



Eastern Middle School Student-Parent Handbook 2010-2011

Board Approved on
June 23, 2010

Eastern Elementary

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EASTERN HIGH SCHOOL

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EASTERN LOCAL SCHOOL DISTRICT MISSION STATEMENT

The Eastern Local School District mission, in partnership with our community, is to ensure a safe nurturing environment where all students can reach their potential. To achieve this mission, we have a clear set of achievable goals and the support of all stakeholders. All resources - human, fiscal and material - must be concentrated on the overall continuous improvement of student learning.

EASTERN ELEMENTARY MISSION STATEMENT

The mission of Eastern Elementary is to create a positive environment that provides opportunities for students to reach their full potential. We maintain high expectations, encouraging each student to develop lifelong skills and knowledge needed to become productive citizens in a diverse democratic society.

END OF THE NINE WEEKS

October 15, 2010
December 17, 2010
March 18, 2011
May 24, 2011

PARENT-TEACHER CONFERENCE DATES

November 22, 2010
1:00 – 7:00 (2 hr. early dismissal)

February 17, 2011
4:00 – 7:00

April 18, 2011
4:00 – 7:00

QUARTERLY AWARDS ASSEMBLIES

1st, 2nd, and 3rd Quarters
will be broadcast on our "Morning Show",
which will also be posted to our website.
4th Quarter Awards - May 19-20, 2011

SCHOOL BREAKS – NO SCHOOL

September 6, 2010
November 24 – November 29, 2010
December 20, 2010 – January 2, 2011
January 17, 2011
February 21, 2011
April 21 – 22, 2011

STATE-WIDE TESTING

3rd Grade Only: October 4 – 8, 2010
3rd – 8th: April 25 – May 13, 2011

LAST DAY OF SCHOOL

May 24, 2011

WAIVER DAYS – NO SCHOOL FOR STUDENTS

TBA

ADMISSION AND ENROLLMENT AND WITHDRAWAL

A copy of the child's birth certificate and immunization records, the parent's identification and proof of residency, and custody papers (if applicable) must be furnished to the school upon admission.

The Board recognizes the need for obtaining school records from previous school(s) in compliance with section 3319.321. Any parent or guardian enrolling a student in the Eastern Local School District from another school district shall, at the time of entrance, provide the name and address of the school from which the student is transferring and sign a release form so that the records may be obtained. The student will be assigned to the grade that this record indicates.

If the record cannot be obtained from the former school, then the burden of proof lies with the student's parents or legal guardian who shall obtain the records. In all cases, this record must be obtained before a student may be promoted or graduates.

According to state law, no child is eligible to be admitted to the first grade or kindergarten of a public school district in which all children are admitted to the first grade or kindergarten in August or September UNLESS he/she is 5 or 6 years of age ON or BEFORE the 1st day of August of that year. Eastern Elementary is pleased to offer all day, every day kindergarten to the students who are eligible to attend according to the age regulation cited above.

Parents of students transferring from the Eastern Local School District should report this information to the office. Before records are sent to a new school, all obligations such as returning books, library fines, and fees must be fulfilled.

ATTENDANCE

Eastern Local School District views regular attendance as the primary responsibility of the student and the student's parent(s) or guardian(s). If the student is to reach his/her maximum educational potential and is to function successfully as an adult, he/she must develop habits of punctuality and good attendance.

Parents are expected to call the school before 9:00 A.M. on the day of their child's absence. A note from the child's parent, guardian, or doctor **MUST** follow all absences, regardless of whether or not a call-in was made. The administration **MUST** receive a written excuse within two days of the student's return to school or the absence will be unexcused regardless of the reason. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Upon returning to school, a student who is granted an excused absence will have the same number of days to make up work as the number of days he/she was absent. **Failure to complete the missed work within the given time may result in a zero for the missing test or assignment. Students who receive an unexcused absence will not be permitted to make up any missed work or tests.**

Explanations of excused absences are listed below:

1. Personal illness
2. Illness in the family
3. Quarantine of the house
4. Death of a relative
5. Observance of religious holidays
6. Family emergency
7. Required court appearances

Any student who is absent for more than 10% (18 days) of the required attendance days of the current school year may be retained unless the administrator regards the student as academically prepared to be promoted to the next grade level. Students, who do not maintain good attendance, may fail, lose certain

privileges, and/or have their parents taken to court. Furthermore, recent state legislation has been enacted to address students who violate the School Attendance Law.

