

# EAST 3-4

Teaching Hearts and Minds To Soar



*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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# East 3-4

## *Teaching Hearts and Minds to Soar*

2014-2015

**VISION** *East Intermediate will sustain the mark of excellence and assist our students in growing emotionally, behaviorally, and academically in order to become life-long learners.*

### **WELCOME**

Dear Students and Parents/Guardians,

The teachers and administrator are pleased to welcome you to our school. We are very proud of our school - its students, its staff, its parents and its community. We hope that you parents, guardians, and students will become as proud of our school as we are.

We expect each student to be a good citizen. To do this, students must treat others the way they want others to treat them. Students should take pride in their school work, themselves, and their school community.

We have an excellent staff at our school and we like to become genuinely involved in the lives of our students so that we can engage them in our educational program.

We hope that this will be a very rewarding year for every student; filled with success and happiness.

It is the intention that this handbook will enable parents and students to become familiar with our school policies and procedures. The regulations herein are not intended to restrict the student, but rather to provide him/her the opportunity for wholesome education under safe conditions.

### **DAILY TIME SCHEDULE**

Office Hours:	8:00 A.M. – 4:00 P.M.
School Hours:	8:55 A.M. – 3:35 P.M.
	Students enter building at 8:55 A.M.
	Tardy bell rings at 9:05 A.M.

### **ATTENDANCE**

Regular attendance and punctuality are very important if students are to succeed in school. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Students are responsible to their parents for school attendance and by law; parents or guardians are required to see that their children are in school. Failure of a parent or guardian to do so may cause a complaint to be filed against them in Juvenile Court (R.C. 3321.19).

### **NOTIFYING THE SCHOOL OF A STUDENT'S ABSENCE**

Under the new missing children law, ALL parents/guardians MUST call the school to inform and provide the reason the student will be out of school. We have an answering machine to help parents who leave for work before the school office opens. If we do not receive a call by 10:00 A.M., we must call the parent/guardian at home or at work. If we cannot reach the parent/guardian, a letter will be sent.

A written excuse, signed by the parent/guardian with the reason the student was out of school is to be presented to the office and the child's teacher upon returning. If the parent/guardian called in or was called by the office, no note is needed.

Students absent for a prolonged time should bring in a doctor's excuse. Please follow the following guidelines:

1. The reason for the absence must be a medical/dental/psychological appointment.
2. Documentation must be provided to the school office from the medical facility providing services. (Documentation includes a note from the doctor or facility indicating the date and time of the appointment and signed by the physician or facility representative).

Absences will be excused for the following reasons ONLY:

1. Illness or injury of student or family member
2. Death in the family
3. Doctor or dental appointment
4. Participation of students or family member at the Ohio State Fair
5. Representing Greenville Schools in any approved activity
6. Family member graduating from college
7. Participating in a religious function
8. Scheduled vacation – pre-approval required according to Board Policy

### **EXCESSIVE UNEXCUSED ABSENCES**

1. The principal will initiate the following procedures after the 3rd day of unexcused or questionable absence:
  - a. The principal will notify the school attendance officer.
  - b. The school attendance officer shall notify by mail, the parents of the child as to the provisions of the law pertaining to compulsory school attendance. This form shall contain the necessary information for the preparation and filing of a formal complaint in juvenile court when necessary.
2. Second Notice – 6 days total unexcused absences – 3 additional days after the first notice
  - a. Principal shall notify school attendance officer
  - b. School attendance officer shall contact the Prosecuting Attorney's office of Darke County for the purpose of having a legal complaint prepared for filing in court
  - c. Upon filing this complaint in court, the first conference that shall be directed by the court will be an informal conference to be held at the local school official's office at a pre-determined time
  - d. Notice shall be given to the child's parents instructing them that they are to appear with the child for this conference. The parent and child will be advised of the following:
    1. Advise child of legal definition of unruly child
    2. Inform child of possible consequences of being found unruly
    3. Advise parents and child of the child's constitutional rights
    4. If the matter is disposed of at the conference level, the child does not have to appear in court
    5. If the parents do not choose to appear, then the matter is reported to the court and a proper summons will be forwarded to the individuals and they will be compelled to appear in court
3. Third Notice – 9 UNEXCUSED ABSENCES
  - a. Principal shall send Juvenile Court Judge notice and the matter will be handled directly by the Judge of the Juvenile Courts

Once a student arrives on the school grounds in the morning, he/she is not to leave the school grounds unless permission has been granted from the office.

