



# Eastern Middle School

## Student-Parent Handbook

### 2018-2019

Eastern Elementary/Middle School  
38850 SR 7  
Reedsville, OH 45772

PHONE 740-985-3304  
FAX 740-985-4318

Bill Francis, Principal 5-8  
Robin Burrow, Principal K-4  
Mary Anne Moore, Nurse  
Sarah Will, Guidance Counselor

DISTRICT EMIS COORDINATOR  
Juli Well (740-985-3304)

EASTERN HIGH SCHOOL  
740-985-3329

Shawn Bush, 9-12 Principal  
Sheryl Roush, Guidance Counselor

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 PUBLIC LIBRARY  
740-985-3747

## Eastern Middle School Faculty/Staff

### 5<sup>th</sup> Grade Homeroom

Ms. Ihling – 5<sup>th</sup> & 6<sup>th</sup> Sciences  
Mrs. Harbour – 5<sup>th</sup> ELA  
Ms. Otto – 5<sup>th</sup> Math

### 6<sup>th</sup> Grade Homeroom

Mrs. Barber – 6<sup>th</sup> Math  
Mrs. Houck – 5<sup>th</sup> & 6<sup>th</sup> Social Studies  
Mrs. Martin – 6<sup>th</sup> ELA

### 7<sup>th</sup> Grade Homeroom

Mrs. Hayes – 7<sup>th</sup> & 8<sup>th</sup> ELA- Reading, Sign Language  
Mrs. Rigsby – 7<sup>th</sup> & 8<sup>th</sup> ELA – Writing & Grammar,  
Drama  
Mr. Robinson – 7<sup>th</sup> PE/Health, OWA

### 8<sup>th</sup> Homeroom

Mr. Filipiak – 7<sup>th</sup> & 8<sup>th</sup> Math  
Mrs. Johnson – 7<sup>th</sup> & 8<sup>th</sup> Science, STEM  
Mr. Spencer – 7<sup>th</sup> & 8<sup>th</sup> Social Studies

### Intervention Specialists

Mrs. Beegle – 5<sup>th</sup> & 6<sup>th</sup> Inclusion/Co-teaching  
Mr. Salyer – 7<sup>th</sup> & 8<sup>th</sup> Inclusion/Co-teaching, Horticulture

Ms. Anderson – 5<sup>th</sup> – 8<sup>th</sup> Cross-categorical  
Staff - 5<sup>th</sup> – 8<sup>th</sup> Cross-categorical

### Specials Teachers

Mr. Bowen – 8<sup>th</sup> Grade PE/Careers, 5<sup>th</sup> & 6<sup>th</sup> PE  
Mr. Durst -7<sup>th</sup> & 8<sup>th</sup> Sports Fundamentals  
Mrs. Parsons – 5<sup>th</sup> & 6<sup>th</sup> Music, 7<sup>th</sup> & 8<sup>th</sup> Media  
Ms. Barker – 5<sup>th</sup> & 6<sup>th</sup> Computers, 7<sup>th</sup> & 8<sup>th</sup> Coding &  
Photography

### Paraprofessional Aides

Mrs. Lambert  
Mrs. Barnett  
Mrs. Mugrage  
Mrs. Sidwell

### Office Staff

Mrs. Hall – Secretary  
Mrs. Carl – Secretary

### Custodians

Mrs. Barber – Daytime Custodian  
Mrs. Lee – Evening Custodian  
Mr. Johnson – Evening Custodian

## 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 MIDDLE SCHOOL MISSION STATEMENT

The mission of Eastern Middle School 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.

## EASTERN MIDDLE SCHOOL MOTTO

***“Eagles have P.R.I.D.E”***

Eastern Middle School is made up of students in grades 5 through 8 of the Eastern Local School district and is housed in the K-8 Eastern Elementary/Middle School building. It is the goal of the administration, faculty, and staff to create a positive learning environment for all students that provide opportunities for them to reach their full academic potential. We set high expectations for our students and encourage each individual to develop lifelong skills and the knowledge they need to become productive citizens in our nation.