Students who miss nine or more days during a semester may be required to submit a doctor's excuse in order for their absence(s) to be excused.

Tardiness and early dismissals are not acceptable. They disrupt orderly classroom procedures and cause problems for the teacher, students, and office. A student who is not in his/her homeroom by 8:20 A.M. shall be considered tardy. Any student arriving late to school is to report to the school office before going to class. Three (3) unexcused tardies will result in one (1) after school detention. The following outlines the times of tardies, early dismissals, and half-day absences:

A.M. Tardy	8:20-10:15
P.M. Tardy (Early Dismissal)	2:06-3:05
Half Day	10:16-2:05

Vacation while school is in session is discouraged. Should such a vacation become necessary, written requests for excused absences will take into consideration the following: past attendance, grades, and willingness and opportunity to make up the work. **No more than five vacation days in one school year will be approved as excused absences.** IN ALL CASES, ADVANCED WRITTEN NOTICE AND ADMINISTRATION APPROVAL ARE REQUIRED FOR EXCUSED ABSENCES. Absence approval forms may be found online or available in the office. Vacation days will count toward the student's total number of days absent for each school year.

The final decision as to the acceptability of an excuse will rest with the building administrator.

BULLYING, HARASSMENT, AND INTIMIDATION

Harassment, intimidation, or bullying (including **cyber bullying** by phone/computer/any electronic communication device or ECD) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. Eastern Middle School will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while going to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. It would include, but not be limited to, such behaviors as stalking, bullying/cyber-bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator.

Possible consequences may include, but not limited to the following:

- In-School Suspension
- After-School Detention
- Out-of-School Suspension
- Expulsion

BUS TRANSPORTATION

Bus routes are the responsibility of the bus transportation supervisor. Please call 985-3329 regarding questions concerning bus stops and drivers.

The bus driver is in complete charge of children after they board the bus. If the bus driver feels that the behavior of a child is unsatisfactory on the bus or interferes with safety, after due warning, the bus driver will refer the problem to the building administrator(s) for corrective action. Students whose behavior is beyond the control of the driver may be denied permission to ride the bus. In such case school authorities will notify the parents.

The school must be notified of any changes in the normal pick-up/dismissal schedule. There must be a note from home and approved by the school office.

Parents picking up their child before dismissal must sign the student out in the office. A secretary will get your child for you from his/her classroom. If children are not picked up before the buses leave, they will be placed on the bus.

BUS SAFETY

1. Students shall arrive at the bus stop before the bus is scheduled to arrive.
2. Students must wait in the location assigned that will be clear of traffic and will leave safely from the bus stop in the evening.
3. A student shall not cause physical injury or behave in such a way that could cause physical injury.
4. Students must go directly to their assigned seat.
5. Students must remain seated and keep aisles and exits clear.
6. Students must observe classroom conduct and obey the driver promptly and respectfully.
7. Students must not use profanity or gestures.
8. Students must refrain from eating and drinking on the bus except as prescribed by a medical doctor.
9. Students must not possess tobacco in any form.
10. Students shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, counterfeit, drug and/or look alike drugs. Included would be the possession or use of drug paraphernalia or instruments designed for drug use.
11. Students must not throw or pass objects on/from or into the bus.
12. Students may carry on the bus only objects that can be held in their laps. No animals are allowed on the bus.
13. Students must keep all body parts and materials inside the bus.
14. The use of radios, cassette recorders, CD players, headphones, metal taps, non-educational comic books, movie magazines, knives, guns (of any type), electronic games, laser lights, and other electronic devices are prohibited on the bus.
15. Board policy will be followed concerning the possession or use of dangerous weapons.
16. Damage of property and/or vandalism will result in replacement of property in addition to other consequences.
17. Theft of any nature is not permitted.

CAFETERIA SERVICES

The school participates in the National School Lunch Program and makes breakfast and lunch available to all students. Lunch is available for a fee of \$1.75. Breakfast is made available free-of-charge to all students.

