

Eastbrook Community Schools Elementary Handbook



2024-2025

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WELCOME

Welcome to Eastbrook North and Eastbrook South Elementary Schools. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children.

It is the policy of the Eastbrook Community School Corporation not to discriminate on the basis of race, color, religion, national origin, age, or handicap in the educational programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1), Public Law 218 (I.C. 1971 Title 20), Titles VI and VII (Civil Rights Act, 1964), the Equal Pay Act, 1973, Title IX (1972 Education Amendments, IDEA (Individuals with Disabilities Act, revised 1997), and Section 504 (Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX, Section 504 and services for students with disabilities under IDEA may be directed to the Director of Education for Eastbrook Schools, Mr. Justin Simos, 560 S 900 E, Marion, IN 46953, Phone (765) 662-1890.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact:

Chris McKim, Principal, Eastbrook North Elementary School
504 S First Street (Box 377)
Van Buren, IN 46991
765-934-3551
765-934-3552 (fax)
cmckim@eastbrook.k12.in.us

Miriam Dalton, Principal, Eastbrook South Elementary School
694 S Second Street
Upland, IN 46989
(765)998-2550
(765)998-2828
(765)998-2740
mdalton@eastbrook.k12.in.us

WHAT PARENTS SHOULD EXPECT FROM THE SCHOOL

1. That the school be operated in a business-like manner, with both requirements and regulations being reasonable and understandable.
2. That the student's progress in studies be the primary priority of the school.
3. That parental inquiries, visits, and complaints receive prompt and courteous attention and that the school's response to these inquiries reflect a constructive and helpful attitude.
4. That each teacher's grading be fair, impartial and understandable.
5. That each teacher's assignments be definite and that a reasonable amount of assistance be given in class and individual help be provided when necessary.
6. That the school will do its best to maintain a wholesome school atmosphere and wholesome student behavior.

WHAT THE SCHOOL EXPECTS FROM PARENTS

1. That the student's attendance be regular and punctual.
2. That the parents encourage and promote both good study habits and acceptable behavior in their children.
3. That parental inquiries be first registered with the teacher, and then the principal.
4. That the parents demonstrate a positive attitude toward the school. A negative home climate toward school will too often damage the student's outlook and affect his/her behavior and success.
5. That a parent calls the principal to arrange a classroom visitation.
6. That the parent calls the school for an appointment with a teacher or the principal in the event of a serious problem or misunderstanding that has not been satisfactorily resolved between the child and the school.

WHAT STUDENTS SHOULD EXPECT FROM THE SCHOOL

1. That his/her voice be heard as long as he/she expresses himself/herself in a courteous manner.
2. That each teacher's grading and treatment of the student be fair and understandable.
3. That the correction of each student's behavior be fair and done with thought to the best interest of both the individual student and total school.

WHAT THE SCHOOL EXPECTS FROM STUDENTS

1. That the student's attendance be regular and punctual.
2. That the student exhibits reasonable behavior and not disrupts the normal learning processes.
3. That the student will attempt to complete assigned work.
4. That the student will deal with teachers and staff in a respectful manner.
5. That the student will dress in a reasonable manner in accordance with the dress guidelines listed in this handbook.

6. That the student will become aware of rules and regulations as outlined in the student handbook.
7. That the student will be respectful of school property as well as others' personal property.

THE GOOD SCHOOL CITIZEN

Student Rights and Responsibilities

The rules and procedures of the Eastbrook North and Eastbrook South Elementary Schools are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Code of Conduct & Discipline for Elementary Students

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students on School property at any time; during and immediately before and after any School activity at any location; and traveling to and from School or to and from a School activity.

1. Respect others and their property.
2. Listen when others are talking.
3. Obey the rules of your classroom and school as explained to you.
4. Take responsibility for your belongings.
5. Don't leave the school grounds without permission.
6. Respect, courtesy, and safety will be common themes for all school activities.
7. Act courteously to adults and fellow students.
8. Be prompt to school and attentive in class.
9. Work cooperatively with others regardless of the other's ability, gender, race, or ethnic background.
10. Complete assigned tasks on time and as directed.
11. Help maintain a school environment that is safe, friendly, and productive.

It is the responsibility of each student as a school citizen to cooperate with school staff members by giving honest, direct answers to all questions in the resolution of any violation of established rules of conduct. Students who knowingly are in association with those who are violating school rules, or who contribute directly or indirectly to the violation, may be considered to be sufficiently involved to warrant disciplinary action.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

1. knowingly interfering with school purposes or inducing another student to do so;
2. stealing or damaging school property or property of another person;
3. knowingly causing bodily harm to another person;
4. possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
5. possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
6. possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;

Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes but is not limited to: writing assignments; change of seating or location; before-school, lunchtime or after-school detention; in-school restriction; removal from a class or activity.

Detentions

A student may be detained after school by the principal, after giving the student and his/her parents one (1) day's notice or by verifying by a phone call. The student or his/her parents are responsible for transportation.

Removal

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity. Such removal may be from the classroom for an entire school day per the principal's discretion.

Formal Discipline

Formal discipline removes the student from school. It includes suspension for up to 10 school days and expulsion for the remainder of a semester or longer.

Suspension: The principal may deny a student the right to attend school and/or take part in any School function for up to a maximum of ten (10) consecutive School days.

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) days.

Elementary Discipline Levels

Level 1

- Student/teacher meeting/warning/verbal correction
- Excluded from certain privileges or activities
- Given duties as a logical consequence
- Suspended from recess

Level 2

- Conference with teacher/parent (phone or email) with extended loss of privileges or activities

Level 3

- Principal/student conference
- Detention (lunch, after-school, or class time)

Level 4

- Formal parent and school conference
- ISS

Level 5

- OSS

Level 6

- OSS to Expulsion

Discipline Policy (Levels Explained)

LEVEL I

1. Teacher/student verbal correction.
2. Short-term punishment (i.e. loss of recess or some classroom privilege).

LEVEL II

1. Parent/Teacher contact; conference if desired.
2. Extended loss of privileges or recess

NOTE: Serious use of force by one student against another person shall be dealt with at Level 2 or higher at the discretion of the teacher and principal. Serious use of force may include the intentional threatening of another person in a rude, insolent, or angry manner.

LEVEL III

1. Removal from class or activity. "Discipline Report" filed with Principal and/or parent/school conference (teacher, parent, principal).
2. Detention (lunch, after-school, or class time)

LEVEL IV

1. Formal parental conference.
2. Suspension from school and/or suspension from extracurricular activities at the discretion of the principal.

LEVEL V & VI

Suspension which can lead to expulsion used in accordance with Indiana Law is likely. Based on the individual situation, school personnel may initiate or repeat discipline at the level determined to be appropriate. All disciplinary steps shall be administered in accordance with reasonable action and established policy.

In such instances where teachers or other staff are not directly assigned or responsible for student supervision, building principals may be involved in disciplinary action whenever necessary. Such instances may include playgrounds, cafeteria, gym, corridors, restrooms, activities, etc. Staff are expected to take necessary action to maintain appropriate student behavior. In matters of student discipline, student's conduct and/or statements may be recorded on audio and/or video tape.