### **TARDY REGULATIONS**

A student arriving after school officially begins, up through the first hour of the school day, in grades 3-4, will be considered tardy. Students arriving after this time shall be considered absent either a half day or whole day. Two unexcused tardies will be counted as an unexcused absence.

All students must bring a signed statement from their parents or guardian to cover tardiness, unless the parent/guardian has contacted the Principal's office by telephone.

Tardiness will be excused for the following reasons ONLY:

1. All reasons given under Excused Absences, or

2. Certain other reasons such as power outages, late buses, weather problems, or any situation which the Principal deems excused.

**Oversleeping or missing the bus is not an excused absence or tardy.**

## **ADMINISTRATIVE PROCEDURES**

Teachers will provide the opportunity for students with absences to make up work missed. Upon return from the absences, the students will have the number of days of the absence plus one additional day (school day) to make up the work.

## **VACATION POLICY**

The Board of Education has a policy on students who take a vacation during the school year. The forms are in the office. A student may ask for one or the parent/guardian may call to have one sent home with the child. The form **MUST** be turned in to the office before the vacation begins. The policy allows for a maximum of 10 vacation days per school year .

## **DISCIPLINE**

The staff of Greenville City Schools willingly accepts the responsibility to work with each student in finding solutions to personal and family problems. In return, we expect the students and parents to accept their responsibility of adopting patterns of behavior which tend to contribute to a desirable educational atmosphere. Students who violate the discipline code adopted by the Greenville Board of Education are subject to disciplinary action.

## **STUDENT CODE OF CONDUCT**

In determining the appropriate disciplinary action, it is necessary to classify the behavior of students according to the severity of the violation. The following categories are established with possible disciplinary action (according to BOE policy):

- I. *Illegal Behavior:*** A. arson B. assault C. dangerous weapons D. destruction of property E. extortion F. false alarms G. fireworks H. explosives I. illegal act J. narcotics K. alcoholic beverages L. drugs M. stealing N. vandalism.
- II. *Disruptive Behavior:*** A. disrespect B. fighting C. forgery D. insubordination E. repeated violations of school rules F. hazing G. leaving school property without authorization H. use of tobacco or alcohol I. gambling J. lying to an adult in authority K. profanity L. indecent exposure M. cheating on school work N. Saturday/evening school violation O. possession of tobacco paraphernalia (including electronic cigarettes) P. unlawful and/or disruptive demonstration Q. unauthorized publication R. failure to report to school upon arrival S. interference with instruction T. threats U. Inappropriate physical contact with student or adult.V. Bullying W. Possession of pornographic material.
- III. *Inappropriate Behavior:*** A. truancy B. class cutting C. excessive unexcused absence and/or tardiness D. excessive and/or inappropriate public display of affection E. littering the school grounds F. loitering, trespassing (locked or closed areas) G. dress code H. sexual harassment.
- IV. *Playground Behavior:*** A. horseplay B. violation of school playground rules.

## **DISCIPLINARY ACTION:**

The following disciplinary actions **MAY** occur subject to teacher or principal discretion:

- Referral to Principal
- Writing Assignment
- Loss of recess
- Study Session
- After/before school detention
- Letter and/or phone call to parents

- Student calls parent from school
- Conference with principal/parents/teacher
- Exclusion from special activities
- Saturday School or Evening School
- In-school suspension
- Out-of-school suspension
- Expulsion from school
- Other

## **NETWORK AND INTERNET REGULATION (Acceptable Use Policy)**

*Computer Use:* Students may use school computers and have access to the Internet and school network only if a properly signed Acceptable Use Policy is on file in the office. Students who violate the Acceptable Use Policy will be subject to disciplinary action including, but not limited to, denial of computer use privileges, being responsible for damage to computers, and other school discipline such as detention, Saturday School, suspension from school, and expulsion from school.