Our expectations are represented by our school motto – “Eagles have **PRIDE**”! In this case, PRIDE is an acronym where each letter represents trait for students to identify with in how they conduct themselves in both school and the outside world:

- **Prepared** – Students are prepared for success. They take the necessary steps to be ready for the challenges they may face; be it in academics, extra-curriculars, or as a citizen of our nation.
- **Respectful** – Students respect themselves and others. They conduct themselves in a manner that is consistent with how they want to be treated and are mindful of the needs of others.
- **Involved** – Students are engaged in the learning process and actively contribute to a positive school culture.
- **Dependable** – Students can be relied on to make good choices and do what is right with regards to their academics and social interactions.
- **Encouraging** – Students look for the best in others and help bring out the positive in those around them.

Students who possess these traits will be in an excellent position for success and be able to set excellent goals, and work with faculty, staff, and other students to achieve those goals. This contributes to an academic environment that is rigorous, engaging, and responsive to the needs of learners in the 21<sup>st</sup> century.

The five traits that make up Eagle **PRIDE** are what govern Eastern Middle School’s approach to education and school climate. While rules are important, it is imperative that students focus on what they can do that is *positive* and can *positively* impact their own lives and the lives of those around them. Students who actively work towards embodying these traits will be successful in not only their academic careers, but their lives outside of school as well.

Throughout the school building there are “Eagles have PRIDE” signs up that give examples of how each of those traits can be demonstrated in a particular context. Students are encouraged to always look for ways to demonstrate

these characteristics. As part of our implementation of PBIS (Positive Behavior Interventions & Supports), administration, faculty, and staff will regularly recognize students who have exemplified these traits through their words and actions (see: **Points for PRIDE section**)

### **EASTERN MIDDLE SCHOOL – SCHOOL HOURS OF OPERATION**

Eastern Elementary-Middle School campus opens for students beginning at 7:30 am. Breakfast is available beginning at that time to all students free of charge. Students are to eat breakfast in the cafeteria only. If a student is not eating breakfast, or when they have finished, they are report to the gymnasium to the designated space for their grade level (***students are not permitted in the hallways prior to dismissal for homeroom @ 7:50 am***). Students will be released to classroom beginning with the first bell at 7:50 am. Student afternoon dismissal occurs at 2:28 pm for 5<sup>th</sup> & 6<sup>th</sup> grade, followed by 7<sup>th</sup> & 8<sup>th</sup> grade at 2:30 pm . High School students are released at 2:30 pm with all buses departing at approximately 2:35 pm. **We do not provide supervision for any students on school property before 7:30 am or after 2:35 pm.** The external doors to the school are locked at 4 pm. For safety reasons, only individuals and/or organizations that have obtained proper permissions to utilize the building can be granted access after 4 pm (i.e. sports teams, booster organizations, school clubs, community groups, etc.)

### **ADMISSION, 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 must be completed with the district EMIS coordinator in the Elementary/Middle School Office.**

### **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 those school hours/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 or for additional documentation. 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 absent plus one to make up missed work (including tests/quizzes). **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.

Examples of excused absences are listed below:

- Personal illness
- Illness in the family
- Quarantine of the house
- Death of a relative
- Observance of religious holidays
- Family emergency
- Required court appearances

**Any student who is absent for more than 10% (18 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.**

#### **Attendance Intervention Team (AIT)**

Students who miss school excessively may be referred to an Attendance Intervention Team. This team will consist of representatives from school administration and faculty, as well as outside agencies such as support services, mental health (where applicable), county truancy officer, and juvenile court. The purpose of the team will be to create an improvement plan to help the offending student resolve their attendance difficulties.

Excessive absences may be defined as habitual. The State of Ohio defines those terms as follows:

Definition of 'habitually truant' is:

1. Absent 30 or more *consecutive hours* without a legitimate excuse (approx. 4.5 days); or
2. Absent 42 or more hours in one month without a legitimate excuse (approx. 6.5 days); or
3. Absent 72 or more hours in one year without a legitimate excuse (approx. 11 days)

Excessive Absenteeism is:

1. Absent 38 or more hours in one school month with or without a legitimate excuse (approx. 5.5 days); or
2. Absent 65 or more hours in one school year with or without a legitimate excuse (approx. 10 days)

Habitually Truant Students who do not follow the recommendations of the AIT and do not correct their attendance may fail, lose certain privileges, and/or may be referred to the Meigs County Truancy Officer.