Suspension and Expulsion: Indiana Code

IC 20-33-8-14

- a. The following are the grounds for student suspension and expulsion, subject to the procedural requirements of this chapter as stated by school corporation rules:
 1. Student misconduct
 2. Substantial disobedience
- b. The grounds for suspension or expulsion listed subsection (a) apply when a student is:
 1. on school grounds before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
 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.

IC 20-33-8-15

In addition to the grounds specified in section 8, 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; including unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

IC 20-33-8-16 POSSESSION OF FIREARMS AND DEADLY WEAPONS

- a. As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- b. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include firearms.
- c. Notwithstanding section 14 of this chapter, a student who is:
 1. identified as bringing a firearm to school or on school property; or
 2. in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of one (1) year period.
- d. The superintendent may, on a case-by-case basis, modify the period of expulsion under subsection (c) for a student who is expelled under this section.
- e. Notwithstanding section 14 of this chapter, a student who is:
 1. identified as bringing a deadly weapon to school or on school property; or
 2. in possession of a deadly weapon on school property; may be expelled for a period of not more than (1) calendar year.
- f. A superintendent shall notify the prosecuting attorney of the county in which the school is located if a student is expelled under subsection (c) or (e). Upon receiving notification under this subsection, the prosecuting attorney shall begin an investigation and take appropriate action.
- g. A student with disabilities (as defined in IC 20-1-6.1-7) who possesses a firearm on school property is subject to procedural safeguards under U.S.C. 1415. As added by P.L. 131-1995, SEC. 10. Amended by P.L. 61-1995, SEC. 4.

Prohibition of Bullying In Student Discipline Rules-State Enrolled Act 285

The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is 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; off school grounds at a school activity, function or event; traveling to or from school or a school activity, function or event; or using property or equipment provided by the school.

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

Bullying as defined in State law means overt, **repeated** acts or gestures, including verbal or written communications transmitted, physical acts committed, or 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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes he/she has been or is currently the victim of bullying should immediately report the situation to the building principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building

principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

Expulsion for Firearms Possession

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, he/she shall be subject to expulsion for a period of one (1) year.

In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a Corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- B. a deadly weapon is defined as:
 1. a loaded or unloaded firearm;
 2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held. A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

The following clothing requirements have been adopted in order to prohibit appearance and apparel that are unhealthy, obscene, and distracting. Students who violate these requirements will need to change their attire and may have their parents contacted. Repeat violations will result in ISS. The requirements are as follows:

1. Clothing with profane, obscene, suggestive, or vulgar words or that advertises

- tobacco products, alcohol, or drugs are not permitted on school premises.
2. All clothing apparel must be modest
 - Sleeveless tops should be at least 3 fingers wide
 - Shirts should cover the midriff
 - Shorts & holes in pants should be fingertip length or longer
 3. Footwear must be worn by all students.
 4. Headgear (Hats, hoods, bandanas) is not to be worn inside the building.
 5. Jewelry that presents a danger will not be permitted (e.g. spiked bracelets, spiked rings, sharp objects, chains longer than 12" or dangling freely, etc...).
 6. Book bags and oversized coats are to be kept in the students' lockers, closets or hooks during the school day.
 7. Excessively long pants, below the heel, cause a safety hazard and are inappropriate for many activities. They are prohibited.
 8. Any clothing or physical appearance or item which disrupts the learning environment may be prohibited by the principal.

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

GRADES, SCHOOL WORK, AND ACADEMICS

The Eastbrook elementary schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

Grading Periods/Report Cards

Students shall receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Progress reports are updated weekly and available to parents via Skyward. Every effort will be made to notify parents of a student's failing grade four weeks before the end of a grading period. If at any time there is a concern or question about student progress, parents are urged to contact the teacher.

Late Homework

Students get a day to complete for each day they are absent
 Students expected to complete/submit every assignment
 Panther Power Hour is available for students with missing assignments

Grading Weights

Teachers either utilize point system or proportionate weighted grades so that tests/quizzes are valued greater than homework

Assessment Expectations

Minimum of 1 entered grade per subject, per week

Grade Entry Expectations

Updated weekly

Incomplete Grades

A student may receive an incomplete grade on his/her report card for various reasons (illness, absence, failure to turn in required work, and/or eLearning assignments). Incomplete grades due to illness, absence, and/or eLearning assignments must be completed within the same number of days of their absence.

Homework & Make-Up Work

Students will be spending time on school work outside the classroom. To help them learn to plan ahead, some long-range assignments will be made. If classes are missed, check with teachers for make-up assignments. **IT IS THE STUDENT'S RESPONSIBILITY TO MAKE UP SCHOOL WORK MISSED DUE TO ABSENCE.** They will have one day to make up if absent one day, two days if absent two, etc.

Elementary Multi-Tiered System of Supports

The Multi-Tiered System of Supports is a vital part of the educational process at the Eastbrook elementary schools. It is a group of people who meet to address student needs of any kind. Teams can be started by any staff member, a parent, or a student by referral to the building principal. The discussion which takes place in these meetings will determine how best to support the student's needs through the Multi-Tiered System of Supports, formerly known as Response to Intervention.

Honor Roll Guidelines

The Honor Roll will be observed each 9 weeks for students in grades 2-5. The student must achieve at least one (1) "A" in mathematics, reading, language arts, science, or social studies. They must also have no other grade lower than a "B" in any core subject.

Promotion, Placement and Retention

Promotion to the next grade is based on the following criteria:

1. Current level of achievement (may be affected by excessive absences)
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity
4. Attendance record, if absences have affected their progress

Student Assessment

To measure student progress, students will be tested in accordance with State standards and the corporation policy. Unless exempted, each student will be expected to pass the ILEARN Test. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. (i.e. NWEA) These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

ATTENDANCE

District Attendance Policy

It is imperative that students be in attendance each day in order to maintain consistency in their learning. Most learning is a result of active participation in the classroom and cannot be replaced by individual study.

The school is also concerned about helping students develop a high-quality work ethic that will be a significant factor in their success with future employers and postsecondary endeavors. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the Eastbrook Community Schools wants to help students develop as early as possible in their school careers. School attendance is vital for these primary reasons:

1. A day absent from the classroom can never be totally replaced by make-up work.
2. Good attendance develops positive future work habits.
3. The attendance of each student becomes a part of his/her permanent record and is often checked by prospective employers and colleges.
4. The ability of a student to be successful in the classroom is dependent upon his/her attendance.
5. According to the Indiana Code (IC 20-33-2-5) and the policy of Eastbrook Community Schools each enrolled student must attend school regularly.
6. Students who miss school are not to report to vocational classes, work, internships, or extracurriculars.

