



Eastern Elementary Student-Parent Handbook 2018-2019

Eastern Elementary School
38850 SR 7
Reedsville, OH 45772

PHONE 740-985-3304
FAX 740-985-4318
www.easternlocal.com

Robin Burrow, K-4 Principal
Sara Will, Guidance Counselor
Mary Anne Moore, Nurse
Brian Collins, Transportation & Cafeteria Supervisor

SUPERINTENDENT'S OFFICE
50008 SR 681
Reedsville, OH 45772
740-667-6079
Steve Ohlinger, Superintendent

TREASURER'S OFFICE
740-667-3319
Lisa Ritchie, Treasurer

EASTERN LIBRARY
740-985-3747

EASTERN LOCAL SCHOOLS 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.

SCHOOL MOTTO

“Eagles have P.R.I.D.E”

STUDENT SCHOOL DAY:

Campus Opens @ 7:30

Tardy Bell @ 8:05

Dismissal @ 2:30

Campus Closes @ 4:00

END OF QUARTER DATES

First Quarter – October 26

Second Quarter – January 18

Third Quarter – March 22

Fourth Grade – May 23

SCHOOL BREAKS – NO SCHOOL

Labor Day – September 4, 2017

Thanksgiving Break – November 22 – 27, 2017

Christmas Break – December 20, 2017 – January 1, 2018

Teacher Professional Development – January 2, 2018

Martin Luther King, Jr. Day – January 15, 2018

Presidents’ Day – February 19, 2018

Teacher Professional Development – March 2, 2018

Spring Break – March 30 – April 2, 2018

Teacher Professional Development – May 25, 2018

LAST DAY OF SCHOOL for STUDENTS

May 24, 2018

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EASTERN ELEMENTARY TEACHER & STAFF DIRECTORY

Personnel	Name	Room #	email
Principal	Robin Burrow	office	rburrow@easternlocal.net
Guidance Counselor	Sara Will	office	swill@easternlocal.net
School Nurse	Mary Anne Moore	office	mmoore@easternlocal.net
Secretary	Gwen Hall	office	ghall@easternlocal.net
Secretary	Kim Carl	office	kcarl@easternlocal.net
Kindergarten	Jamie Atha	107	jatha@easternlocal.net
Kindergarten	Chris Wilson	109	cwilson@easternlocal.net
Kindergarten	Mildred Wilson	108	mwilson@easternlocal.net
First Grade	Lorre Hill	103	lhill@easternlocal.net
First Grade	Julie Spaun	115	jspaun@easternlocal.net
First Grade	Nancy Wachter	102	nwachter@easternlocal.net
Second Grade	Linda Faulk	114	lfaulk@easternlocal.net
Second Grade	Dee Simmons	113	dsimmons@easternlocal.net
Second Grade	Heather Wilcoxon	104	hwilcoxon@easternlocal.net
Third Grade	Mindy Bradford	111	mbradford@easternlocal.net
Third Grade	Bonnie Owens	106	bowens@easternlocal.net
Third Grade	Debbie Pratt	105	dpratt@easternlocal.net
Third Grade	Angie Weeks	112	aweeks@easternlocal.net
Fourth Grade	Jeremy Hill	120	jhill@easternlocal.net
Fourth Grade	Christie Lisle	119	clisle@easternlocal.net
Fourth Grade	Ruthie Hopkins	118	rwhite@easternlocal.net
Intervention Specialist	Sharon Logan	116	slogan@easternlocal.net
Intervention Specialist	Shandi Sargent	117	ssargent@easternlocal.net
Intervention Specialist	Renee Whitley	117	rwhiteley@easternlocal.net
Title 1 Reading	Sandy Needs	208	sneeds@easternlocal.net
Computer	Melissa Barker	112	mbarker@easternlocal.net
Library	Cathy Elliott	Library	celliot@easternlocal.net
Music	Susan Parsons	121	sparsons@easternlocal.net
Physical Education	Bryan Durst	gym	bdurst@easternlocal.net
Speech Pathologist	Emma Roberts	101	eroberts@easternlocal.net
School Physiologist	Carolee Richards	HS office	crichards@easternlocal.net
Academic Testing	Tricia Adams	HS office	tadams@easternlocal.net
Special Education Coordinator	Rachel Martin	HS office	rmartin@easternlocal.net
Transportation & Cafeteria	Brian Collins	office	bcollins@easternlocal.net

Please refer to the school website to obtain information about upcoming events and/or for routine questions, as well as for access to forms: www.easternlocal.net.