Applications for free and reduced (\$.40) meals and instructions are sent home the first day of school with ALL children as required by the Federal Government. If parents are interested, the application must be filled out completely, signed and returned the next day. Parents will be notified immediately of the action taken and have the right of appeal if they disagree with the school's decision as directed by the Federal Guidelines.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Cellular Telephones/Electronic Communication Devices (ECD)

While students in other schools may have in their possession cellular telephones, all students, particularly those in our elementary and middle schools, are discouraged from bringing cellular telephones to school. Possession of the devices alone is not the major issue which school officials are concerned. However, to minimize interruptions to the educational setting, except as authorized by an administrator or a teacher, students who elect to bring a phone to school may not use the cellular telephones or electronic communication devices at any time during the school day or while being transported on the school bus. As long as the device is turned off, students *may* have a cell phone or electronic device in their possession without possible consequences. The School District will not be responsible for lost or stolen devices. Teachers and administrators will take appropriate actions if a student is observed using a cellular telephone or ECD during the school day, or if such devices disrupt the instructional setting. Prohibited uses of the cell phone include making and/or receiving calls, sending text messages, taking pictures, making recordings and carrying it in plain view. Initial disciplinary actions will result in an immediate confiscation with a detention issued. Further offenses *may* result in a parent conference, after-school detention, in/out of school suspension or loss of privileges. The use of any wireless communication device in a criminal act will result in criminal penalties.

Students participating in extracurricular activities and athletics must contact their coach for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set rules and enforce consequences involving the use and/or misuse of these devices.

CHANGE OF CUSTODY

Parents are obligated to inform the school anytime the custody of a child changes. In order to comply with the requests of custodial parents to restrict who may see or pick up their child at school, a copy of the divorce decree or other legal documentation must be on file in the school office.

CHILD ABUSE

The Ohio Revised Code Section 2151.421 requires the school personnel to report suspected child abuse or neglect to the Meigs County Children's Services. The law also makes the reporting personnel immune from related criminal or civil liability.

COLD WEATHER OUTSIDE PLAY POLICY

All students are expected to go outside for recess at the scheduled time as long as it is determined by the principal and/or teachers that the weather and playground conditions are suitable for outside play.

Parents are asked to dress their children for the anticipated weather each day, as they will be expected to participate in the full activities of the school day (outside activities included). The students do not typically go outside if the temperature is below freezing; however, parents are asked to consider freezing temperatures when dressing children for the day's activities.

As our teachers are assigned to recess duty or other responsibilities during recess times, we are often faced with the problem of what to do with the student who wants to stay inside. If you feel that your child is unable to take part in the recess activities as outlined in the previously stated policy, a note stating such should be sent to the teacher on the specific day you wish your child to stay inside. **NOTES WILL NOT BE HONORED FOR MORE THAN ONE DAY AT A TIME EXCEPT FOR UNUSUAL CIRCUMSTANCES.** Your cooperation in limiting requests for your child to stay in except after an illness will be appreciated.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network, his or 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. A Network and Internet Access Agreement form may be found in the back of this handbook. The form must be completed and returned to school by Friday, September 3rd.

CONTROL OF CAUSAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definite evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

DISCIPLINE

Students attend Eastern Local Schools under the direction of State Laws and with the benefits of constitutional protection for their rights as citizens. This code specifies the school's expectations of the students. Students have a right to reasonable treatment from the school and its employees. The school has a right to expect reasonable behavior from the students. Freedom carries with it responsibilities for all concerned. A list of school rules is issued to each student. These are compiled for the protection of your child and for the purpose of striving to conduct a well-disciplined and organized school. Your cooperation is appreciated.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed below will be responded to as necessary by staff. Discipline may be issued for misbehavior at school or on buses and for incomplete assignments. Detentions, in-school suspension, before/after-school detention, and out-of-school suspension may be given.

A detention slip will be given to the student and may require a parent or guardian's signature. Parents are the key individuals in seeing that students perform well at school. Each teacher will indicate when he or she requires the slip to be returned.

Methods of Discipline:

The teacher is charged with the proper enforcement of discipline in the total school setting. He/She has the discretionary authority to use any or all of the following disciplinary measures to correct student behavior:

- positive actions by teachers to inspire correct behaviors each day
- counseling by teachers, guidance counselors, principals
- parent conferences
- denial of privileges
- recommendation of detention

PLEASE NOTE: We will use a *progressive* discipline plan, which means that with each punishment, you move one step further down the sequence of punishments, listed below. The Principal has the right to modify the progressive steps when deemed necessary.

At the beginning of **each semester** the following progressive discipline steps will be issued:

- After three (3) detentions, the student will receive one (1) after school detention
- After three (3) after school detentions, the student will receive one (1) in-school suspension
- After three (3) in-school suspensions, the student will receive one (1) Saturday school detention

Student Discipline Code

Violation on the part of a student of any one or more of the following rules of conduct may result in disciplinary action. The following codes apply to all students during the school day and at all after school activities.