Reporting Absences

In the event that a student must miss school:

- Each student's absence must be reported on the day of the absence to the school by the student's parent/guardian by 8:30 A.M.
- If an absence has not been reported by 8:30 A.M. The office will call to check on the student's absence. However, the absence will be recorded as Unexcused regardless of the reason. It is imperative that parents report absences prior to 8:30 A.M.
- Students who must leave school are required to sign out after receiving permission from the school office. Upon return, the student must sign in at the office. At no time are students to leave the building without permission.

Attendance Codes

Late to class

Tardy T

Days that count toward limits

Excused Illness (by parent) A-I

Truant U-AT

Unexcused U-AU

Days absent which do not count toward limits

Doctor's written note E-D

Funeral E-B

Medical dismissal per school nurse E-NI

Out-of-school suspension O-S
Pre-arranged absence E-PA (no more than 5)

Counted as present

In-school suspension I-IS
Field trip I-F
College visit I-CV

Exempt by State of Indiana

Page or Honoree of the General Assembly X-P
Serving during a primary or general election X-E
Court Appearance X-C
Serving in National Guard X-NG
Serving in Civil Air Patrol X-CA
Educational-related non-school activity X-FT
State Fair Participation X-SF

*All exempt absences require paperwork verifying the absence/activity.

Student and Parent Responsibilities Regarding Attendance

1. A student should receive permission from the principal, principal’s designee, or nurse to leave the building during the school day and SIGN OUT in the office. Failure to do so may result in the student being truant. Students will not be permitted to leave unless parents are aware of the reason for the student leaving.
2. A student arriving at school after the tardy bell must SIGN IN at the office and obtain an admit/tardy slip.
3. If the student will be out of school for an extended illness, the school should be notified immediately. Work missed during absences may be made up. The student will be given the number of school days missed to make up the work.
4. When a student is absent from school, it is expected that they remain at home during non-school hours. Under no circumstances will that student be permitted to attend or participate in school extra-curricular activities that day. Any exceptions must be approved by the Principal, Assistant Principal, or Athletic Director.
5. No student who is truant or suspended out-of-school for any part of the school day will be permitted to participate in extra-curricular or co-curricular activities that school day.
6. In all absences, it is the student’s responsibility to contact teachers and see that the work missed is made up.

Parent Prearranged Absences (PPA)

If it becomes absolutely necessary to take a student out of school during school hours, a parent/guardian must complete a pre-arranged absence form. Failure to complete a form will result in unexcused absences.

Eligibility

A student must have an attendance record of 95% for the current school year. (During August, September, and October, the attendance record of the prior semester may be used to qualify). Special medical circumstances may be a mitigating factor toward meeting this requirement.

Limitation

- A PPA is intended for family-related activities.
- A PPA is not expected to exceed five (5) days per school year.
- No PPA will be allowed during the first or last five (5) school days of any semester without special approval from the principal.
- A PPA must be approved 1 week prior to the date of the leave.

Procedures

After receiving approval from the principal as outlined above, the parent must agree to:

- Assume full responsibility for any lack of progress that could be associated with the time of absence.
- See that the student gets all missed work completed by the deadline. Students will have the same number of days to complete the work.

Truancy

The definition of truancy is any student who is absent from school, or assigned class, without a legitimate reason or failure to pre-arrange an absence.

Habitual Truancy (IC 20-33-2-11)

Indiana Law defines a student with 10 or more unexcused absences in one school year as a habitual offender. A referral to Grant County Juvenile Probation will be made when a student accumulates 10 unexcused absences.

Procedures for excessive absences

Any absence will negatively impact student success in the classroom. The steps below will only apply to absences that count toward "limits" as defined above. The type of absence(s) will determine the steps and consequences.

Absences (not excused by the school)

- Letters will be sent home at the following thresholds (5A, 7A, 10A, 14A, and 18A). The letter will remind families of the school's policy, state code, and current attendance report.
- After 7 absences the principal or designee will call the family with the student present to discuss the importance of attendance. During the call, the school will ask how it can support the student in being present at school each day.
- After 10 absences the principal will arrange an in-person meeting with the family to review Eastbrook's attendance policy and offer support to the family.
- After 14 absences a second meeting will be scheduled with the family and Grant County probation to implement an attendance contract. The second part of the meeting will be to inform the family about chronic absenteeism and the consequences that will follow if the student reaches 18 absences.
- After 18 absences the student is considered chronically absent. The school will communicate with DCS and/or probation about the continued attendance issues. Additional student consequences include suspension from extracurriculars and possible suspension of driver's license.

Unexcused absences

- Letters will be sent home at the following thresholds (5U, 7U, and 10U). The letter will remind families of the school’s policy, state code, and current attendance report.
- After 5 unexcused absences, a letter will be sent home to the family informing them of the absences. A conference will be scheduled within 5 school days to discuss attendance concerns and possible solutions. See the information below about family attendance conferences.
- After 7 unexcused absences an in-person meeting with the family, student, and Grant County Probation will be scheduled. During the meeting an attendance contract will be created and the probation officer will begin filling out paperwork that will be filed if the student reaches 10 unexcused absences.
- After 10 unexcused absences, the student is considered habitually absent by the state of Indiana. Paperwork will be completed and filed by the probation officer. The school will reevaluate the attendance contract and meet with the parents to sign the necessary paperwork.

Procedures for Family Attendance Conferences

The school provides written notification to the family when the threshold hold is met. A conference will be scheduled within 5 school days.

- The parent may bring a representative who may provide insight into the absences
- The parent must give the school 48 hours’ notice of bringing the representative
- The conference must be scheduled at a date/time convenient to the parent and school
- The school must hold the conference even if the parent does not attend
- The school and parent must develop a plan to prevent future absences
- The plan may include wraparound services, referral for counseling, mentoring, or other services, disciplinary actions the school will take, and the period the plan will be in effect (no longer than 45 days).

Steps/Consequences	5A	5U	7A	7U	10A	10U	14A	18A
Letter Sent Home	X	X	X	X	X	X	X	X
Principal phone call home with student			X					
In-person meeting with parent and student.		X	X		X			
In-person meeting with parent, student, and Grant County Probation. Attendance contract created.				X			X	
By the Indiana Code, the student is habitually truant after 10 unexcused absences. Meeting with probation and paperwork previously shared is filed.						X		
Meeting with school and probation to review attendance contract and possible probation/prosecution if attendance does not improve.							X	
After 18 absences the student is considered chronically								X

absent. The school will communicate with DCS and probation about the continued attendance issues. Additional student consequences include suspension from extracurriculars and possible suspension of driver's license.								
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Parent Prearranged Absences (PPA)

Eastbrook Community Schools Pre-Arranged Absence Request Form

Student Name:		Grade:	
Parent/Guardian:			
Contact Information:			

Type of Absence:

- Family Emergency
- Family Vacation
- Educational Opportunity
- Religious Observance
- Other (Please Specify):

Dates of Absence Requested:

Start Date:		End Date:	
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Reason for Absence:

Please provide a brief explanation of the reason for the requested absence:

Educational Activities during the Absence:

Please describe the educational activities that will occur during the absence (e.g., museum visits, cultural experiences, historical sites, etc.):

Parent/Guardian Declaration:

I understand that pre-arranged absences are limited to 5 days per academic year. I also understand that my child must maintain a 95% attendance rate to qualify for pre-arranged absences. I acknowledge that applications that are denied will be entered as unexcused absences. Applications must be submitted and approved at least one week prior to the absence.