Parents and Guardians are encouraged to communicate with school personnel concerning their child's academic and social/emotional growth. Questions, concerns, and support should be made initially with a child's homeroom teacher through a phone call, note, or email. If additional clarification or support is needed, please feel free to contact the school office @ 740-985-3304 to be directed to the appropriate staff member to resolve the issue.

EAGLES have PRIDE

At Eastern Elementary and Middle School, a Positive Behavior Intervention System is in place where students are recognized and rewarded for their good behavior. Teachers and staff help students to be focused on being **Prepare, Respectful, Involved, Dependable, and Encouraging**.

This behavior system is communicated and reinforced to students through our school motto: “Eagles have PRIDE!” A variety of activities and recognitions throughout the school year take place to encourage and reward students for good behavior. Monthly assemblies take place to recognize exceptional behavior with reward charms and/or certificates. Below is a chart that gives a guideline for the overall building expectations as they directly relate to our Positive Behavior System:

Expectations → School Setting ▼	Hallway	Restroom	Cafeteria	Playground	Bus
Prepared	Have materials ready for class	Have permission from an adult	Bring all necessary items with you Turn in lunch money in advance	Dress appropriately for the weather	Be on time with all supplies to and from school
Respectful	Voices off Walk at all times	Use facilities appropriately Flush, wash hands, paper in trash	Use indoor voice 3 inside the serving line Choose a seat and stay in it Walk at all times	Follow directions of playground supervisors	Use appropriate language and actions
Involved	Hands to self Eyes forward Single file on the right	Let an adult know of problems (mess, or supplies)	Use your lunch time wisely (eat before visiting) Ask adults before sharing food	Play safely Have fun!	Follow bus safety rules
Dependable	Go quickly and safely to your destination	Take care of your needs and return to class as quickly as possible	Follow directions from adult supervisors Clean up your areas Put trash gently in proper containers	Treat others the way you expect to be treated Include others in play	Take all belongings with you when you leave
Encouraging	Lead by example	Encourage others to use good hygiene	Remind friends to follow cafeteria rules Be a positive influence Be polite to others	Use positive language	Be a positive influence for other students

Each classroom teacher will establish their own classroom rules that specifically meet the needs of their students and that support the necessary routines of their school day. Classroom rules, just as specific rules for the playground, bus, and cafeteria, will be more specific than the expectations listed above, but will support the overall positive environment that is supported by this matrix.

EAGLES have PRIDE!!

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.

All enrollments and withdrawals will be completed at the Elementary/Middle School Office. To schedule an appointment, contact Juli Well at 740-985-3304.

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.

Excused Absences:

For all children's safety, parents are expected to call the school *before 9:00 A.M.* on the day of their child's absence to verify the child's whereabouts. *Within two days* of a child's return to school, a *written notification* from the child's parent, guardian, or doctor MUST follow *all* absences for the absence to be considered excused, even if a call-in was made on the day of the absence. 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

Upon the 7th absence during a semester, a doctor's excuse will be required for absence(s) to be excused. When 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.

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

Unexcused Absences:

When no excuse is provided or the provided excuse does not meet the guidelines of the District, 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 directly by phone or written communication for clarification. *Students who receive an unexcused absence will not be permitted to make up missed assignments or tests and will be assigned a zero.*

In accordance to State Law, any student who has absent for more than 30 consecutive hours (approx. 4 ½ days), 42 hours (approx. 6 ½ days) in a month, or 72 hours (approx. 11 days) may be referred for an absence intervention meeting with representative from administration, classroom teacher(s), guidance counselor, and local authorities. Any student who has been absent for 38 hours (approx. 5 ½ days) in a month or 65 hours (approx. 10 days) of the current school year will be considered to have excessive absences. Any student who is excessively absent may be referred to the Meigs County Truancy officer and the Meigs County Juvenile Court. Any student who has missed 10% (18) of the instructional days of a school year may be retained unless the administrator regards the student as academically prepared to be promoted to the next grade level.