1. **Assault** A student shall not cause physical injury or behave in such a way that could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.
2. **Cheating/Plagiarism** Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for his/her work and notify the parent and the office immediately as to the action taken. A student shall not take the ideas, writings, etc. from another and pass them off as one's own.
3. **Damage to Private Property** A student shall not cause or attempt to cause damage to private property on school premises or at any school activity on or off school grounds.
4. **Damage to School Property.** A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment, or materials.
5. **Disruption of School** A student shall not by use of violence, force, coercion, threat, harassment, or insubordination, cause disruption or obstruction to the educational process, including all curricular and extra curricular activities. Attempts at such disruption may result in suspension with recommendations for expulsion.
6. **False alarms and false reports** A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank may be a dangerous stunt that is against the law. All information related to false alarms/reports will be turned over the law enforcement.
7. **Fighting** A student shall not initiate or participate in a fight while under the jurisdiction of the school.
8. **Forgery** A student shall not, in writing, use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or correspondences.
9. **Frightening, Degrading, or Disrespectful Acts** A student shall not engage in any act which frightens, degrades, or disgraces any person by written, verbal, gestured, or physical means.
10. **Gambling** Games or activities in which students bet or wager money or other valuable items to be later exchanged for money or valuables, are not permitted on school grounds or at school functions. The exception is legally sanctioned raffles for the benefit of students.
11. **Glass drinking containers are prohibited.**
12. **Insubordination** A student shall not disregard or refuse to obey directions or instructions under the authority of school personnel.
13. **Laser Lights/Pens are prohibited.**

14. **Leaving School Grounds** A student shall not leave the school grounds during the regular school day without permission from the principal. If a student has received permission, he/she must sign out in the office before leaving and sign in upon returning to school.
15. **Piercings** A student shall only display piercings in his or her ears during school hours, activities and/or events. Student will be expected to remove all other piercings upon request.
16. **Possession of a Weapon** 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 or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to chains, padlocks, pencils, chairs, jewelry, etc. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion and possible permanent exclusion. 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 was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law will be followed.
17. **Profanity and/or Obscene Language** A student shall not use profanity or obscene language, either written or verbal, in communication with any person at school or at school activities. Included in this would be the use of obscene gestures, signs, pictures, or posters.
18. **Sexual Harassment** Sexual harassment is a type of discrimination that will not be tolerated. Sexual remarks and/or behaviors, written, physical, and/or verbal, that are uninvited, unwelcome, or unpleasant to the other person constitute sexual harassment and will be met with severe consequences as determined by the administration.
19. **Stealing** A student shall not steal from anyone.
20. **Tobacco, Narcotics, Alcoholic Beverages, and Drugs** A student shall not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, or mind altering substance. No student shall possess or use any tobacco product. Violation of this, while attending school functions and/or on school buses will result in the following recommended discipline:
- Tobacco**
- first offense – three days in-school suspension
 - second offense – five days in-school suspension and community service with counseling session(s) before being readmitted to classes
 - third offense – five days out-of-school suspension with recommended expulsion and pending charges filed
- Drugs, Alcohol, Narcotics**
- Use or Possession
- first offense – ten days out of school suspension with counseling session(s) before being readmitted to classes; a drug abuse program will be recommended; legal authorities will be notified
 - second offense – ten days suspension with recommended expulsion; legal authorities will be notified
- Furnishing – ten days suspension recommended expulsion; legal authorities will be notified.
21. **Truancy and Tardiness** Truancy is declared when a student is absent from school or any portions thereof without school authorization and parental consent. Excuses from school must meet the school's conditions and the Ohio Revised Code. In cases of prolonged or repeated absences a doctor's excuse may be required to verify the absences in question. A student shall not be tardy to school or class. Three (3) unexcused tardies will result in one (1) after school detention.
22. **Violation of the Law** A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

Dress Code

Students should dress at all times in appropriate apparel. Appropriate school clothes that are conducive to better school spirit and symbolize the pride of Eastern Local will be encouraged. Acceptable dress is necessary to insure an atmosphere conducive to learning. Students should

regard neatness and cleanliness as of utmost importance. Students in violation of this dress code will be expected to change clothes. Specific dress code requirements include the following:

- A. No undergarment is to be exposed. No boxer briefs are to be worn as shorts.
- B. Halter tops, tube tops, revealing tops, tank tops, spaghetti strap tank tops, racer-back tank tops, muscle shirts, mesh shirts, or any see through apparel will not be permitted. All tops must overlap bottom attire. **NO portion of the abdomen or back may be exposed.**
- C. No cut-off T-shirts and/or bare midriffs or shirts that have fabric removed or cut away. This includes shirts with rips, tears, or slits. The tops of two piece garments must overlap or be tucked into the bottoms.
- D. Shorts and skirts must meet or exceed ends of fingertips when arms are extended to one's sides.
- E. Jeans with holes above the fingertips must not show skin. Shorts or spandex under holes are permissible.
- F. Clothes that advertise alcohol, tobacco, or drugs will not be permitted. Clothes that have inappropriate slogans or designs will not be permitted.
- G. Hair must be worn so it does not hang in/over or cover the student's eyes.
- H. Hats, caps, sweat bands, bandanas, hoods on sweatshirts, and sunglasses are not to be worn in the building. Removal of headgear exemplifies respect.
- I. Coats and jackets are not to be worn in the classrooms except at the discretion of individual teachers.
- J. Book bags are not to be carried to classes except at the discretion of individual teachers.
- K. Street shoes are not permitted on the gym floor at any time.
- L. Skate shoes are not permitted in the building or at school functions.
- M. No cleats are to be worn inside the building at anytime.

Recess Rules:

- 1. Students will not play in front or at ends of building. They will stay within playground boundaries and ask permission to leave the area.
- 2. Students will not be permitted to stand on equipment.
- 3. Only one student in a swing at a time. Students will not be permitted to stand up, go sideways in the swings, twist chains, or jump out of a swing.
- 4. There will be no congregating of students in hallways and bathrooms.
- 5. Radios, cassette recorders, CD players, headphones, metal taps, non-educational comic books, movie magazines, knives, guns (of any type), electronic games, laser lights and other electronic devices and skateboards are not permitted.
- 6. Wrestling of any type is not permitted.
- 7. Students will not run the halls.
- 8. Students will walk out of the building in single file, keeping center of the hall clear.
- 9. Classes are in session at different times of the day. Disturbances in the halls cannot be tolerated.
- 10. All students are to be called their correct name. Thoughtless name-calling will not be tolerated.
- 11. Students are not to trade or buy personal articles from each other while at school.
- 12. Students should come to school dressed appropriately.
- 13. Students must obtain permission from the office to use the phone in the lobby.
- 14. Snowballing is not permitted.
- 15. Students are not allowed to play football (of any type) during recess.

The school is NOT responsible for the supervision of the playground after school hours or on non-school days.

Cafeteria Rules:

- 1. Talk quietly after all food has been served.
- 2. Remain in assigned seats until dismissed by teacher.
- 3. Eat all food in the cafeteria.
- 4. Keep hands and feet to yourself.
- 5. Be respectful of others.
- 6. Food is not to be passed around in the lunchroom without the teacher's permission.

Restroom Rules:

1. Use restroom at designated times only or in case of emergency.
2. Use hall pass issued by classroom teacher.
3. No talking or loafing.
4. No running.
5. No standing on toilets, urinals, or sinks.
6. Paper towels are to be thrown in the trash cans and not on the floor.
7. Be respectful to others.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his or her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The school makes the form available to every parent at the time of enrollment and to every child at the beginning of each school year. **This form should be completed and returned by September 4th. Students are responsible to turn these in and notify the office of any changes of information.**

EMERGENCY SCHOOL CLOSING

If Eastern Local Schools are closed because of bad weather or other emergencies, this will be reported (if possible) to radio stations WXIL, WMPO, and TV stations WSAZ (channel 3) and WTAP (channel 15). The school district will use the automated phone system to notify of cancellations. The information will also be posted to our district webpage: www.easternlocal.com. **PLEASE DO NOT CALL THE SCHOOL.**

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Ricky D. Edwards, Superintendent
50008 SR 681
Reedsville, OH 45772
740-667-6079

EXTRA CURRICULAR ACTIVITY ELIGIBILITY

The Ohio High School Athletic Association rule on eligibility for student participation will apply to all students in all extra curricular activities.

FEES AND FINES

Eastern Middle School charges specific fees for the following activities and courses: art, athletics, band, computer, drama, and classroom periodicals. Such fees or charges are determined by the cost of materials; freight/handling fees, and add-on fees for loss or damage to school property. 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.