Parent/Guardian Signature:		Date:	
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Parents can fill out this form and submit it to the appropriate administrative office at their child's school, including details of the educational activities planned during the absence.

Tardy Levels:

- 5 - letter sent with student
- 10 - sent with student and counselor calls home (start intervention documentation)
- 15 - mail to parents and resource officer contacts the family
- 20 - resource officer/home visit

ALERTS

Automated phone messages through ParentSquare are sent within 15 minutes of a delay and/or cancellation decision to the first three guardian numbers provided to the district. To adjust how you are being contacted please log in to ParentSquare and review your data. If a change is needed please contact the school office or suggest an edit in ParentSquare.

Additional media outlets are also contacted, as follows:

Television: WANE TV- Channel 15 , WPTA TV- Channel 21_, WISE TV- Channel 33 , RTV- Channel 6 , WTHR- Channel 13 , and Fox Channel 59

Radio: – WBAT/WXXC, WERK, WLBC and [WBCL](#)

GENERAL INFORMATION

Enrolling In the School

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved by the Superintendent of Eastbrook Schools. Students that are new to the School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A. Birth certificate
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Social Security Card
- D. Proof of immunizations

In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the Corporation Liaison for Homeless Children with regard to enrollment procedures.

Non-resident students must apply at the administration office with approval from the superintendent prior to enrollment. Also, the student must reapply each spring for the following school year with the building principals.

Scheduling and Assignment

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.

School Day

The elementary school day is 8:05 a.m. to 2:45 p.m. Monday thru Friday.

Separated/Divorced Parents

The Eastbrook Community School Corporation will maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by Court Order. Prior to the beginning of each school year, each parent enrolling a student shall be requested to provide the building administrator with current information regarding any Court Order which provides specific rights to the child's parents. In the absence of a Court Order, neither parent shall be deemed to have rights superior to the other parent. Either parent may provide the building administrator with a certified copy of the most recent Court Order. Unless directed in the most recent Court Order, both parents, natural or adoptive custodial and noncustodial, are entitled to all grade reports, newsletters, disciplinary action, and teacher/principal conference appointments.

Protection and Privacy Of Student Records

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

1. The right to inspect and review the student's education record within 45 days of the day the School Corporation receives a request for access.

Parents should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Eastbrook Community Schools Corporation to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the School Corporation decides not to amend the record as requested by the parent or eligible student, the School Corporation will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School Corporation as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School Corporation has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School Corporation discloses educational records without consent to officials of another school corporation in which a student seeks or intends to enroll. (Note: FERPA

requires a school corporation to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School Corporation to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue
Washington, DC 20202-4605

Early Dismissal

No student may leave school prior to dismissal time without the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization or a phone call from this person to the school office.

Withdrawing from School

If for any reason a student must withdraw from school, he/she should report this fact with a written note from his/her parents or guardian to the office at least the day before the last day of attendance. The parents may come to school to clean out the student's desk and sign for any textbook rental refund. School records will be transferred to the new school after a release of information is sent from the new school. Parents of students transferring to homeschool are to send an email to the school for documentation.

Student Fees and Charges

Eastbrook Community Schools charges specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and supplemental materials. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship through the free and reduced assistance forms.

Students who attend one quarter or less will only be charged 25% of the TBR fees. Students attending only two quarters will be charged 50% of TBR fees. Students attending 3 quarters or more will be charged the full 100% of TBR fees.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades.

Computer Technology and Networks

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement which defines the

conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

Technology Use Guidelines

1. Trash, food, drinks, candy and gum are forbidden near computers.
2. Staff members must be present to supervise students at all times during computer use.
3. Supervisors must specify the programs students should use during class activities.
4. Students should follow instructions of supervision teacher regarding logging into and out of the computer network.
5. Supervisors must approve the printing of information by students.
6. Supervisors must verify that all students have a signed AUP on file with the schools before the first computer lab use.
7. Supervisors must approve the use of personal email by students. Such use should be limited to educational purposes.

Eastbrook Technology Acceptable Use Policy (AUP) for 1:1 Initiative

Eastbrook Community Schools has actively pursued advanced technology and increased access to learning opportunities available to our students and employees. As a result of this pursuit, we have installed the ECS Network (Network) and are making technology equipment (Equipment) (collectively Technology) available to students and certain employees (collectively Users) of Eastbrook Community Schools. Our goal in providing these services is to promote educational excellence, facilitate resource sharing, innovation, collaboration and communication.

This technology is the property of ECS. The Technology is intended for educational and school business purposes. It operates under the supervision of the Information Technology Department. All users are expected to abide by this AUP, which is intended to ensure that individuals conduct themselves legally, responsibly, morally and ethically in their uses of ECS Technology Resources. This policy is in addition to the existing Acceptable Use of District-Provided Access to Electronic Information, Services and Networks already adopted by ECS. Users must acknowledge that ECS educational and business has clear priority over personal uses.

Network and Technology use at ECS is a privilege, not a right.

When using this Technology all ECS rules and policies apply. These rules and policies include those specified in handbook(s) for students, faculty, staff, associates and guests, as well as rules and policies posted in classrooms, computer labs, libraries and all other areas accessed by Users.

The following activities associated with ECS Technology are not permitted:

- Sharing your ID/password or using someone else's ID/password.
- Displaying, opening, sending or creating offensive messages or pictures.
- Harassing, insulting, or attacking others via technology.
- Using the technology for non-ECS commercial purposes.
- Electronic trespassing and/or violating copyright or licensing laws.
- Using the technology during class without prior approval of the instructor.
- Damaging, or attempting to damage the technology.

- Any malicious attempt to harm or destroy data on the internet or technology.
- Streaming audio or video for non-academic purposes.
- Use of ECS network or internet that is inconsistent with ECS values and mission.
- Connection, wired or wireless, to the Network of any non-ECS equipment, devices, or services.

Network Expectations of Users

Each user is expected to take personal responsibility for the reasonable care and protection of the technology and the responsible use of technology while it is in their possession.

Each user is expected to bring the device assigned to them to the Technology Help Desk whenever it is not operating correctly, when a repair is needed, or when requested by ECS personnel. Users are expected to use the Technology Help Desk to report technology issues and request assistance.

Users are responsible for damages and loss and may be charged for the cost of the repair and/or replacement.

Users may not install personal programs or applications on the device without prior approval from the Information Technology Department. Users may not personalize the device in any way. ECS bears no responsibility for the loss of personal data, software or other non-ECS materials installed, utilized or stored on the device.

All ECS Technology and related educational and business records belong to ECS and not the student, employee or guest. ECS routinely monitors devices and usage patterns for email and Internet communications. Although encouraged to explore the vast resources available on the internet, students and colleagues should use discretion in the sites that are accessed. Unauthorized use of ECS Technology is strictly prohibited.