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

Tardies & Early Dismissals

Tardiness and early dismissals are highly discouraged because of lost instruction time as well as causing classroom disruptions. Any Kindergarten thru 4th grade student who is not in his/her homeroom by 8:05 A.M. will be considered tardy. Any student arriving late to school must report to the school office before going to class. **Arrival after 8:05 is considered tardy; and pick up before 2:20 is considered an early dismissal.** Tardy and early dismissal minutes will accumulate into absences.

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 year will be considered for approval as excused absences. **IN ALL CASES, ADVANCED WRITTEN NOTICE AND ADMINISTRATION APPROVAL ARE REQUIRED FOR EXCUSED VACATION 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.

BULLYING, HARASSMENT, AND INTIMIDATION

Harassment, intimidation, or bullying (including cyber bullying by phone, computer, or any other electronic communication device) 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 Elementary 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.

Bullying Reporting, Investigation, Notification, and Discipline (HB 116)

The Eastern Local School District believes that all students have a right to a safe and healthy school environment. All schools within the district have an obligation to promote mutual respect, tolerance, and acceptance among students, staff, and volunteers. Behavior that infringes on the safety of any student will not be tolerated. A student shall not bully, harass, or intimidate another student through words or actions. Such behavior includes but is not limited to: direct physical contact such as hitting or shoving; verbal assaults such as teasing or name-calling; the use of electronic methods to harass, threaten or humiliate, and social isolation and/or manipulation. The school district policy 5517.01 of NEOLA defines and prohibits bullying. Actions steps for compliance to bullying are as follows:

- Any student who engages in bullying shall be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.

- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached after consulting the school principal, the student or the parent of the student should contact the local superintendent or his or her designee.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

All students and staff members shall immediately report incidents of bullying, harassment and intimidation to the school administrator or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. Parents/guardians, and other stakeholders may report incidents of bullying to an administrator, staff member, or counselor by calling the school at 740-985-3304. Additionally, bullying and harassment reporting forms are available on the school website under forms/links.

Each complaint of bullying shall be promptly investigated. This policy applies to students on school grounds, while traveling on a school bus to and from school or a school-sponsored activity, and during any school-sponsored activity.

Bullying, harassment, or intimidation will not be tolerated. Any form of electronic bullying (cyber bullying) using school equipment, school networks, e-mail systems or committed at school is prohibited. Disciplinary action will be taken after each incident of bullying and upon a finding of guilt. Disciplinary action after the first incident of bullying may include, but is not limited to, the following:

- loss of a privilege
- reassignment of seats in the classroom, cafeteria, or school bus
- reassignment of classes
- Detention
- In-School Suspension
- Out-of-School Suspension
- Assignment to an Alternative School (through appropriate due process)
- Expulsion (through appropriate due process)

If necessary, counseling and other interventions should also be provided to address the social-emotional, behavioral, and academic needs of students who are victims of bullying, as well as, students who commit an offense of bullying.

The procedures for intervening in bullying behavior include, but are not limited to, the following:

- All staff members, students, and parents/guardians will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct (handbook).
- The school shall keep a report of bullying and the results of an investigation confidential.
- Staff are expected to immediately intervene when they see a bullying incident occur or upon receipt of any report of bullying.
- People witnessing or experiencing bullying are encouraged to report the incident to the school administrator or designee.

The following actions will be taken when bullying is reported:

1. Investigate

Upon receipt of any report of bullying, schools will direct an immediate investigation involving appropriate personnel. The investigation should begin no later than the following school day. The investigation shall include interviewing the alleged perpetrator(s), victim(s), identified witness(es), and staff member(s) and reviewing video surveillance, if available. The school resource officer, guidance counselors, social workers, and support staff should be utilized for their expertise as determined by the circumstances of the matter

2. Notify

At an appropriate time during or after the investigation, the parents/guardians of the accused and the victim must be notified. If the incident involves an injury or similar situation, appropriate medical attention should be provided and the parent/guardian should be notified immediately.

3. Discipline

Upon confirming that bullying has occurred, the accused student should be charged with bullying and given an age-appropriate consequence which shall include, at minimum and without limitation, disciplinary action or counseling as appropriate under the circumstances.