**Students who miss 7 or more days during a semester will 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 students to miss class time and instruction. **Any 5-8<sup>th</sup> grade student who is not in his/her homeroom by 7:55 A.M. shall be considered tardy. Excessive tardies/missed periods can result in the accumulation of absences.** Any student arriving late to school is to report to the school office before going to class. Time missed in a class due to tardiness (whether am or pm) will be considered an absence for that particular class. Any student arriving late to school is to report to the school office before going to class. The following provides an outline of the times for tardies, early dismissals, and half-day 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 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 and administration may deny the request for leave if a student's attendance rate is not acceptable.

**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, 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 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/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

### **Bullying Reporting, Investigation, Notification, & 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/or staff shall immediately report incidents of bullying, harassment and intimidation to the school principal or designee. School staff members are expected to immediately intervene when they see a bullying incident occur. 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 a school-sponsored activity.

Bullying, harassment or intimidation will not be tolerated. 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
- In-school suspension
- Out-of-school suspension
- Detention
- Expulsion (through appropriate due process hearing)
- Assignment to an alternative school (through appropriate due process hearing)

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 and students who commit an offense of bullying.

Students, parents/guardians and other stakeholders may report incidents of bullying to an administrator, teacher, counselor or other staff member by calling the respective school or administrative office. Please note: Any form of electronic bullying (cyber bullying) using school equipment, school networks, e-mail systems or committed at school is strictly prohibited

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

- All staff, students and their parents will receive a summary of this policy prohibiting bullying at the beginning of the school year as part of the student code of conduct.
- 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 principal 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) and victim(s), identified witnesses, teacher(s) and staff members and reviewing video surveillance if available. School police, school counselors, school social workers and/or other 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, 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 for in 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 the victim. Implement a planned method to provide aftercare and follow up. Reiterate to all the previously stated prohibition on retaliation.

## BUS TRANSPORTATION

Bus routes are the responsibility of the bus transportation supervisor. Please contact the transportation supervisor regarding questions concerning bus stops and drivers. You may contact the transportation supervisor by contacting the school at 740-985-3304 or the main district office at 740-667-6079

### Transportation Authorization

All Students must have a completed Transportation Authorization Form on file with the school's office (regardless of whether they utilize school bus transportation or not). **The authorization form will allow for two designated bus drop off locations per student;** the student's primary residence and one secondary location (i.e. relatives, day care, etc). **Without notification, student(s) will be transported to their primary residence on any given school day. If a parent(s)/guardian(s) wish to change the drop-off location to the secondary site, they must contact the office by phone no later than 1:00p, or send a written note with their student(s) to school.** The transportation authorization form also provides for up to four additional individuals (outside of the parent/guardian) who can pick up student(s) from school in the event that either the primary or secondary drop off site will not be an option. **In the event that student(s) need to be picked up at school (by either a parent/guardian or one of the four authorized individuals), their parent(s)/guardian(s) will need to notify the school by either phone (prior to 1pm) or by sending a written note with the student(s).**

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**

- Students shall arrive at the bus stop before the bus is scheduled to arrive.
- Students must wait in the location assigned that will be clear of traffic and will leave safely from the bus stop in the evening.
- A student shall not cause physical injury or behave in such a way that could cause physical injury.
- Students must go directly to their assigned seat. Students must remain seated and keep aisles and exits clear. Students must observe classroom conduct and obey the driver promptly and respectfully. Students must not use profanity or obscene gestures.
- Students must refrain from eating and drinking on the bus except as prescribed by a medical doctor.
- 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. Students must not possess tobacco in any form.
- Students must not throw or pass objects on/from or into the bus. Students may carry on the bus only objects that can be held in their laps. No animals are allowed on the bus. Students must keep all body parts and materials inside the bus.
- The use of radios, cassette recorders, CD players, headphones, metal taps, non-educational comic books, movie magazines, electronic games, laser lights, and other electronic devices are prohibited on the bus.
- Board policy will be followed concerning the possession or use of dangerous weapons (including look-a-like toys, props, etc. or any normal item used as a weapon).
- Damage of property and/or vandalism will result in replacement of property in addition to other consequences. 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 **\$2.40**. Breakfast is made available free-of-charge to all students.

Applications for free and reduced (\$.50) 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.

Due to the possibility of having students with food allergies, the school will provide "nut free" tables and other such accommodations as required. If your child does have a food allergy, please contact the school to insure that we are aware of your child's needs.

Student lunch accounts can be maintained & managed through the district website by going to [www.easternlocal.com](http://www.easternlocal.com) and clicking on the "PayForIt.net" link towards the bottom of the page.