Student Well Being

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

Emergency Closings and Delays

In the event of inclement weather or an emergency condition which causes school to be delayed, dismissed early, or canceled, announcements will be made on various radio stations. The release of such information is made to the media as soon as such a decision is reached as well as the message being sent out on the global calling system.

Radio stations who will be reporting school closing information are WBAT (AM 1400), WGOM (AM 860), WXXC (FM 106.9), WIPB (FM 92.1). Television stations reporting school closing information are Fort Wayne channels 15 & 21, and Indianapolis channels 6, 8, 13 & 59. Listen for information on any of the listed radio and television stations and DO NOT CALL

THE HOMES OF SCHOOL OFFICIALS. Please have a plan made for your child should an early dismissal occur. Parents and students are responsible for knowing about emergency closings and delays.

In order for the global calling system to work accurately, please make sure the school office has an updated phone number at all times.

Fire, Tornado, and Safety Drills

The School complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

Safety drills will be conducted twice per semester. Teachers will provide specific instructions on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

In the event of school evacuation, students may be picked up by parents/guardians only at these locations:

North Campus
Van Buren United Methodist Church
108 S Second Street
Van Buren, IN 46991

South Campus
Upland Community Church
439 W Berry Street
Upland, IN 46989

P.E. Classes

Students need "tennis shoes" for P.E. instruction. This is a class where running, hopping, jumping, etc., occurs, and tennis shoes are the best prevention against slipping and falling. Tennis shoes are a part of the requirement for P.E.

It is also asked of the girls to NOT wear dresses or skirts on P.E. days. If they do choose to wear a dress or skirt on P. E. day, they should wear shorts underneath. It is in the student's best interest, as well as safety, if they will come dressed properly for P.E. class.

Any requested release from P.E. will, in most circumstances, remove the student from actively participating in recess. If a student needs to miss more than a week of PE, they need a doctor's order.

PE equipment should be used in an appropriate way, as directed by the physical education teacher. If P.E. equipment is broken (or lost in rafters) due to misuse, the student will be charged a replacement fee.

Gym Rules

1. General playground rules apply to the gym also.
2. No dodgeball unless it is organized by the teacher.
3. Students are permitted on the bleachers only as directed by the teacher.

Cafeteria and Lunch Hour

Cafeteria rules will be discussed in each classroom, and they are posted in the cafeteria. Disciplinary action for infractions is at the discretion of cafeteria supervisors and/or the principal.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the

student to attend.

Chaperones attending the field trips who will supervise students must have an approved criminal history background check filed with the school corporation.

Students who violate school rules may lose the privilege to go on field trips.

Vandalism & Property Damage

Our school buildings and equipment cost the taxpayers to construct, purchase, and maintain. Students, who destroy or vandalize school property, including school buses, may face suspension or expulsion as well as restitution. If you should happen to damage something accidentally, report it to the teacher or to the office immediately.

Library Regulations

The library is for reading and study. No loud talking will be permitted. A damaged or lost library book will be paid for by the student at the current replacement cost.

Birthdays

Birthdays are an important part of a student's life. We will acknowledge them through special activities unique to each school or class. Treats are discouraged, and we do not have parties for students during the day. However, if treats are brought in they need to be store-bought and will be distributed at the teacher's discretion during or at the end of the school day.

Safety, Security, and Visitors

Visitors, particularly parents, are welcome at the school. During your visit, please be advised of the following:

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All doors are locked during the school day.
- F. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience.
- G. Students may not bring visitors to school without first permission from the

principal.

- H. Criminal background checks are required for visitors coming to eat lunch with their child or volunteer in the classroom.
- I. Metal Detector Policy link - https://docs.google.com/document/d/1elvB6YN0MKN200_IKSRQC0v1LzyJQO_LIH0v5G9F9weI/edit?usp=sharing
- J. Unexpected visitors will be asked to present their Driver's License to be checked through our Raptor Visitor Management System.

Use of School Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classrooms and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are permitted to use.

Lost and Found

A Lost and Found Area is found in each building. If you have misplaced something, check there first. STUDENTS SHOULD NOT BRING VALUABLES OR LARGE AMOUNTS OF MONEY TO SCHOOL. The school cannot be responsible for lost articles.

Student Valuables and Items Not Permitted At School

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

Students should not bring expensive items such as iPods, laptops, video games, cellular telephones, ipads, other wireless communication devices, etc. to school if possible. However, if they are brought to school, they must be kept in student backpacks and are the responsibility of the student. Electronic devices should be in the off position at all times and may not be used during school hours. The school will not be responsible for these items.

Students may bring electronic reading devices (i.e. Kindle, Nook, etc.) in order to be used for reading purposes, but the school will not be held responsible for these devices.

Anything, which can be construed as a firearm or deadly weapon, is not permitted at school, and bringing such an item to school shall result in suspension or expulsion. This includes "look-alike" or toy items.

Absolutely no alcohol, tobacco, inhalants, intoxicants, or paraphernalia associated with their use are permitted on school property. Corporation policy will dictate punishment for infractions.

The bartering, trading, exchanging or selling of privately-owned items such as sports cards,

toys, etc. is prohibited.

Use of Wireless Communication Devices (WCD)

Wireless Communication Devices are becoming an increasing problem in the elementary schools. They are not to be used by students during the school day for any reason. If Wireless Communication Devices are brought to school, they should be kept in the student's book bag and turned off. Any Wireless Communication Devices in visual sight or being used by the student can be confiscated and turned into the school office. At that point, parents will be notified and devices may be picked up at the end of the day. We need parental support on this issue in order to assure an effective educational environment free of distractions.

Wireless Communication Devices include, but are not limited to: cell phones, smart watches, ipads, laser pointers and attachments, and other devices designed to receive and send an electronic signal.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Code of Conduct and school disciplinary procedures.

Lockers and Desks

Lockers and desks are the property of the school corporation and may be searched by the principal or his/her designee.

School Offices

The Elementary offices are open from 7:45 a.m. to 4:00 p.m. All visitors must enter through entrance #1 at Eastbrook South Elementary and entrance #1 at Eastbrook North Elementary. These doors are where the buzzer system is located. Visitors must wear a visitor's badge, and they must sign in at the office.

All patrons are encouraged to express their praise or concerns to school staff. If a specific staff member is needed, it is also best to call ahead to assure that he/she will be available.

Telephone

Students may use the office phone for personal emergencies, with staff permission. Students will be called out of classes for emergencies. Any arrangements for after-school activities should be made at home. Changes in transportation need to be reported no later than 1:30pm. It is preferred a note is sent with the child if the transportation change is known before the student comes to school in the morning.

Messages

The school will be happy to convey a message from home to a student during the school day. We would ask, however, that those messages be called in before 1:30 p.m. so that we can be sure to catch the student before he/she leaves the building. The end of the day is sometimes hectic and it may take five or ten minutes to get the message to the student.