*Damage to School Property:* A student who cuts, breaks, or otherwise damages school furniture, books, or other school property including the bus, shall be held responsible for the property damaged. Being responsible includes paying the cost of replacing or restoring the property damaged. The withholding of all grades until the damaged property is paid for is the responsibility of the principal. Students will be held responsible for books and any other school property in their use. In case of destruction beyond natural wear and tear, the student will be required to replace or pay for the property damaged or marred.

## **BUS CONDUCT/REGULATIONS Bus transportation is a student privilege, not a student right. Obeying the following regulations will ensure the safety of all riders.**

1. Students shall arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from the bus stop at the driver designated place of safety.
3. Behavior at the bus stop must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat so the bus may safely resume motion.
5. Students must remain seated, keeping aisles and exits clear.
6. Students must **observe classroom conduct** and **obey the driver promptly and respectfully.**
7. Students must not use profane language.
8. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
9. Students must not use and/or possess tobacco products (including electronic cigarettes) on the bus or at the bus stop.
10. Students must not use and/or possess alcohol or drugs on the bus or at the bus stop.
11. Students must not throw or pass objects on, from or into the bus.
12. Students must carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
13. Students must leave or board the bus at locations to which they have been assigned unless they have parental **and** administrative authorization to do otherwise. This must be in the form of an alternate transportation form or daily bus pass.
14. Students must not put body parts or belongings out of the bus windows.
15. Firearms, weapons, explosives or other dangerous materials or objects are prohibited on school buses. Animals are also prohibited, with the exception of those intended for special needs assistance. Glass and balloons are also prohibited on school buses.
16. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
17. Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well being. This information must be available in the vehicle or readily accessible in the transportation office. All such information is strictly confidential.

18. No electronic devices (cell phones, battery operated games, cameras, laser pointers, etc) are allowed on buses. Any device with a flash is considered an electronic device. These items will be removed and held by the driver. If taken away, the device will be given to the building principal and disciplinary action will follow.

**Safety is important when riding or driving a school bus. If a student's behavior becomes a problem by not following the above rules, riding privileges may be revoked.**

### **Bus Disciplinary Action**

**1<sup>st</sup> Offense**- First Office Referral. A Bus Conduct warning Report will be sent to the administrator. A copy of the conduct report will be mailed. The bus driver will issue a verbal warning and seat reassignment.

**2<sup>nd</sup> Offense**- Second Office Referral. A Bus Conduct Report will be sent to the building administrator detailing the misconduct. A copy of the conduct report will be mailed. There will be seat reassignment by the driver and the administrator will issue disciplinary action.

**3<sup>rd</sup> Offense**- Third Office Referral. A Bus Conduct Report will be sent to the building administrator detailing the misconduct. The parent will be contacted via phone call and a copy of the conduct report will be mailed. The student will serve a two (2) day bus suspension.

**4<sup>th</sup> Offense**- Fourth Office Referral. A Bus Conduct Report will be sent to the building administrator detailing the misconduct. The parent will be contacted via phone call and a copy of the conduct report will be mailed. The student will serve a five (5) day bus suspension.

**5<sup>th</sup> Offense**- Fifth Office Referral. A Bus Conduct Report will be sent to the building administrator detailing the misconduct. The parent will be contacted via phone call and a copy of the conduct report will be mailed. The student will serve a ten (10) day bus suspension.

**6<sup>th</sup> Offense**- Sixth Office Referral. A Bus Conduct Report will be sent to the building administrator detailing the misconduct. The parent will be contacted via phone call and a copy of the conduct report will be mailed. The student will serve a bus suspension for the remainder of the semester. NOTE: If there are less than twenty (20) days left in the first semester, the student will serve not less than a twenty (20) day suspension.