*Fees may be waived in situations where there is financial hardship.
Applications for waiver are available upon request.*

FIRE, TORNADO, AND SAFETY DRILLS

Eastern Middle School complies with all fire safety laws and will conduct fire drills in accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of a fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted at least once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated.

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 extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips as do attendance rules. While the District encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on field trips.

IF A STUDENT PARTICIPATING IN A FIELD TRIP HAS ANY MEDICAL CONDITION THAT MAY REQUIRE SPECIALIZED MEDICAL TREATMENT OR ASSISTANCE, THE STUDENT MUST BE ABLE TO PROVIDE A PERSON TRAINED TO ADMINISTER THE TREATMENT OR THE STUDENT WILL NOT BE ABLE TO PARTICIPATE IN THE FIELD TRIP.

FUND RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without approval of the principal.
3. No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
4. No house-to-house canvassing is allowed by any student for any fund-raising activity.
5. No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.
6. No student is permitted to solicit funds under the guise of a school-sponsored activity.

Violation of this policy may lead to disciplinary action.

Students and parents of students who participate in fund raising activities are financially responsible for any and all material or monies to be collected and submitted to sponsor and/or advisor. All checks for fund raising activities shall be made to **Eastern Elementary**.

GRADE CARDS

Progress reports (grade cards) are issued four times a year. Some teachers will require that the reports be signed by a parent or legal guardian and returned to the school. Students will receive individual interim progress reports the middle of each grading period (with the exception of the first grading period).

GRADING SCALE:

93-100=A
85-92=B
75-84=C
65-74=D
0-64=F

CREDIT FLEX OPTIONS:

New are the credit flex options (CFO). Students who elect a course that is not pre-approved, will need to submit a course proposal in writing to the Building Principal. The proposal must include:

Clearly defined goals, which are tied directly to Ohio's Academic Content Standards. Clearly described activities which will lead to successful attainment of described goals, description and rubric for how the goals will be measured against Ohio's Academic Content Standards in order to provide evidence of student learning, timeline of proposed activities and measurements, including target date and time for final review. Academic Content Standards are located on Ohio Department of Education's webpage at www.ode.state.oh.us. See the Principal or Guidance Counselor for more information.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information and the educational definition for homelessness, contact our local Homeless Education Liaison/Outreach Coordinator at 992-3883.

HOMEWORK

Homework is assigned at our school. Assignments serve the purpose of reinforcing those skills taught in the classroom. Student grades will reflect the completion of all work, including outside assignments.

INDIVIDUAL SERVICES

Special service personnel include the special services coordinator, school psychologist, nurse, guidance counselor, and speech therapist.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Mary Price at 740-985-3304.

Parents who believe their child may have a disability that substantially limits major life activities of their child should contact the building principal.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are 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. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office personnel 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.

INSURANCE

Insurance may be taken out for the students. This provides coverage not covered by additional policies.

LOCKERS

Lockers will be provided for those students in grade 5-8. With the use of these lockers students are encouraged to use locks; however a copy of the combination/key must be given to the homeroom teacher.

LOST AND FOUND

The main lost and found area is located in the office. Students who have lost items should check there first and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the end of each quarter.

MEDICAL CONCERNS

Eastern Local has a registered nurse employed. She maintains student health records and advises parents about these records. She is also informed of current epidemics. Questions concerning the health of your child as it relates to school can be directed to the school nurse. The school **MUST** have a telephone number on file or information as to how parents may be reached in case of an accident or illness.

The state law requires the school to have on file a signed statement noting whether or not parents give a doctor or hospital the right to administer treatment in an emergency. This form will be sent home at the opening of school, signed by the parent, and returned to school.

MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the School Nurse's office.
4. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his or her person. **An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers.**
 - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
8. **Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.**

Non-prescribed (Over-the-Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without parental authorization. Parents may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, she/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized will be disciplined.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the Nurse's office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Illness at School:

1. Children who become ill at school can be better cared for at home by their parent.
2. Ultimately, the care of sick children is not the responsibility of the school.
3. The school will release sick children only to the child's custodial parent or his/her designee.
4. The parents are responsible for providing information about someone who can care for the sick child if the parents are not available.

OPEN ENROLLMENT

Each student who attends Eastern Local School District through open enrollment must be approved by the Eastern Local Board of Education *each year*. It is the responsibility of parents or guardians to apply each year for open enrollment.

P.T.O.