Access to Public Events

Any person requiring special accommodation in order to attend a public event in our school building should feel free to contact the school principal for special arrangements to be made. (Handicapped parking is available at each building.)

Volunteers

Volunteers are important to our school. We encourage you to sign up to help. If you are willing to help, please contact the office. Any volunteer helping in the school or on a field trip will be expected to complete a limited criminal background check once during the year. This is for the safety of all children in the school. The following guidelines are established by the School Corporation:

- Should complete the volunteer form at the school where they hope to volunteer, this should include ALL volunteers, i.e. coaches, parents, college students, etc.
- Form should include full name, date of birth, sex, and race
- A Limited Criminal History Check will be done at NO COST to the volunteer
- Principals will be notified if the volunteer is NOT approved
- Limited Criminal History Check on volunteers will be done each year

HATCH AMENDMENT: Right to Inspect Certain Instructional Materials

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the Eastbrook School Corporation which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in accordance with the policy for parental public complaints.

Student Submission to Required Surveys, Analysis, or Evaluations of School Programs

No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close

family relationships;

6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or

7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

SPECIAL EDUCATION AND SECTION 504

Notice of Rights

It is the policy of Eastbrook Community Schools that no student with a disability shall, on the basis of that disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which is sponsored by or contracted by this School Corporation.

Special Education

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- A. has a mental or physical impairment that substantially limits one or more major life activities;
- B. has a record of such an impairment; or
- C. is regarded as having such impairment.

The Eastbrook Community Schools Corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Students are entitled to a free appropriate public education in the "least restrictive environment." The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant.

Inquiries regarding compliance with and services for students with disabilities under IDEA may be directed:

Director of Special Education
Mr. Justin Simos
560 S 900 E
Marion, IN 46953
(765) 662-1890
jsimos@eastbrook.k12.in.us

Section 504

The rights of any student, or the parent or guardian of any student, who is attempting to become eligible or has been found eligible under Section 504 of the Rehabilitation Act.* A student or parent who encounters any difficulties in exercising any of the Notice of Rights should immediately contact the school office.

1. Free Appropriate Public Education ("FAPE")

A student found eligible under Section 504 has the right to a free, appropriate education, that is, an education which is designed to meet the individual student's needs as adequately as the needs of nondisabled students are met, and which is provided at no cost beyond student fees normally required of non-disabled student. Further, if services which are necessary for the student under Section 504 are provided at a location other than the school to which the student would normally be assigned, transportation to that location must be provided by the School Corporation. No student may be excluded from educational services solely on the basis of the student's disability.

2. Least Restrictive Environment ("LRE")

Students who are eligible for services under Section 504 will be educated to the maximum extent appropriate, with students who are not disabled. The only exception will be if the needs of an eligible student require certain services to be delivered outside of the regular education setting.

Non-academic and extracurricular activities for an eligible student will be provided in the same setting as non-disabled students, unless the eligible student's disability requires other arrangements.

Both academic and nonacademic services, to the greatest extent appropriate for the eligible student, will be provided in the school the student would normally attend if he/she were not disabled.

3. Procedures

A. Referral

Prior to a student being found eligible under Section 504, the student must be referred for testing by his/her parents or by a school staff member. A student 18 or older may self-refer. A parent or staff member who believes that a student may be eligible for services under Section 504, should obtain a referral form from the principal of the school the student attends. Also, a doctor's diagnosis is preferred and maybe required.

*The rights in this document may be exercised by a student's parent/guardian or the student if 18 years of age or older. Any reference to "parent" includes the student's guardian and the student if he/she is 18 years of age or older.

B. Evaluation

If a student's needs appear to require a full battery of intelligence and achievement testing, the student is better referred to the school's special education department for an evaluation under Article 7, which addresses children in need of special education. Information concerning referral for special education can also be obtained from the principal of the school which the child attends. If the parent or staff member believes that the student is not in need of special education, but needs certain services or accommodations in order to address a physical or mental health problem which may jeopardize the student's attendance at or participation in school activities and programs, then an evaluation under Section 504 should be pursued.

An evaluation under Section 504 may consist of such activities as:

- a review of all of the student's records currently in the school's possession;
- gathering information from medical personnel who have worked with the student and are knowledgeable of his/her condition;
- requesting information from each staff member who works with the student as to his/her academic and social/emotional functioning; and
- soliciting information from community personnel who may have worked with the student and any and all information which the parent may have, along with direct parental input concerning the child's health, general functioning in the home and community and any school-related problems.

If it appears to school personnel that further medical information is necessary to proceed with identification under Section 504, the school may request parental permission to obtain medical testing necessary to make a decision concerning both eligibility and necessary services. Parent permission must be obtained before obtaining medical or psychological records from an outside service provider and before school personnel administer tests which are not normally administered to the entire student body.

C. Meetings

Once any necessary evaluation procedures are completed and all relevant information has been collected, the student's Section 504 Committee, (a group of people knowledgeable about the student) will meet to review the information and decide about the student's eligibility under Section 504.

Persons knowledgeable about the student may include the student's parents, teacher(s), guidance counselor, school nurse, community personnel who have worked with the student, school psychologist, and others who can make a meaningful contribution to the discussion of eligibility and the provision of appropriate services.

After review of the evaluative data, the student's Section 504 Committee will decide whether the student meets the Section 504 definition as a person with a physical or mental impairment which substantially limits one or more major life activities, has a record of such

impairment, or is regarded as having such impairment. The substantial limitation to one or more major life activities must have a direct impact on the student's ability to learn or otherwise function in the school setting.

If the student is found eligible under Section 504, the student's committee will devise a 504 Plan, which allows the student to function appropriately in the school setting and provides access to school-sponsored activities both academic and non-academic.

At least once during every twelve-month period, the student's Section 504 Committee should meet to review and update, as necessary, the 504 Plan.

Prior to any meeting of the student's Section 504 Committee, the parent will be provided notice of the date, time and location of the meeting. The meeting can be rescheduled if the date or time set by the school does not allow the parent to attend.

4. Access to Records

A student's parent may have access to the student's entire school record. The requesting party should specify the particular records needed or that the entire record be requested so the school will be sure to gather all records from any location in which such information might be stored. If the request is for a copy of the record, a reasonable reproduction fee may be charged by the school. Requests for access to student records should be made to the principal of the school which the student attends.

Should the student's parent believe that there is incorrect or misleading information contained in the student record, a request may be made, in writing, that such information be deleted from the student's record. Should the request be denied by the building principal, the parent may request a records hearing. This hearing will be held before a member of the school's administrative staff, who has had no prior involvement with the student and who will decide whether the material will remain a part of the record or be deleted. If the decision is to leave the material in the student's record, the parent may attach a short statement delineating why he/she believes the information is incorrect or misleading. The statement will remain a part of the student's record.