**7<sup>th</sup> Offense**- Seventh Office Referral. A Bus Conduct Report will be sent to the building administrator detailing the misconduct. The parent will be contacted via phone call and a copy of the conduct report will be mailed. The student will serve a bus suspension for the remainder of the school year.

**Severe Clause**- Should a student's behavior justify more immediate action, the bus driver may omit the first step and the administrator may omit any step in this plan and impose a more severe level of discipline immediately.

\*Calamity days do not count in the number of days bus transportation is denied.

### **DRESS CODE**

Dress and Personal Grooming:

The Greenville School District is committed to the belief that a fundamental objective of public education is the development – in all children – of the ability to order their own lives within a democratic society. We believe that in line with this basic concept, students working with their parents should be permitted to determine their own style of dress and personal grooming.

While the Greenville School District accepts the concept of freedom of choice in student dress and personal grooming, it also realized the responsibility in setting reasonable limits beyond which a student's personal freedom is limited for the common good. The Board of Education accepts the following guidelines as a reasonable limitation of the student's freedom of choice in the selection of clothing and standards of personal grooming.

Dress Code:

- A. Students and their families are primarily responsible for the dress and grooming of Greenville City School students. Just as with individual conduct, individual dress and grooming should respect the rights of fellow students. This means that regard must be given to decency, neatness and hygienic cleanliness. The individual's safety will also be our concern. Remember, you are always a representative of your school.
- B. Appropriate dress and personal grooming are essential elements of a good education and affect the efficient operation and management of a school. No modes of grooming or styles of attire should disrupt the educational process or detract from the learning environment.
- C. School codes of dress and grooming shall require all students to appear in a manner that is reasonable and appropriate to the school environment. All clothing must be appropriate to the school setting.
- D. Final authority in matters of school dress and grooming rests with the school administration.
- E. The following interpretation of the Dress Code is to be used when a definite problem exists in the educational process.
  - 1. Shirts that do not completely cover the torso are not permitted.
  - 2. Sheer garments may be worn only when accompanied by appropriately concealing garments.
  - 3. While it is expected that hair cleanliness will be observed and that hair style will be neatly maintained, length of hair shall be left to the discretion of the student. Student hair color must be of a human color such as blonde, brown, black, or red. Colors such as green and blue are not acceptable. Self-inking on the skin will not be permitted.
  - 4. Facial adornment (make-up, piercings, etc.) must be such as not to interfere with classroom activities or to provoke constant/widespread attention.
  - 5. Any apparel which exhibits or implies illegal substances, profanity, obscenity, vulgarity, sexually suggestive statements, alcoholic beverages and drug-related paraphernalia, are prohibited as part of the student dress.
  - 6. Any apparel which suggests membership in or affiliation with a gang is prohibited as part of the student dress.
  - 7. Hats and headbands around the forehead may not be worn in the school building during school hours.
  - 8. The wearing of any item of attire that will mar, scuff, deface or damage the furniture, building or any Board owned property is prohibited.
  - 9. Physical Education teachers may require modes of dress which is appropriate for the activities in which students will be participating.

## **STUDENT OPERATING PROCEDURES**

**BUILDING FUNDRAISER GUIDELINES:** While the Board of Education supports all programs fiscally to the degree of need, there are times when student fund-raising will offer them extra opportunities that enhance the educational process.

Students participating in club or program fund-raising understand that they are responsible for all products that they take and must return all dollars collected. The money must be deposited through the club treasurer or program teacher into the correct fund for accounting purposes. No student is to use the money raised or product for sale for personal gain.