#### **Cafeteria Rules:**

Students are expected to:

- Talk quietly after all food has been served.
- Remain in assigned seats until dismissed by the teacher.
- Food needs to be eaten in the cafeteria. Do not take food to the classrooms except at the discretion of individual teachers (for special events, etc.).
- All trash should be cleaned and placed in the appropriate waste receptacle prior to leaving the cafeteria.
- Keep hands and feet to yourselves.
- Be respectful of others.
- Get permission from a teacher before sharing food with anyone else.

## 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. Disciplinary action for a first offense will be an immediate confiscation of the device with it being returned at the end of the school day. Further offenses will result in the device remaining with the school office until a parent/guardian can pick it up. Additionally, the following disciplinary actions may take place (at the discretion of administration): parent conference, detention, after-school detention, in school suspension, alternative school, or loss of privileges. Students who continue to disregard school policy after reasonable steps have been taken will be possibly subject to out-of-school suspension. The use of any wireless communication device in a criminal act will result in criminal penalties. **In order to help prevent potential classroom distractions, all faculty and staff reserve the right to have students "check-in" their device (if they are carrying one) in a designated location as they enter the classroom.**

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 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.

## COLLEGE CREDIT PLUS (7<sup>th</sup> & 8<sup>th</sup> Grade)

College Credit Plus (CCP) is a program for qualifying students in grade 7-12 that allows students to earn college credits. For more information regarding this program please refer to the Ohio Department of Education's website at: <http://education.ohio.gov/Topics/Quality-School-Choice/College-Credit-Plus>

## COMMUNICATION WITH FACULTY & STAFF

The faculty & staff of Eastern Middle 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 make such a request 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 & SCHOOL CLIMATE

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. Expectations for student behavior are set by the school's **PRIDE** motto and are further detailed in this handbook and by individual teachers/staff members for their classrooms/areas. 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.

### **Positive Behavior Intervention and Supports (PBIS) role in Disciplinary Process**

In an effort to promote an effective school climate, Eastern Middle School utilizes a system of interventions & supports that are designed to promote a positive school culture and climate. Faculty & Staff are able to recognize students for their positive and appropriate behaviors, or for correcting previously inappropriate behaviors, by issuing **Points for PRIDE** cards. These cards can be utilized to purchase incentives (see **POINTS FOR PRIDE** section). In addition, the school will create Positive Behavior Intervention Teams to address chronic or habitual disciplinary issues. The teams will consist of representatives from administration, guidance, and academic faculty from the student's grade band.

School administration, faculty, and staff will address inappropriate and problem behaviors when they occur. Consequences for poor behavioral choices are designed to effectively address the learning and behavioral needs of the offending student (while also being mindful of the needs of any students or staff members that are victims of the poor behavior choice). Since it would be impractical to list every possible type of infraction in this handbook, they are categorized as **Level 1- Level 4:**

- **Level 1** - Infractions are those that are handled at the classroom level without the necessity of intervention by school administration.
- **Level 2** – Minor to moderate Infractions that likely require administrative intervention or additional behavior supports from an intervention team.
- **Level 3** – Serious infractions that require administrative action to resolve the issue. Depending on the nature of the offense, it may be necessary to refer the student to outside support agencies or the juvenile court system.

- **Level 4** – Exceptionally serious infractions that can result in students being recommended for expulsion, require the intervention of law enforcement, or referrals to outside agencies/court system.

**NOTE:** Any lower level infraction can escalate to a higher level if an offending student continues to make poor behavioral choices.

### **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 other school related times and places (e.g., field trips, athletic functions, class trips, etc.) where school personnel or representatives have jurisdiction over students.

### **Disciplinary Interventions & Consequences**

The following is an explanation of possible disciplinary consequences (this is not a complete list and school personnel and administration may rely on appropriate interventions/consequences as needed to address problem behaviors)

#### **Teacher-originated discipline – Level 1 infractions (assigned by faculty/staff; can be utilized by administration for higher level infractions)**