5. Hearings and Appeals

Should a parent feel that a student has not been correctly identified or is not receiving appropriate services under Section 504, the parent may file a request for an appointment of an Impartial Hearing Officer, who will conduct a hearing to decide the issue. The Impartial Hearing Officer will not be affiliated with either the school or the parent and will rule upon any issues presented to him/her which are relevant under Section 504 of the Rehabilitation Act. The Hearing Officer will be chosen and paid for by the School Corporation. The parent may be accompanied at the hearing by an attorney or other representative. Both the school and parent may submit written evidence and provide testimony from themselves and others concerning the issues before the Hearing Officer. Each party at the hearing will bear the cost of its legal counsel, expert witnesses and exhibits presented to the Hearing Officer. The Hearing Officer will schedule the hearing, receive evidence and testimony, and provide a written decision to all parties in a timely manner.

If either party disagrees with the Hearing Officer's decision, the school will choose an

Impartial Review Officer, not affiliated with the school or the parent to review the Hearing Officer's decision as well as the evidence and testimony in the record and render a final decision in writing to both parents and school in a timely fashion.

A parent who wishes to file a request for a hearing may do so in writing to the Superintendent at:

Mr. Brett Garrett, Superintendent
560 S 900 E
Marion, IN 46953
765-664-0624
bgarrett@eastbrook.k12.in.us

6. Office of Civil Rights

Any parent who believes a student is being discriminated against on the basis of the student's disability and wishes not to use the school corporation's complaint procedure, may file a complaint with:

Office for Civil Rights
Midwestern Division
Chicago Office
111 North Canal Street, Suite 1053
Chicago, IL 60606-7204

MEDICAL INFORMATION

Immunizations

All immunizations must be up-to-date before the start of the school year. Invalid or incomplete immunizations records must be rectified within 20 days of the start of school, wherein the student will not be allowed to return to school until the immunizations are completed. A current list of the required immunizations can be found on the school's website under "Parent Resources." Please refer to Indiana Code 20-34-4 for any questions regarding the state mandated immunization requirements.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

In the event of a life-threatening occurrence, trained faculty will use the following life-saving treatments:

Epipen: life-threatening allergic reactions (anaphylaxis)

AED (Automated External Defibrillator): Sudden Cardiac Arrest

Parents who do not wish for their child to receive these treatments must provide that information in writing to the school nurse at the beginning of the school year. Students who have known life-threatening allergic reactions will need to provide the school with a personally prescribed Epipen.

The following remedies may be dispersed to students in the health clinic:

- Cough Drops
- Tums
- Antibiotic ointment
- Benadryl creams

Parents who do not wish for their child to receive these treatments must provide that information in writing to the school nurse at the beginning of the school year.

PARENTS SHOULD BE CERTAIN THAT AN UP-TO-DATE EMERGENCY PHONE NUMBER IS ON FILE IN THE SCHOOL OFFICE AT ALL TIMES.

Medication

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if medication or treatment were not made available during school hours.

Medication shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations and/or remedies.

Any prescription or non-prescription medication may be transported to school by the student for whom the prescription is written or parent/guardian of the student and must be immediately taken to the principal's office or nurse's office upon entering the building and presented to school personnel for safe keeping. No medication may be kept by individuals or in one's locker or clothing while on school premises.

Before any medication or treatment may be administered by school personnel to any student during school hours, the Board of School Trustees shall require the written prescription from the child's physician for all prescription drugs accompanied by written authorization from the parent/guardian. In the case of non-prescription drugs, preparations or remedies, a written authorization from the parent/guardian must be on file with the principal's office prior to the administration of the medication and/or treatment. These documents shall be kept on file in the principal's offices. Written consent of the parent/guardian shall be valid for one school year only, and must be renewed if any changes occur in medication, dosage, schedule, and/or procedure, or if the medication is eliminated.

All medication, prescription or non-prescription (over-the-counter), must be in the original container. All medication will be kept in a locked and secure location in the nurse's offices. Prescription medications in the original container must have the physician's name, child's name, date of prescription, and the dosage before it can be administered in the school setting. The label on the original container may serve as the written prescription. Parents/guardians, or students authorized in writing by the physician and the parent/guardian, may administer medication or treatment but only in the presence of school personnel. Any unused medication that is unclaimed by the parent/guardian will be

destroyed by administrative personnel when the prescription is no longer valid or at the end of the school year.

The Board of School Trustees shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Bee Sting Medication

Schools are to be notified in writing by the parent/guardian or the child's physician of a student who is sensitive to bee stings. In all cases, this information should be conveyed to the school nurse who will be responsible for ensuring that selected staff members have received appropriate instruction in the administration of the Epipen medication. The notation will be made on the student's emergency medical card and serve as authorization for use on school-sponsored trips. The medication will be made available to the trip leader who will be trained in its administration.

The Transportation department will also be notified so the appropriate bus drivers can be aware of the student(s) on his/her bus route that are sensitive to bee stings.

The student's parent/guardian will be responsible for providing the medication. They will be notified that emergency medical services will be summoned each and every time the medication is administered to their child unless otherwise discussed with the parent.

Illness and Returning To School

There are some practical suggestions about when to send children back to school after they have been ill. Three things are needed to return to school after an illness:

1. The child must be free of fever of 100 degrees or above for a full 24 hours.
2. The child must feel well enough to be in class and learn or participate.
3. The child must look well enough not to be sent home from school.

The determination of when to send a child to school after an illness is a judgment call on the part of the parents. Returning a child to school before they have recovered from an illness can spread that illness to other children and can further delay the sick child from getting well. We all have to go to work or care for our families some days when we are not feeling perfectly well. Children can be encouraged to attend school if the parent considers them "well enough".

Dental and Medical Appointments

Special efforts should be made to use winter, spring and summer vacations for extensive treatment of a continuous nature. However, if necessary, students may be excused from school for an appointment.

1. The dentist's or doctor's appointment card should be presented to the school. If these are not available, a note must be written by the parent to confirm the visit.
2. All work missed can and must be made up.
3. Parents MUST report to the office before picking up the child.
4. Students MUST check in with the office when leaving and upon returning before going to the room.

MEAL SERVICES

Eastbrook Community Schools participates in the National School Lunch Program and makes breakfast and lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Soft drinks and candy from the outside are not permitted in the cafeteria during lunch.

Applications for the school's Free and Reduced-Priced Meal program are available online, during Back to School Night, and at New Student registration. Children from households that meet federal guidelines are eligible for free or reduced meals. Financial assistance for textbooks and workbooks will be provided for students who are approved for free or reduced meals as well. Applications for free and reduced lunches are subject to audit.

The school serves a state-approved, traditional breakfast and lunch. Menus are sent home at the first of each month. Providing meal money for your child is the parent's responsibility. When meals are bought, money is deducted from the student's meal account. Money may be deposited daily, in advance, or online. A low-balance statement may be sent home as a reminder. You may also monitor student balances online at www.myschoolbucks.com. Please keep track of your child's balance yourself so he/she will not be left without lunch money. Prices are as follows: Breakfast \$1.30, Lunch K-6 \$2.30. Students can charge up to 5 meals in case of emergency.