Additionally, students participating in fundraisers will recognize the following precautions/recommendations:

1. Review the parent information letter that usually comes home with fund-raising material. This gives important details such as the goal for the money raised, the deadlines for participation and delivery dates.
2. Fundraiser participation is on a volunteer basis only.
3. Never go at night, alone or talk to strangers.
4. Parents must be involved and supervise all fund-raising activities that involve their child(ren).
5. Never allow children to carry collected money unless accompanied by an adult. Do not carry large amounts of cash. If the family has a checking account, it's better to send a check (or money order) to school for the fund-raising merchandise sold. It's much safer than sending cash to school.
6. Make a list of friends, family, relatives, and neighbors to contact to avoid door-to-door sales. Parents should approve this list.
7. Parents could take a catalog to work.

**BICYCLES:** The school assumes no responsibility for bicycles. Bicycles are not to be ridden on the playground area during the school day. Also, no scooters or roller skates are allowed.

**BOOKS:** Lost or damaged books will be assessed a fee or fine.

**BUS PASSES:** If the student is to ride a different bus or to get off at a different stop, the student must bring in a written request to the office for approval. Forms must be received in the school office **immediately upon arrival at school in the morning.** If the student is to ride on a regular basis a bus other than the one which transports home, the parents/guardian must fill out a form (obtainable in the office) and submit it to the office for approval by transportation. Some buses may be crowded and in that case NO bus passes can be approved.

**CAFETERIA:** A cafeteria is provided for your convenience. Good breakfasts and lunches are served daily and you will know in advance what the menu is by looking at the one posted in your room, by the one printed in the newspaper or the one you receive each month. **PLEASE DO NOT CALL THE SCHOOL TO FIND OUT.** Unpaid charges will result in grade cards being held. Lunch charges will accumulate from year to year.

**CAFETERIA RULES:**

1. No horseplay of any kind in the cafeteria or hallways.
2. Do not take food out of the cafeteria.
3. Do not throw any food in the cafeteria.
4. Enter and exit the cafeteria by the doors indicated for that purpose.
5. Speak in a quiet voice during lunchtime.
6. No cutting in line.
7. The supervisor may assign seats as needed.
8. Students will not be permitted to have fast food for lunch in the cafeteria. Parents may eat lunch at school but they will need to purchase a school lunch. Parents, as always, are more than welcome to take their child out for lunch. **No ENERGY DRINKS** of any kind will be permitted at school.

**CANCELLATION/DELAY OF SCHOOL:** In case of inclement weather, students should listen to Radio WTGR 97.5 FM, TV channels 2, 7, & 22. Cancellation or delay information will also be available at the Greenville City School web site at [www.greenville.k12.oh.us](http://www.greenville.k12.oh.us). The Greenville City Schools will also be using the automated call system to inform families of delays or cancellations. Please provide the school with any changes made to your phone number.

If school is to be closed for the day or delayed, an announcement will be made by the above stations by 7:00 A.M. except in case of emergency. Should a three (3) hour delay of school be necessary, school would be lengthened by one (1) hour which means school would start at 11:55 and end at 4:35P.M.

**CHANGE OF ADDRESS AND PHONE NUMBER:** It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and phone record at the school office. Notify the school immediately if you have a change of address or phone number during the school year.



**COMMUNICABLE DISEASE:** The school nurse or medical assistant shall be made aware of possible outbreaks of contagious diseases, and shall strive to protect affected students from further complications, and make every effort to protect all students from contracting contagious diseases. The nurse or medical assistant shall work with and follow the recommendations of state and local health authorities and require students having, or suspected of having, certain contagious diseases may present a statement from a physician stating the disease is no longer contagious before permitting them to attend school. These diseases include: impetigo, ringworm, scabies, conjunctiva, diphtheria, polio, yellow jaundice, scarlet fever, MRSA, and pediculosis (head lice). If such a statement is not presented or does not clearly state that it is permissible to return to school, it shall then be within the authority of the school nurse or medical assistant to judge whether or not a student shall be permitted to be in attendance. Additions may be added to the list of contagious diseases any time health officials feel it is in the best interest of the health of the students.