- **Parent notification-** Teachers are encouraged to call parents for both positive and negative student behaviors. In the event of class rule violations, the administration advises teachers to attempt contacting parents for assistance in student behavioral intervention prior to bringing those issues to the administration.
- **Detention:** Detentions take place during recess (5-6) or lunch (7-8). Students who receive a detention are to report promptly to the assigned detention at the designated time. Students are to bring work with them to detention (students in grades 7-8 will eat lunch in detention hall). Failure to report for detention, or to follow detention rules, will result in a student being referred to the office.
- **Workroom (disciplinary):** In lieu of a detention, a teacher may assign a student a mandatory workroom for missed/incomplete assignments. The purpose of this is to allow students an opportunity to complete assignments that are late or incomplete. This is only done as a “disciplinary” step when the missing work is a result of irresponsibility on the part of the student (see **WORKROOM** section)

#### **Administrator-originated discipline (note: administration may also assign teacher-level discipline if appropriate) – assigned for Level 2, Level 3, Level 4 infractions.**

- **Before/after-school detention:** Students who are assigned a detention outside of school hours will be required to serve during the designated time (7:30-7:50a for before school detention; 2:30-3:00p for after school detention). Parents/guardians of students assigned such a detention will be responsible for providing transportation for their student(s).
- **In-School Suspension (ISS):** In-school suspension is a removal from the classroom environment for at least one day of school. During this time they will be assigned to another location with a monitoring teacher, and required to complete assignments given by their regular teachers. Students are not counted absent during their time in ISS and will receive credit for attending that day.
- **Alternative School:** Alternative School is similar to In-School Suspension with the exception that it is held off-campus at the Eastern Local Schools Main Office at the former Tupper Plains Grade School. Parent(s)/Guardian(s) of a student placed in alternative school are required to provide transportation to and from their assigned location. In addition, students who are in grades 7-8 that are participating in school sanctioned sporting events will be ineligible to participate in any practices/games/events during their time in Alternative School.
- **Out-of-School Suspension (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.

Student(s)/Parent(s)/Guardian(s) may appeal a suspension by sending a request in writing to 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 pupil'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).

### **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.

#### ▪ **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.

#### ▪ **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.

#### ▪ **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.

#### ▪ **Damage to School Property.**

A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment, or materials.

#### ▪ **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.

#### ▪ **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. Reasonable judgment is expected of students and their parents when making wardrobe decisions. If you have to ask "Is this appropriate for school?", it is most likely not. When there is any debate about the appropriateness of a student's outfit, the final decision lies with administration. Students found to be in violation of this dress code will be expected to change clothes. Specific dress code requirements include the following:

- No undergarment is to be exposed.
- Pajamas are not appropriate clothing for school.
- Shorts and skirts must not be excessively short or revealing.
- Clothes that advertise alcohol, tobacco, or drugs will not be permitted. Clothes that have inappropriate slogans or designs will not be permitted.
- Tank tops/sleeveless shirts must not reveal undergarments or mid-riff/torso areas. Cut-off t-shirts and/or bare midriffs will not be permitted. The tops of two piece garments must overlap bottoms. Spaghetti strap garments or strapless tops are not permitted.
- Book bags are not to be carried to classes (exceptions can be made for medical concerns with proper documentation).
- Hats, caps, sweat bands, or other such head coverings are not to be worn in the building. Hooded shirts are allowed provided the hood stays down while in the school building and on the bus. Sunglasses or masks are not to be worn in the building.
- Appropriate shoes should be worn for gym class.
- Cleats are not to be worn inside the building (including after school).

- This is by no means a comprehensive list and other wardrobe situations may arise that require administration to amend or review these requirements. Students are expected to comply with the reasonable directives of school personnel with regards to appropriate clothing.

- **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.

- **Fighting**

A student shall not initiate or participate in a fight while under the jurisdiction of the school.

- **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.

- **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.

- **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.

- **Glass Containers**

Students are not to bring glass bottles or containers to school or on the bus.

- **Horseplay**

Rough-housing, wrestling, or otherwise engaging in rough play will not be allowed at any time

- **Insubordination**

A student shall not disregard or refuse to obey directions or instructions under the authority of school personnel.

- **Laser Lights**

A student may not possess laser lights/pens while on school grounds or school functions.

- **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.

- **Piercings**

Student piercings should not be excessively large, distracting, or disrupting to a classroom. They should not also be dangerous to the wearer or other students (such as in a PE class, etc.). If a student is asked to remove or cover up their piercing for and of these reasons, they are expected to comply.

- **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.

- **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.

- **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.

- **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 consequences as determined by the administration.

- **Stealing**

A student shall not steal from anyone.