Students found to have committed multiple offenses of bullying within a school year shall be evaluated by the school and juvenile court through appropriate due process for further disciplinary actions and steps warranted.

Schools should clearly communicate to all parties that retaliation following a report of bullying is strictly prohibited and may result in strong disciplinary action.

4. Follow Up

Follow up is important to the accused and to the victim. The school will implement a planned method to provide aftercare and follow up. Reiterate to all the previously stated prohibition on retaliation.

BUS TRANSPORTATION

Transportation Authorization Form: All students must have a completed Transportation Authorization Agreement on file with the school's office (regardless of whether they utilize school bus transportation or not).

- Two designated bus drop-off/pick up locations will be allowed per student: one primary and one secondary location. The primary location should be where the student is dropped off/picked up most days of school. The secondary location should be the location that the student can be dropped off/picked up on days when the primary location is not feasible (such as a relative's home, a day care provider, etc.)
- Students will be transported to/from the primary location unless otherwise directed through the use of the Transportation Change Request Form.
- When a parent/guardian must change the primary location to the secondary location, he/she must submit the Transportation Change Request Form to the school office for approval on or before the morning of the requested change.
- Changes to bus drop off sites must be in writing. Phone calls for bus changes are prohibited.
- In the event that a student needs to be picked up at school by one of the four authorized individuals designated on the transportation agreement, the student's parent/guardian must submit a Transportation Change Request Form on or before the date of the requested change.
- A parent or adult guardian must be visible to the bus driver before any student in grades PreK-4 will be released from the bus. In the event that no one is visible, the student will be returned to the school for parent pick up.
- Families affected by rotating schedules (custody, work, etc) that affects transportation, must submit a calendar or note detailing the dates of the rotation. Forms submitted with vague information such as "every other week" will not be accepted.
- Transportation Change Request Forms must be filled out completely using the names of individuals. Forms submitted using vague information such as "grandma" or "neighbors" will not be accepted.
- The building secretary must be notified of any changes to the normal pick-up/dismissal schedule for each student and all Transportation Change Request Forms must be approved by the school office before changes can be made to a student's schedule.

General Transportation Information

- Bus routes will be designed and adjusted by the Director of Transportation.
- Please contact the Director regarding questions concerning bus stops and drivers.
- The bus driver is in charge of the 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, the bus driver will discipline the child and/or contact the parents as a first or second step.
- The driver will be permitted to return a child to school should he or she deem the offense worthy of such discipline.
- 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.

Eastern Local School Bus Behavior Rules and Conduct Expectations

- Pupils shall arrive at the bus stop before the bus is scheduled to arrive (Approximately 10 minutes prior to arrival). Pupils must wait in the designated POS (Place of Safety- designated by the bus driver), which is a safe distance from traffic and at least 10 Feet from the bus and roadway.
 - The bus horn **will not** be used to inform students or parents that the bus has arrived.
 - Students are to wait for and obey the driver's hand signals before approaching the bus, exiting the bus, and before crossing the roadway.
 - If the bus horn sounds, that means DANGER, and the students should stop and look to the bus driver for further instruction.
- Behavior at school bus stop must not threaten life, limb, and property of any individual and must be consistent with expected behavior on the bus and in the classroom.
- **Preschool through fourth grade students will not be released from the school bus unless an adult is visible at the residence.**
- When exiting the bus on the right side, students are to move on to their designated POS, and then wait for the bus to leave. Students are not to pick up any items they drop, go to the mail box, or perform any other action than checking traffic and making their way promptly to their Point of Safety.
- When exiting the bus on the left side, pupils are to follow these procedures.
 - Exit the bus and move to a point approximately 10 feet in front of the bus on the right hand side. Students should make sure they have eye contact with the driver and wait.
 - When the driver lowers his arm, students shall proceed to the middle of the roadway, perform a traffic check on their own, and then cross the roadway to their designated POS. Students are to then wait at their POS until the bus departs.
 - At no point in this process should the student stop to pick up something, get the mail, or perform any other activity except exiting the bus and making their way promptly to their designated POS.
- Pupils must sit in their assigned seat.
- Pupils must remain seated keeping aisles and exits clear.
 - "Seat on Seat/Back on Back", Face forward, and Hands and Feet to Self at all times.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils will not use or hold cell phones or any other type of electronic device while on the bus. These devices are to stay in the student's book bag or in their clothing.
- Pupils must not yell, use profane language, or make inappropriate gestures on the bus.
- Eating and Drinking on the bus is forbidden. (There will be no chewing of gum on the bus.)
- Pupils must not use tobacco on the bus. (Follow Handbook)
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for student with proper documentation on file.
- Pupils must not throw or pass objects on, from, or into the bus.
- Pupils must not put head or arms out of the bus windows.
- Pupils may carry on the bus only objects that can be held in their laps.
- NO ANIMALS ALLOWED ON BUS.
- Pupils must leave or board the bus at location to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Change requests via phone or electronic communication will not be permitted.)
- Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
- Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical conditions which may require driver attention.
- Assault/Fighting/Bullying/Horse-Play will not be tolerated.
- Possession of dangerous weapons, look-alike weapons, etc. and look-alike drugs is forbidden.