Eastern Middle School is represented by a self-governing Parent-Teacher Organization. All parents and teachers are encouraged to attend the meetings. Meetings are scheduled for the first Monday of each month (with the exception of January) and will begin at 6:00 P.M. Notices will be sent home prior to each meeting. This organization provides an opportunity for parents and teachers to get to know each other. Monthly meetings include discussion of important school functions. The Parent-Teacher Organization engages in many fund-raising projects. The P.T.O. provides invaluable assistance by providing our school with educational materials and equipment.

PUBLIC DISPLAYS OF AFFECTION

Holding hands, kissing, and displays of affection are not permitted in the school or on school grounds.

ROOM PARENTS

Room parents are selected for each class. They attend and provide treats for class parties. Room parents may be called upon to accompany class trips. If you have an interest, please contact your child's homeroom teacher.

SAFETY, SECURITY, AND VISITORS

In order to properly monitor the safety of students and staff, the following procedures are in place:

1. All visitors, in compliance with state law, are required to report to the office upon entering the building. Visitors are expected to enter through the front, main doors. Each visitor will be asked to sign in upon arrival and sign out at departure. If a person wishes to speak with a member of the staff, he or she should call for an appointment prior to coming to the school in order to prevent any inconvenience.
2. All visitors are given and required to wear a building pass while in the building.
3. Staff members are expected to question people in the building whom they do not recognize and/or who are not wearing a building pass as well as people who are lingering around the building after hours.
4. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
5. As many outside doors as possible are locked during the school day. Visitors are not permitted to enter through any side or rear doors.
6. Portions of the building that are not needed after the regular school day are closed off.

7. Students may not bring visitors to school without first obtaining written permission from the principal.

SEARCH AND SEIZURE

School authorities may search a student or his/her property (including purses, backpacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of Eastern Local School District and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have no reasonable expectation of privacy in their actions in public areas including but not limited to common areas, hallways, classrooms, the cafeteria, or the gymnasium. The district may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. Eastern Middle School reserves the right not to return items that have been confiscated.

SURVEILLANCE CAMERAS

There are surveillance cameras posted throughout the elementary and high school buildings as well as on most school buses. The surveillance equipment is employed for security purposes.

TELEPHONE

Students must obtain permission from the office to use the phone in the lobby.

TEXTBOOKS

If a student loses or damages a textbook, he/she must pay for it. Students are encouraged to use book covers.

VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipments, money, and the like, are tempting targets for theft. Eastern Middle School is not liable for any loss or damage to personal valuables.

WEAPONS

The Board of Education is continually concerned about the safety and welfare of district students and staff, and therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

Ohio Revised Code dictates to the school district that the Board or its designee shall permanently expel any student who possesses a dangerous weapon. For the purposes of these guidelines, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length opened by a mechanical device, iron bar, or brass knuckles". Or other devices designed to or likely to inflict bodily harm, including but not limited to, explosive devices, air guns, pellet guns, BB guns and any or all "look alike" guns and/or rifles, whether real or not, regardless of whether the weapon is operational.

In addition, the local law enforcement agencies will be notified. Devices that are not normally considered weapons may, under certain circumstances, be used as and considered for purposes of this prohibition to be dangerous instruments. Any device used or intended to be used as a dangerous instrument shall be considered to violate this rule.

**Eastern Local School District
Title 1 School - Parent Compact**

The purpose of the School – Parent Compact, found in Section 1118 Of Public Law 103- 382, is to build and foster school – parent partnership to help all children achieve the states high standards. Responsibility for improved student achievement will be shared by the child, parents, and school.

It is the schools responsibility to provide high - quality curriculum and instruction in a supportive and effective environment, enabling children to meet the States student performance standards. Parents are responsible for supporting their child’s learning via monitoring attendance, homework completion, television watching, volunteering in the school, and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time.

Parent or Guardian

Communication between parents and teachers is important. As a parent or adult who has responsibility for my child, I will attend at least one parent teacher conference, during which this compact will be discussed as it relates to my child achievement. I will read each progress report and talk to my child about the progress report. I understand that I will have reasonable access to my child’s teachers by contacting the school’s principal, along with opportunities to participate in my child’s progress at school by attending in-service meetings conducted by the Title 1 staff.

I, _____, agree to support my child in the following ways:

1. Monitor the attendance of my child
2. Monitor television time
3. Verify that homework has been completed by reviewing it with my child
4. Establish a place for my child to study
5. Establish a time for homework
6. Support the school in its efforts to maintain proper discipline
7. Respect all school staff and fellow students
8. Assist my child in learning to resolve conflicts in positive ways.