- **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 appropriate school-based discipline, as well as referral to appropriate authorities when criminal conduct is present.

- **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.

- **Violation of the Law**

A student shall not violate any law or ordinance when the student is properly under the authority of school

### **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 as soon as possible after school begins (deadline is September 2<sup>nd</sup>).** *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](http://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

### **EXTRA CURRICULAR ACTIVITY ELIGIBILITY**

The Ohio High School Athletic Association rules on eligibility for student participation will apply to all students in all applicable extra-curricular activities (Grades 7-8 OHSAA sanctioned sports).

### **FEES AND FINES**

Eastern Middle School charges specific fees for certain classes. 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 (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 Middle 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.

***Parent chaperones will be selected from the list of board approved parent volunteers. If any parent is interested in potentially being a volunteer or chaperone, they are encouraged to contact the school office and go through the volunteer approval process.***

## 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:

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- 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.
- No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- No house-to-house canvassing is allowed by any student for any fund-raising activity.
- 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.
- 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 Local Schools.**

## 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.

### GRADING SCALE:

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

## **HOMELESS STUDENTS**

The Athens-Meigs Educational Service Center (Eastern Local School District is a member) has been awarded the McKinney-Vento Grant. The McKinney-Vento Program was designed to make sure that all children and youth who are without housing stability have equal access to the same free and appropriate public education as children and youth who are permanently housed. The services are free and voluntary to qualifying students from preschool through twelfth grade. The services provided are to help meet educational needs (other needs are met as much as possible through coordination with other service providers). The criterion for receiving services are any of the following:

- Children and youth who are temporarily sharing housing with others due to a housing loss.
- Temporarily living in a motel, hotel, or camp ground.
- Living in emergency shelters or abandoned
- Awaiting a foster care placement (long term foster care does not qualify),
- Living in cars, parks, public spaces, or other similar settings.
- Migratory children living in any of the previously listed temporary settings.
- Unaccompanied youth (not in the physical custody of a parent or guardian).

The district contact person for Eastern Local is Superintendent Steve Ohlinger (740-667-6079). If you believe your student meets the eligibility requirements for services, please contact the aforementioned persons, or your school's main office (740-985-3304)

## **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.

## **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 Marten 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

All students in grades 5-8 are assigned a locker. This serves as a place where they can store their school materials and personal items during the day. All lockers are compatible with standard padlock and it is highly recommended that your student(s) obtain a padlock and utilize it to secure their locker. Students will be required to turn in a copy of their locker combination or key to their homeroom teacher. Eastern Middle School is not responsible for personal items that are brought to school. Because students are given a place to secure their belongings, it is suggested they do so.

## 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.

- Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- 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.
- All medications must be registered with the School Nurse's office.
- 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.
- 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.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- 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.
- **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 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:**

- A child who becomes ill at school can be better cared for at home by his/her parent.
- Ultimately, the care of sick children is not the responsibility of the school.
- The school will release sick children only to the child's custodial parent or his/her designee.
- 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.

#### **POINTS FOR PRIDE**

To recognize students for engaging in positive behaviors that are consistent with Eastern Middle School's "Eagles have **PRIDE**" motto, the faculty and staff can issue students "**Points for PRIDE**" cards. These cards are turned in to the receiving student's homeroom teachers for recording. Students can utilize their points to purchase various rewards & items from the school's **PRIDE Point Store** (*items such as pens, markers, tablets, snacks, water bottles, t-shirts, etc.*). In addition, points can be used to "buy out" or offset disciplinary consequences to gain access to quarterly activities/Fun Friday.

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

Eastern Elementary/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/or other displays of affection are not permitted in the school or on school grounds.

#### **PROMOTION, PLACEMENT, RETENTION, & SUMMER SCHOOL**

At the conclusion of each school year, each student's academic performance is evaluated as to whether or not they have made sufficient progress to be moved on to the next grade level. Students who have successfully completed all of their coursework will be promoted to the next grade level. Students who did not earn a passing grade for the year will be evaluated (with an emphasis on the core courses of math, science, social studies, and language arts) as to whether they will be placed or retained. **Students who are in danger of retention may be required to attend summer school (when available) in order to make-up content they may have failed during the previous school year.** Students who are failing one or more core subjects may also be retained in their current grade level in order to insure that they achieve mastery before they move on to the next grade. Students who are retained will also be placed on academic watch in order to help them achieve the appropriate level of academic success.