**CONFERENCES:** Individual conferences will be conducted whenever the teacher or family thinks there is a need. The office may be called to make an appointment with the teacher. Conferences for the entire elementary school will be held in the fall of the year. See the calendar for the exact conference dates. Spring conferences are held on an as needed basis.

**DIRECTORY INFORMATION REGARDING STUDENTS:** During the year, the Greenville City School District often has the opportunity to photograph and videotape students in a variety of school-related activities. Student recognition programs, academic and fine art programs are a few examples of these activities.

As such, these personally identifiable photographs, and/or videotape may be used in communication tools such as the building and/or district newsletters, annual report and calendar and in communicating with the media such as allowing interviews with students. (The District reserves the right to deny media requests for student interviews at any time).

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing in the success of our schools and students. However, it is our primary goal to respect your privacy. If you object to the inclusion of your child in any of the above, you must file your objection in writing, stating your child's name, grade and school. The parent or guardian of the student must submit such request within the two weeks from the first day the student is enrolled in a school year and be sent to the building principal.

**ELECTRONIC DEVICES-PAGERS, CELL PHONES, LASER POINTERS, IPOD/MP3, LAPTOP COMPUTERS ETC.:**

Electronic devices are not to be brought to school. These devices can be a disruption of the school's educational environment and process. The students who choose to bring them to school risk appropriate disciplinary action that includes having the devices confiscated as well as having parents/guardians and authorities notified. There should be NO expectation of privacy in regards to any electronic devices confiscated on school property. Students in violation of the policy will lose possession of the electronic device until the parent/guardian can pick up the device. With office permission, students may be permitted to keep a cell phone in their backpack for after school traveling/emergencies.

**EMERGENCY MEDICAL FORMS:** An Emergency Medical Form will be sent home with each child at the beginning of their school year. This form needs to be completed and signed by the parents/guardians and returned to the school office immediately. We MUST have complete and up-to-date addresses and telephone numbers and at least one, preferably two, alternate persons to call in case of an emergency. These alternates must live in the Greenville School District, or in the county. It is the responsibility of families to help keep your information updated. If there are any changes in address, telephone or alternate numbers, notify the office at once.

**EMERGENCY DRILLS:** Fire drills are conducted once each month and tornado drills are conducted in April through June. Detailed escape plans are posted on the wall in each classroom. During tornado drills, each classroom goes to a designated area within the building. All children are to kneel with heads covered and faces toward a wall. For fire drills, each class has an escape route to an outside area a safe distance from the building. Children are conducted to these designated areas in less than 75 seconds in a safe, quiet and orderly manner. In compliance with the board of education approved crisis intervention plan, lock downs will be conducted on a quarterly basis.

**FEES:** All students attending the Greenville City Schools (K-12) will be charged a fee for consumable items used during the school year. The amount of the flat fee is set by the Greenville Board of Education each year. If payment of the fees at one time is a problem, parents/guardians should call the school office to make arrangements for a payment schedule. **(NO GRADE CARDS OR RECORDS CAN BE RELEASED UNTIL FEES ARE PAID AND OTHER OBLIGATIONS ARE MET).** Student fees must be paid in full to participate in school-sponsored activities, groups, or organizations deemed as an extra privilege and not directly related to formal assessment for an academic course including but not limited to dances, carnivals, musical groups, student council, and field day.

**FIELD TRIPS:** Field trips are an important part of the educational process at our building. While they may be enjoyable, their primary purpose is educational. While on a field trip, the student must obey those in charge, follow any specific oral or written instructions, listen to and obey the guides conducting the trip and keep hands off unless specifically permitted. A written permit must be on file before the student will be permitted to go on any field trips. All students will be briefed orally and in writing before going on any trips.

**GRADE CARDS:** Grade cards are issued four times a year. Progress reports will be available on-line about the fifth week into the grading period to state how the student is doing in their classroom. If necessary, the teacher may send a letter at other times or ask parents to come in for a conference. Letters concerning especially good work may also be sent home.

**GRADING METHOD:** Students in third and fourth grades will earn letter grades in all subject areas including physical education, art, and music.