School Bus Disciplinary Procedure

1st Notice: Verbal Warning from Driver and/or Bus Conduct Slip issued; Driver Documentation in Bus Behavior Log

2nd Notice: Bus Conduct Slip issued/Driver Notifies Parents; Conference with Bus Driver, Transportation Director, Student, and/or Principal; Driver Documentation in Bus Behavior Log

3rd Notice: Bus Conduct slip issued/Up to and including Probation, Detention, Saturday School; In School Suspension, Saturday Bus Education Course, and Suspension; Driver Documentation in Bus Behavior Log

4th Notice: 3 to 5 day bus Suspension

5th Notice: 10 day bus suspension

6th Notice: Permanent removal from bus

****Depending on the severity of the offense, school administration may elect to skip 1 or more of the above mentioned steps or modify the disciplinary process at any time****

CAFETERIA SERVICES

Food Service:

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 **\$2.40**. Breakfast is made available free-of-charge to all students. No-Tray entrée, fruits, vegetables, and snacks for purchase are available as a la carte items. Snacks purchased are for personal consumption and should not be shared with other individuals. Snack item purchases will be limited to one per student.

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. We encourage all parents to fill out this application. The application must be filled out completely, signed and returned as soon as possible. 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.

Expectations:

Families who chose to pack a lunch from home are encouraged to pack a nutritional lunch. Please avoid soda and energy drinks. Designated areas in the cafeteria are provided for students with food allergies. Microwave use is not permitted for grades PreK-4. Students should abide by the following behavior expectations:

1. Talk quietly after all food has been served.
2. Remain in designated seats until dismissed by the teacher.
3. Eat all food in the cafeteria (do not take food to classrooms unless approved by the teacher)
4. Keep hands and feet to themselves.
5. Be respectful of others.
6. Get permission from a teacher before sharing food with anyone else.

Lunch Accounts:

Lunch accounts are expected to be kept current and in good standing; however, students are allowed to "charge" up to 2 meals to allow for time to pay an outstanding bill. If your child has gone over the allowed "charge" limit, he/she may be offered an alternative lunch (cheese sandwich) until the outstanding fee has been paid. Lunch payments can be sent with your child any day of the week. Please mark the envelope clearly with your child's name and home room teacher. For your convenience, student lunch accounts can also be managed through the PayForIt.com/Pay Schools Central website. This tool allows you to check your child's account balance at any time and to set up low balance alerts. The link to this website is available on the District website.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

In order to avoid disruption of the educational environment and protect students' right of privacy, students are discouraged from bringing cellular telephones, including camera phones, and electronic communication devices (ECDs) to school. Possession of a cellular telephone or other electronic communication device by a student is a privilege, which may be forfeited by the student if s/he turns it on, uses it, or allows it to be visible during the school day or on school-sponsored trips. Students who elect to bring a phone to school may not use the cellular telephone or ECD at any time during the school day or while being transported on the school bus. **As long as the device is turned off and kept out of sight**, such as in a pocket or book bag, students may have a cell phone or ECD 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 or ECDs during specified times include making and/or receiving calls, sending and/or receiving text messages, taking pictures, making recordings and/or 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 phones and ECD 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 whom 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.