#### **RECESS**

Students in grades 5 & 6 will have a 30 minute recess time during the school day. All students are expected to go outside for recess at the scheduled time (when applicable) as long as it is determined by the principal and/or teachers that the weather and playground conditions are suitable for outside play.

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 except in special circumstances.** Your cooperation in limiting requests for your child to stay in except after an illness will be appreciated.

### **Cold Weather Play Policy**

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. *Supervising faculty can limit a student's participation in outside recess if they are not reasonably dressed for the day's weather.*

### **Recess Rules (grades 5-6). All school rules apply during recess with the following additions:**

- Students will stay within the boundaries of the playground and not stray to the front or ends of the building (the walking path represents the "outer barrier" of the playground).
- Students should use play equipment in the manner for which it was designed. 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.
- **Students MUST get permission from a staff member (on duty) before entering the building during recess.** If students must come in the building for any reason, they will take care of their business and return to recess as quickly as possible without congregating in the hallways or bathrooms.
- Students will play respectfully with each other and not engage in dangerous play by wrestling, horseplay, etc. All students are to be called their correct name. Thoughtless name-calling will not be tolerated. Snowball fights are not permitted.
- Students are expected to walk in the halls; no running. Students will walk out of the building in single file, keeping the center of the hall clear. Classes are in session at different times of the day, so students are expected to be respectful and quiet in the hallways going to, and coming from, recess.
- Students are not to trade or buy personal articles from each other while at school.
- Students should come to school dressed appropriately for outdoor play.
- Students are not allowed to play football (of any type) during recess.
- Skateboards, roller skates, or such methods of locomotion are not permitted.
- The school is NOT responsible for the supervision of the playground after school hours or on non-school days.

## **RESTROOMS**

Students will have unlimited access to restroom facilities during class changes and it is recommended that they take advantage of that availability to avoid missing class time. Students needing to use the restroom during class will need to obtain permission and a hall pass from their teacher.

Restrooms should be kept clean and neat. All school rules apply to restroom usage with the following additional guidelines:

- Use the restroom at designated times **only** or in case of emergency. Use a hall pass as issued by the classroom teacher.
- Remain quiet while in the restroom or while waiting outside the restroom. **Walk** to, from, and while inside the restroom.
- Use all facilities and fixtures as they are meant to be used. There is to be no climbing or standing on stalls, toilets, urinals, or sinks. Do not lay or sit on the floor. Toilet paper is the only paper product that is safe to flush down the toilet.
- Throw paper towels and other waste in the proper trash cans and not on the floor.
- Be respectful to others. **Students are not allowed to crawl or peek under the stalls or otherwise engage in violations of other students' privacy.**

## **SAFETY, SECURITY, AND VISITORS**

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

- 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.
- All visitors are given and required to wear a building pass while in the building.
- 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.

- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many outside doors as possible are locked during the school day. Visitors are not permitted to enter through any side or rear doors.
- Portions of the building that are not needed after the regular school day are closed off.
- 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 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 who wish to call home should come to the office and obtain permission to use the school's phone system. Utilizing cell phones during the day is a violation of the ELSD's electronic communication device policy (unless given permission by administration for special circumstances). The school will make every reasonable effort to allow a child to contact home if needed.

### **TEXTBOOKS & LIBRARY BOOKS**

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

### **VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, 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.

### **WORKROOM**

In order to offer students additional time to work on an assignment, finish a test, or make-up any missed material, they may be assigned to workroom. Workroom is a monitored study hall that takes place during recess (5<sup>th</sup> & 6<sup>th</sup> Grade) or Lunch (7<sup>th</sup> & 8<sup>th</sup> Grade – meals are eaten in workroom). Workroom is non-punitive and generally does not affect a student’s disciplinary standing in the school. However, if it becomes necessary to assign workrooms for student negligence in completing their homework or other assignments, those workrooms can result in additional disciplinary consequences.

**Please complete and return the following forms to your child's teacher by August 31<sup>st</sup>, 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**

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 Middle School 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 August 31<sup>st</sup>, 2018:**

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

**Title I Parent Involvement Policy Acknowledgement**

School Representative \_\_\_\_\_  
Date \_\_\_\_\_

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 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 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 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 various media venues including the Eastern Local Website.

\_\_\_\_\_ I **DO NOT ALLOW** Eastern Elementary 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.

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.