**HOMEWORK:** Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and activities that reinforce classroom learning. Parents can help their children by arranging a quiet, comfortable place for the student to work and by seeing that assignments are completed. **Homework is due at the beginning of class. Late or missing homework will result in a grade of zero for the particular assignment. Credit will not be issued for late or missing work.**

**HONOR AND MERIT ROLL:** Students in grade 4 are eligible for the Honor Roll and Merit Roll each of the nine week grading periods when they meet the following requirements:

**Honor Roll**

3.5 to 4.0 grade average

**Merit Roll**

3.0 to 3.499 grade average

Honor and Merit Rolls will be published at the end of each nine week grading period.

**ILLNESS AND INJURY:** In case of injury, first aid will be given by the teacher, the secretary, the principal, the nurse, medical assistant or physical education instructor as necessary. In case of serious injury or illness, the parents will be notified. It is the responsibility of the parent, guardian or alternate provided on the Emergency Medical Form to make arrangements to have the child taken home. If we cannot reach the parent/guardian or alternate and the child needs to go to the hospital, we will call 9-1-1 and the child will be taken to Wayne Hospital.

**Bee Stings or Other Allergies** - If your child has allergies to things in or around the school building, please inform the office. Also, if your child needs to be treated for bee sting, please send the bee kit/medication to the office along with the signed medication form.

**Pediculosis (Head Lice)** – **Signs and Symptoms:** Irritation and itching of scalp, presence of small, light brown insects and/or their eggs or “nits” which are attached to the base of hairs, especially at nape of the neck and around the ears. **What to look for:** Lice are small insects about the size of a sesame seed. They move quickly and shy away from light, making them difficult to see. Head lice should be suspected when there is intense itching of the scalp and back of the neck. Diagnosis is more often made on the basis of finding nits (eggs). Nits are tiny, whitish oval specks attached to hair shafts. As she deposits her eggs (3-4 per day), the female louse cements them to the hairs and unlike lint or dandruff, **THEY WILL NOT WASH OFF OR BLOW AWAY.** Nits may be found throughout the hair, but are most often located at the neck, behind the ears and on crown of head. It helps to use a magnifying glass

and natural light to look for them. Red marks can be seen on scalp and neck. When severe, swollen glands may develop in neck and underarms. **Children will be excluded from school until all treatment is obtained.** This includes shampooing the hair and washing/cleaning all clothes recently worn or used. There is a special shampoo which does require a doctor's prescription. Regular shampoo does not kill the lice or eggs. After shampooing, a solution of vinegar and water can be applied to the hair to help loosen the eggs. The eggs are attached along the hair shaft with a gelatinous substance. The vinegar helps dissolve this substance. A fine-toothed comb should be used to remove the eggs. It does take some time to remove all of them. One important thing to remember: lice are not particular; they will "live off" anyone – regardless of cleanliness. Children should be urged not to wear other children's clothing or use other's combs. (If you have any questions, call the school office). Students will be granted a twenty-four hour excused absence, after that time the absences will be unexcused.

**MEDICATION ADMINISTRATION POLICY:** Effective September 20, 1984, the Ohio Legislature passed Amended Senate Bill 262 which sets forth certain specific criteria before medicine can be administered to children at school. The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine could jeopardize the health of the student. The following information must accompany any medication/drug which is to be administered at school:

- A. A proper school form must be completed by the parent and sent to the school requesting that the drug or medication be administered.
- B. **ALL** drug/medication being requested for administration while at school **MUST** be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
- C. The Board, or person designated by the Board, shall establish a location in each school building for the storage of drugs to be administered under this policy. All such drugs shall be stored in that location in a locked storage place, except the drug that requires refrigeration may be kept in a refrigerator in a place not commonly used by students.
- D. Any changes in the provided information must be submitted to the school.
- E. Ohio's Asthma Inhaler Law: This law allows students to self-administer asthma inhalers in school.

