONDUCTIVE 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.

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.**

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.

Eminence Elementary Administrative Discipline Ladder

Parent(s) or guardian(s) are requested to conference with an administrator in person or virtually when a student has done any of these infractions.

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Battery/Hitting and causing injury to another person	3 Days OSS	5 Days OSS	10 Days OSS/ recommended for expulsion; reported to county prosecutor	
Possession, Dealing, Transferring or Use of Weapon, dangerous device, or Firearm	10 Days OSS/ recommended for expulsion; reported to county prosecutor			
Possession, Dealing, Transferring or Use of Alcohol, a Controlled Substance, Paraphernalia, Synthetic, Look-a-like, or tobacco	10 Days OSS/ recommended for expulsion; reported to county prosecutor			
Inappropriate touching or contact with another person	At least one day OSS	3 Days OSS	5 Days OSS	
Harassment /Physical Bullying/Threats				
Verbal, written, or cyber bullying				
False reporting				
Vandalism / Destruction of School Property	Restitution, At least one day OSS	Restitution, 3 Days OSS	Restitution, 5 Days OSS	Restitution, 10 Days OSS/ recommended for expulsion; reported to county prosecutor
Theft				
Fighting	5 days of Lunch/recess detention	One day OSS	3 Days OSS	5 Days OSS
Insubordination	1-5 days of Lunch/recess detention	One day OSS	3 Days OSS	5 Days OSS
Truancy / Leaving classroom without permission	1-5 days of Lunch/recess detention	5 days of Lunch/recess detention	One day OSS	3 Days OSS
Repeated class disruption				
Computer / Internet Violation				

Misconduct with Substitute Teacher	1-5 days of Lunch/recess detention	5 days of Lunch/recess detention	One day OSS	3 Days OSS
Profanity				
Cheating/Plagiarism				
Bus misconduct				

*****Administrators have the option to alter the penalty for any offense*****

SEVERE CONSEQUENCE 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. My
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.

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 ten (10) 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 (8:00-2:55) 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. 1ST offense the device will be taken from the student and returned at the end of the day along with parent notification. 2nd 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

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-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-storage area.
 1. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises 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. Slits in skirts cannot be higher than fingertip length.
7. Low cut tops or shirts with large armholes are not permitted.
8. 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.
9. 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.

SEXUAL HARASSMENT

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:

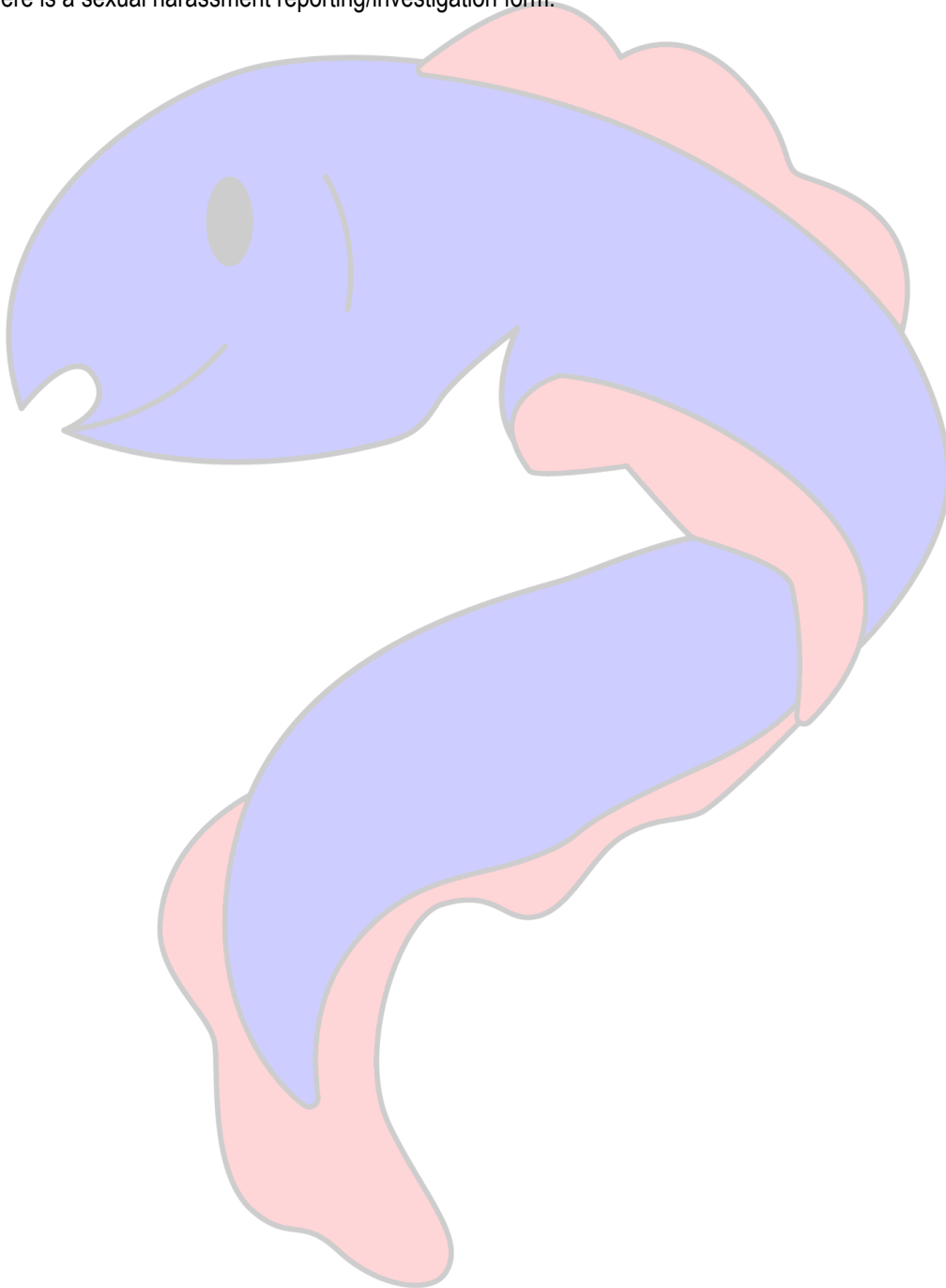
- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. sexual violence, including physical and/or sexual assault;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; 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.

On the next page there is a sexual harassment reporting/investigation 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 or 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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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 2022-2023 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 Elementary Office by 8/22/22

*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.

REQUEST FOR FAMILY TRAVEL

It is the position of the Eminence Community Schools that attendance at school each day is very important and that days missed are detrimental to excellent achievement. The school discourages parents/guardians from taking students out of school for family travel. Please read Family Vacation section in the student handbook before completing this form.

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Parent(s)/Guardian(s) of _____, who is in the _____ grade at Eminence Community Schools, request that he/she be granted a Family Travel Release while school is in session. The above named student will be absent for travel beginning _____ and will return to school _____.

This student will be given credit for all work made up to the teacher's satisfaction within five school days of return provided the absence does not extend beyond the five days of family travel, permitted one time per school year. Days of absence beyond five days will be unexcused and credit will not be given for made up work.

I/We understand that it is the student's responsibility to contact his/her teachers to arrange making up assignments and tests.

Parent/Guardian Date

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(For Office Use Only)

Conditions for approval of Family Travel Request. All must be met to be approved.

_____ 1. This family travel request will not cause the student to exceed eight days of absences this semester.

_____ 2. One or both parents/guardians will be accompanying the student.

_____ 3. Number of school days student will be absent.

_____ Approved _____ Rejected

Principal's Signature

Date