DISMISSAL/CAR RIDER LINE

When a parent, guardian, or family member is picking up their child from school at dismissal time, they **MUST HAVE AN OFFICIAL CAR RIDER SIGN** in the window. Any vehicle coming to school without a school sign will be asked to park and come into the office to get an official sign, before they are able to pick up a child.

BUS TRANSPORTATION AND SCHOOL BUS CONDUCT

The School provides bus transportation as a privilege for all students who live farther than a safe walking distance from Eastbrook North or Eastbrook South Elementary Schools. Homeless students are eligible to receive transportation services.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the principal stating the reason for the request and the duration of the change and the principal approves such a request.

School Bus Conduct

Safety is the primary concern. The bus driver is in charge. Students will obey his/her directions or be subject to loss of bus privileges. Be sure your bus driver has your current phone number. In matters of student discipline, student's conduct and/or statements may be recorded on audio and/or video tape. Habitual or gross disregard for bus discipline could

result in loss of transportation privileges for a period of time.

- 1st offense- Bus driver warns student and contacts parents; referral to administration.
- 2nd offense - Bus driver notifies parents and suspends student off the bus for one (1) day; referral to administration.
- 3rd offense - Referral to administration; administration contacts parents and suspends students off the bus for three (3) to five (5) days.
- 4th offense - Referral to administration; administration contacts parents and removes students from the bus for the remainder of the school year. Notification may be written and/or verbal by the building principal.

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.
- remain seated while the bus is in motion and face forward;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or drink
- not tamper with the bus or any of its equipment.

Leaving the bus each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

In addition to the regular code of school conduct, the drivers also have jurisdiction over the following:

- Students are not to ride buses to which they are not assigned.
- Unauthorized persons are not permitted to ride the school bus at any time. Eastbrook students, drivers, aides, and approved chaperones are the only ones permitted to ride an Eastbrook school bus.
- Students should be ready to board the bus when it arrives. In the event of an emergency, drivers will not wait longer than three minutes for any student.

- In the event that students transfer buses, students will transfer immediately without delay or deviation.
- Students are required to ride the bus for the entire route going and coming from school. Drivers are responsible for the students and will not allow early departure from their charge without prior knowledge of parents and the principal (emergencies excepted).
- All school rules and regulations as adopted in the student handbook apply while the student is on the bus or at the bus stop.
- Students should refrain from using wireless communication devices on the school buses. The driver reserves the right to take the wireless communication devices from the student and turn it into the school office.

Videotapes on School Buses

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a daily basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can only be viewed in accordance with Federal law.

Penalties for Infractions

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus. The principal maintains the right to apply any order of consequences as deemed necessary after considering the incident thoroughly.

Changes in Student Transportation Routine

For your child's protection, when it is necessary for you to change the normal transportation for a student in the afternoon, a note is required. The note must be shown to the bus driver and given to the teacher. Students will not be permitted to stay after school, wait on parents, change buses, or go home with another student without written permission from the parent or guardian. In the absence of notification of a change, students will follow normal procedure.

The note will inform the school where the child is going and also assure the bus driver that they have not left someone. Telephone permission will be honored in the event of an emergency. If the change involves riding a bus, regular good conduct rules apply.

School Bus Area

Buses will unload and load in designated areas. Students are expected to walk to and from buses. Running, pushing, shoving, etc., will not be tolerated.

Bus Guidelines

1. Students are not to ride buses to which they are not assigned.
2. Unauthorized persons are not permitted to ride the school bus at any time. Eastbrook

students, drivers, aides, and approved chaperones are the only ones allowed to ride an Eastbrook school bus.

3. Students should be seated, and remain seated, immediately upon entering the bus in the area or seat the driver assigns.

4. Consumption of food on the bus is not permitted.

5. Students may use their own individual water bottles to drink water as long as their use does not create a disturbance on the bus.

6. Students should be ready to board and be present at the pickup location when the bus arrives. Buses will not wait for students still in their homes or not at the approved bus stop. In the case of the bus arriving later than the regular pick-up time, the driver will not wait if the student is not physically at the stop.

7. Students are required to ride the bus for the entire route going and coming from school. Drivers are responsible for the students and will not allow departure from their charge without permission from the Transportation Director or designee. Parents or guardians need to make contact prior to the event, except in the case of an emergency.

8. Students may use cell phones on the school buses as long as their use does not cause a disturbance on the bus. The driver has the right to take the cell phone from the student if a disturbance occurs and turn it into the school office. The driver is not responsible for the condition of the phone.

9. All school rules and regulations as adopted in the student handbook apply while the student is on the bus or at the bus stop.

10. Riding a school bus is a PRIVILEGE-NOT A RIGHT. Don't jeopardize this privilege with inappropriate behavior on the bus!

GENERAL PLAYGROUND RULES

1. Students must have permission from the supervisor to go back inside the building for any reason.
2. When the teacher on duty blows the whistle, the students come quickly to the place where they are to line up and enter the building. As they enter the building, they should be quiet. There are other classes still going on.
3. All students are to go outside unless:
 - a. they are sick and have a note from home, or
 - b. the teacher required them to stay in.
4. There is to be no pushing, wrestling, fighting, or horseplay. Unnecessary rough play will not be permitted. Tackle football is not permitted. Two-hand touch only is permitted.
5. Snowball throwing or pushing others into the snow is not permitted.
6. Students should use caution when near any area of activity.
7. Students are to remain in the designated playground area.
8. Students are not permitted to throw objects of any kind with the exception of approved balls.
9. Students should not grab the clothing of others.
10. Any offensive action or personal attack towards other students such as pushing, name-calling, slander, or other intentional misdemeanors is not permitted, and will not be tolerated.
11. Loud, boisterous behavior is not permitted.
12. Students should play quietly in their rooms on inside recess days.

13. Only one person per swing. Swings are not to be twisted in any way. There is to be no jumping out of moving swings and no pushing on swings. No students should stand up in the swing.
14. Horseplay on the monkey bars is not permitted.
15. Students are not permitted to talk to people in cars, on sidewalks, or on the street.
16. Students are not to sit in the middle of the teeter-totter.
17. Only one person is permitted to come down the slide at a time. Students' feet must not hang over the edge, nor should they slide down backwards. Pushing off from the the top of the slide is not permitted.
18. Students are not permitted to sit on top of the merry-go-round.

SCHOOL BOARD MEMBERS

Daniel E. Spencer

dspencer@eastbrook.k12.in.us

Patrick Pinkerton

ppinkerton@eastbrook.k12.in.us

Eric Hinderliter

ehinderliter@eastbrook.k12.in.us

Dan Combs

dcombs@eastbrook.k12.in.us

Roger Richards

rrichards@eastbrook.k12.in.us

OTHER IMPORTANT NUMBERS

Eastbrook Community Schools Administration Office 560 S 900 E Marion, IN 46953	765-664-0624
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Special Education Office Eastbrook High School 560 S 900 E Marion, IN 46953	765-662-1890
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Transportation Office Jeff Bernaix, Director Eastbrook High School 560 S 900 E Marion, IN 46953	765-664-1214 x170
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WEBSITE

www.eastbrook.k12.in.us