Student

I, _____, agree to be responsible for improving my achievement in the following ways:

- | | |
|----------------------------------|-----------------------------------|
| 1. Attend school regularly | 8. Participate in class |
| 2. Ask appropriate questions | 9. Study my assignments |
| 3. Behave appropriately | 10. Respect other students |
| 4. Complete homework | 11. Respect adults |
| 5. Establish a time for homework | 12. Support the school |
| 6. Listen in class | 13. Obey school rules |
| 7. Be prepared for class | 14. Go to bed at appropriate time |

School

The staff at Eastern Elementary will share responsibility for improved student achievement. We will build a partnership with parents to help their children achieve the state’s high academic standards. We will:

1. Provide an environment that allows for positive communication.
2. Communicate with parents by phone calls, emails, newsletters, progress reports, and parent in-service meetings.
3. Participate in Parent- Teacher conferences:
4. Make ourselves available to parents by appointment
5. Provide opportunities for parents or guardians to be involved in the school and their child’s education.
6. Assign homework that reinforces classroom instruction.
7. Provide parents with quarterly reports on your child’s progress.

Please complete and return the following forms to your child's homeroom teacher by September 3rd,

2010:

Eastern Middle School Handbook Acknowledgement Slip

Photo Use Permission Slip

Application for Network Privileges & Internet Access

Title I Parent Involvement Policy Acknowledgement

School Representative _____

Date _____

Parent/Guardian _____

Date _____

Student _____ Date _____

HANDBOOK ACKNOWLEDGEMENT SLIP

I, _____,
(name of parent/guardian)

acknowledge that I received and read the Eastern Middle School Handbook with my child and understand the contents it contains. We understand that the building administrator(s) have the right to administer the discipline he/she decides is appropriate.

I, _____,
(name of student)

agree to abide by the rules and policies set forth in the Eastern Middle School handbook.

(Student Signature) Grade _____

(Parent Signature) Date _____

PHOTO USE PERMISSION SLIP

Throughout the year, photos are taken of the students and used for a variety of media purposes such as, but not limited to, the Eastern Local Website, the Eastern Middle School Yearbook, the Local Newspaper, the District and Middle School Newsletters, and the District Annual Calendar.

Please initial one:

_____ I **ALLOW** Eastern Middle School to post photos of my child in various media venues including the Eastern Local Website.

_____ I **DO NOT ALLOW** Eastern Middle School to post photos of my child in various media venues including the Eastern Local Website.

(Parent Signature) Date _____

Application for Network Privileges & Internet Access

(Failure to return this application will result in no Internet or Email Privileges)
Please fill out completely and clearly: (When printing name please use your real first and last name)

Student

Last Name: _____

First Name: _____ **MI:** _____

Grade: _____ **Homeroom:** _____

NETWORK & INTERNET PRIVILEGES:

I have read and understand the **Acceptable Use and Internet Safety Policy** published in the *Eastern Local Student Handbook*. I understand any misuse of the network/internet privileges may be cause for access to be denied for any and all computers at Eastern for the remainder of the current school year. Access for future school years will be determined at a later time.

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, or by the Network, I hereby release the District, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and/or Network resources.

To the extent that proprietary rights in a work product would vest in the student upon creation, I agree to assign those rights to the District. I agree to abide by such rules and regulations of system usage as may be further added from time-to-time by the District and /or Network. These rules will be available in hardcopy form in the Principal's office.

Please initial **all** that apply:

_____ I **ALLOW** my son/daughter to have **Internet Access**. *

_____ I **ALLOW** my son/daughter to have an **Email Account**. (Must have Internet Access initialed.)

_____ I **DO NOT ALLOW** my son/daughter to have **Internet Access or an Email Account**.

(I understand that my student may be required to complete alternate assignments as a result of this denial of permission for Internet access.)

(Student Signature) Date _____

(Parent Signature) Date _____

* As the parent/guardian of this student, I have read the **Acceptable Use and Internet Safety Policy** in the Eastern Local Student Handbook. I understand that this access is for educational purposes. The Eastern Local School District has taken precautions to eliminate controversial material. However, I also recognize that it is impossible for the Eastern Local School District to guarantee that no controversial material could be accessed, and I will not hold them responsible for material acquired on the network. I hereby give permission to issue an account for my child, and certify that the information contained on this form is correct.