COMMUNICATION WITH FACULTY & STAFF

The faculty & staff of Eastern Elementary School understand the importance of communication with parents/guardians concerning student progress and any issues they may face. Because of the need for teachers to focus on the instructional process during the school day, please allow at least 24 hours for a response to any communication (or communication request) that you send to school personnel. If you would like to meet with a faculty member outside of designated parent-teacher conference dates, please contact the school to schedule a meeting and allow a minimum of 24 hours for that person (or persons) to respond.

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 September 1, 2017.

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.

Zero Tolerance Policy:

It is the policy of the Eastern Local Board of Education to provide and maintain a safe, productive, and educational atmosphere free of behavior which is violent, disruptive, and/or inappropriate and free of students who exhibit such behavior. Any behavior by a student, which is violent, disruptive, and/or inappropriate, is strictly prohibited and will result in student discipline, which may include suspension, expulsion, and/or removal from school. This provision shall be applicable during regularly scheduled school hours as well as at any school-sponsored event such as field trips, athletic functions, class trips, etc. where school personnel or representatives have jurisdiction over students.

Disciplinary Consequences:

Consequences are given for misbehaviors at the discretion of each teacher, with guidance and support from administration. If misbehaviors are habitual or severe, administration will become involved and will determine appropriate consequences. The following is an explanation of possible disciplinary consequences.

- **Loss of Privilege:** Loss of privilege includes but is not limited to loss of partial recess time, movement of seating to a different area, and/or escorted/monitored restroom breaks.
- **Parent Notification:** Teachers are encouraged to contact parents/guardians for both positive and negative student behavior. In the event of class rule violations, the administration advises teachers to contact parents/guardians for assistance in student behavior intervention prior to bringing those issues to the administration.
- **Detention:** Detentions take place during recess and/or lunch. A student who receives a detention is to report promptly to the assigned detention at the assigned time. Students are to bring work with them to detention. Failure to report for detention may result in an additional consequence.
- **Before/After-School Detention:** Students who are assigned a detention outside of school hours will be required to serve during the designated time (7:30-8:05 A.M. before school detention or 2:30-3:30 P.M. after school detention.) Parents/guardians of students assigned such a detention will be responsible for providing transportation for the student.
- **Community Service:** Community Service involves the student being assigned to tasks that may involve cleaning desks, picking up trash, sweeping the floors of a school bus and may take place in the building, around the school grounds, or on one of our school buses.
- **In-School Suspension (ISS):** In-School Suspension is a removal from the classroom environment for at least one half day of school. During this time, the student will be assigned to another location with a monitoring teacher or paraprofessional and required to complete assignments given by the student's regular teachers. Students are not counted absent during their time in ISS and will receive credit for completed course work, unless otherwise noted at time of assignment.
- **Alternative School:** Alternative School is similar to ISS with the exception that it is held off-campus at the Eastern Local School District Main Office in Tupper Plains. Parents/Guardians of a student assigned

to Alternative School are required to provide transportation to from their assigned location. Also, unless a student receives free or reduced lunch, parents/guardians are responsible for providing the student with lunch for the day.

- **Out-of-School Suspensions (OSS)** Out-of-school suspension is a removal from the school environment for a period of at least one day (with ten days being the maximum). Students can be suspended from school even on the first offense if the situation is significant enough to warrant it. All OSS days are considered unexcused absences. Teachers are not required to allow students to make-up work that is assigned during the suspension. In situations where an offense requires more than a ten day suspension, the student will be referred to the Superintendent for expulsion. The student/parent/guardian may appeal a suspension by sending a request in writing to the district superintendent.
- **Expulsion:** Expulsion is the removal of a student from school for up to one calendar year from the time of the offense. A student can only be expelled by the Superintendent after a due process hearing in which all factors of the incident are considered.
- **Emergency Removal:** In the case where a student's presence poses a continuing danger to persons or property, or an ongoing threat of disruption of the academic process, they can be removed from the school setting prior to formal discipline. This is for the purpose of allowing administration sufficient time to complete a thorough investigation of a particular incident in order to determine if formal consequences are necessary. In addition, a student may be removed for their own protection/safety during an investigation in which they may be at risk of reprisal from students under suspicion. Students who are under an emergency removal are given credit for attendance during that time. In a case where an investigation reveals significant wrong-doing on the part of the student and a suspension is in order, the days spent in removal will be considered time-served for the suspension (and changed to unexcused absences accordingly).

PLEASE NOTE: We will use a *progressive* discipline plan, in most situations, which means that with each disciplinary action a student will move one step further down the sequence of consequences as outlined below. This refers to more minor behavior infractions. *In the case of more serious offenses, administration has the right to modify the progressive steps when deemed necessary due to the situation, such as fighting, assault, bullying, vandalism, drugs, etc.* School personnel will be fair in their distribution of consequences and will take in to account all circumstances related to the incident when dealing with disciplinary issues.

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. **Student Appearance/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. Dress or grooming is not to disrupt the teaching/learning process, cause undue attention to an individual student, be in poor taste, or constitute a health or safety threat to himself/herself or other students. Some clothing which is not appropriate for school includes halter tops, tube tops, see through shirts, spaghetti straps, open-backed tops, muscle shirts, short shorts/skirts (shorter than fingertip length), or any clothing with offensive language or language that advertises or promotes drugs, alcohol, or tobacco use. Outfits which permit bare "bellies" to be exposed are not to be worn to school. Coats and other outerwear should not be worn inside the building unless a teacher deems it to be necessary. Tennis shoes are required for physical education class.

Parents will be contacted to help remedy the situation when a student's appearance is believed to be detrimental to himself/herself, to others, or to the school's educational program.

- 7. 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.
- 8. Fighting** A student shall not initiate or participate in a fight while under the jurisdiction of the school.
- 9. 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.
- 10. 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.
- 11. 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.
- 12. Glass Containers** Students are not to bring glass bottles or containers to school or on the bus.
- 13. Gum Chewing gum is not allowed in school** (except at the discretion of individual teachers).
- 14. Insubordination** A student shall not disregard or refuse to obey directions or instructions under the authority of school personnel.
- 15. Laser Lights** A students may not possess laser lights/pens while on school grounds or school functions.
- 16. 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.
- 17. Piercings** A student shall only display piercings in his or her ears during school hours, activities and/or events. Students will be expected to remove all other piercings upon request.
- 18. 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.
- 19. 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.
- 20. Repeated Violations** A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
- 21. 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.
- 22. Stealing** A student shall not steal from anyone.
- 23. 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.
- 24. 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 certificate may be required to verify the absences in question. A student shall not be tardy to school or class.
- 25. Violation of the Law** A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

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 student's 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 1st. Families/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 parents 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:

Steve Ohlinger, Superintendent
50008 SR 681
Reedsville, OH 45772
740-667-6079

FINES

Fines 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.

FIRE, TORNADO, AND SAFETY (ALICE) DRILLS

Eastern Elementary 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.

Eastern Elementary School utilizes ALICE protocols for school safety and as such will conduct regular drills of the ALICE concepts with students. ALICE drills are always announced as drills and notification will be given to parents in a timely fashion after a drill has been conducted.

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.

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 or Eastern Middle School.**

GRADE CARDS

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

GRADING SCALE:

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

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 the Superintendent's office.

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, physical therapist, occupational therapist, and speech therapist are available for students who qualify and/or who are in need of services.

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 Rachel Martin 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.

LOST AND FOUND

The main lost and found area is located in the office and cafetorium stage. 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. A child who becomes ill at school can be better cared for at home by his/her 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 Elementary 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. 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.

RECESS

All students in grades K-4 are scheduled 30 minutes recess time. 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. Children are not allowed to stay in from a planned outdoor recess activity due to illness or injury without a doctor's note.

Parents are asked to ensure that their child(ren) is/are dressed for the anticipated weather each day, as they will be expected to participate in the full activities of the school day (outside activities included). Students should have appropriate clothing and footwear for outside play. Due to safety concerns, flip-flops are discouraged. 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.

Recess Expectations:

1. Students will stay within playground boundaries and ask permission to leave the area.
2. Students will use playground equipment as intended and safely.
3. Students will ask permission from a playground supervisor to re-enter the building for any reason during recess times.
4. Personal items and toys are not permitted on the playground without the permission of a teacher.
5. Tackle football, wrestling, gymnastics, and snowball fights are not permitted.
6. Students are expected to be respectful of all students, staff, and teachers.
7. Skateboards and other wheeled items (heelines, rollerskates, etc) are not permitted.

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.
2. 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.
3. All visitors are given and required to wear a building pass while in the building.
4. 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.
5. Parents, students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
6. Visitors are not permitted to enter through any side or rear doors.
7. Portions of the building that are not needed after the regular school day are closed off.
8. Students may not bring visitors to school without first obtaining written permission from the principal.

SCHOOL HOURS

Eastern Elementary-Middle School campus opens for students beginning at 7:30. Breakfast is available 7:30-7:55 to all students free of charge. All students must finish eating in the cafeteria. Upon arrival (or after finished eating) K-2 students are to report to the designated areas in the cafetorium; students in 3 & 4 are to report to the gymnasium. Students will be released to classroom beginning at 7:55.

Students who are being picked up from school are released to the walker line @ approximately 2:20; students riding the bus are released at approximately 2:25 with buses departing campus at approximately 2:35. We do not provide supervision for any students on school property before 7:30 or after 2:35. For safety reasons, external school doors are locked during hours of operation. Visitors must be “buzzed in” during the school day until the office closes at 4pm. After 4pm, only individuals and/or organizations that have obtained proper permissions to utilize the building will be granted access (i.e. sports teams, booster organizations, school clubs, community groups, etc.)

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 Elementary reserves the right not to return items that have been confiscated.

SECURITY CAMERAS

There are security cameras posted throughout the elementary, middle, and high school buildings as well as on most school buses. The equipment is employed for security purposes and archived footage will only be shared with appropriate outside individuals or agencies for the purpose of conducting relevant investigations and/or within the specific legal requirements of the Ohio Revised Code and/or Federal statutes (as applicable).

TELEPHONE

Students are not allowed to use personal cell phones at any time during school hours without the permission of a teacher. Students must obtain permission from the office to use the phone in the lobby.

TEXTBOOKS and LIBRARY BOOKS

If a student loses or damages a textbook or library book, he/she must pay for it.

TOYS, PERSONAL ITEMS & VALUABLES

Students should not bring items toys, personal items or items of value to school. In an attempt to both limit classroom distractions, as well as to eliminate lost instructional time to search for and/or retrieve these items, students should **not** bring toys (including trading cards) to school. Any item that is not needed for instruction should be kept at home. The only time personal items should be brought to school is for a scheduled “Show and Tell” day as communicated from the classroom teacher, or as requested for a special project from the classroom teacher. Eastern Elementary 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.

Please complete and return the following forms to your child’s teacher by August 31, 2018:

**Title I School-Parent Compact Policy Acknowledgement
Eastern Elementary Handbook Acknowledgement Slip
Photo Use Permission Slip
Title I Parent Involvement Policy Acknowledgement
Application for Network Privileges & Internet Access
Eastern Local School District**

Eastern Local School District Title I Parent Involvement Policy Acknowledgement

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

It is the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective environment, enabling children to meet the State's 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's 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 I 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 an appropriate time |

School

The staff at Eastern Elementary will share responsibility for improved student achievement. We will build and develop 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 Sept. 1, 2017:

**Title I Parent Involvement Policy Acknowledgement
Eastern Elementary School Handbook
Acknowledgement Slip
Photo Use Permission Slip
Application for Network Privileges & Internet Access**

Title I Parent Involvement Policy Acknowledgement

Parent(s)/Guardian(s) _____

Date _____

Student _____

Date _____

**HANDBOOK
ACKNOWLEDGEMENT SLIP**

I, _____, acknowledge
(name of parent/guardian)
that I received and read the Eastern Elementary School Handbook with my child and understand the contents it contains. We understand that the building administrators 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 Elementary 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 Elementary Facebook page, the Eastern Elementary School Yearbook, the Local Newspaper, the District and Elementary School Newsletters.

Please initial one:

_____ I **ALLOW** Eastern Elementary School to post photos of my child in the various media venues listed above.

_____ I **DO NOT ALLOW** Eastern Elementary School to post photos of my child in various media venues.

(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's Signature _____

Parent/Guardian Signature _____

Parent/Guardian Printed Name _____

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.*