Other than school nurses and medical assistants, few school personnel are trained to manage the treatment of asthma attack or to recognize a serious turn of events should the asthma medication not produce relief. Written instructions that outline proper procedures for school personnel to follow will help safeguard the child's well-being & could save a life. Children with severe asthma have been known to have an attack, treat it properly with the medication prescribed and still have breathing deteriorate so rapidly that they are unable to speak. These written instructions would speak for them. Since there is not a school nurse or medical assistant in every school building every day, it is imperative that written instructions be provided so that teachers, coaches, substitute teachers, secretaries, principals, aides, bus driver & parent volunteers on field trips will be able to act swiftly & appropriately should the student not receive relief from an asthma attack.

*The written approval form shall include the following:*

1. *Physician and parent/guardian written authorization*
2. *The student's name and address*
3. *Name and dose of the medication contained in the inhaler*
4. *Date administration is to begin and cease*
5. *Written instructions that outline procedures school personnel should follow in the event the medication does not produce the expected relief from the student's asthma attack*
6. *Side effects or severe reactions that may occur to the child for whom the medication was prescribed or to any other child using the inhaler*
7. *Emergency phone numbers for physician, parent and/or guardian*
8. *Other special instructions*

The school principal, school nurse or medical assistant (if one is assigned to the student's building) should receive a copy of the written approval.

**MOVING:** If moving within the Greenville City School District, notify the teacher and the office of the new address.

**PICTURES:** Individual student pictures will be taken in the fall. Class pictures and individual pictures will be taken in the spring.

**PLAYGROUND:**

1. Students coming to and from school are under the direct supervision of playground duty teachers and walkers are to be aware of all cars and buses when crossing the intersections adjacent to the school.
2. Students are to keep their hands and feet to themselves.
3. Wooden bats, softballs, super balls, baseballs, footballs, or hard-composition balls are not allowed on the playground. Kick balls are permitted.
4. Roller skates, skateboards, or bicycles are not to be used on the playground during school hours.
5. When balls go anywhere off the playground, permission from the duty teacher is needed to get them. If this happens repeatedly, the duty teacher has the right to impound the balls.
6. No spitting on the playground, on the bus, or in the school is permitted.
7. Fighting, intentional bumping, shoving, or tripping will not be permitted.
8. Throwing stones, mulch, sticks, snowballs, etc. is prohibited.
9. There is to be no standing or jumping out of swings. NOTE: Only one student should be on a swing at a time. Avoid crooked swinging and hold on with both hands while swinging.
10. Students are to remain outside at recess, unless they are injured, become ill, or have permission from duty teacher to come inside.
11. **No radios, game boys, PSP games, cell phones, I Pods, toys (including toy guns/knives), trading cards, or action figures are permitted at school.**
12. When the bell rings ending recess, students are to stop playing immediately, get in line, and quietly wait to enter the building.

**RELEASE NOTICE:** Except for a student who is no longer attending the Greenville City Schools, a student or parent may refuse to permit the release of directory information, provided written notice of such refusal is given to the principal of the school where the student is attending, within 10 days after the child is enrolled in the school. Such notice shall specify the period of time for which the refusal is to be effective.

**STUDENT SURVEYS:** Students may be asked to participate in surveys involving approved third party groups. These groups must receive prior approval from the Administration to give any survey and parents and students have the right to opt out of taking any such surveys.

**TELEPHONE:** Students may use the telephone in an emergency – with permission of the teacher and the office. Students will not be called to the telephone except in an emergency. The message will be taken and given to the student later. MAKE ARRANGEMENTS FOR AFTER-SCHOOL MEETINGS (BROWNIES, GOING HOME WITH SOMEONE ELSE, BALL GAMES, ETC.) BEFORE COMING TO SCHOOL.

**VISITORS:** We welcome parents and other adult visitors. ALL VISITORS ARE REQUIRED BY STATE LAW TO REPORT TO THE OFFICE UPON ENTERING THE BUILDING. Parents are always welcome at school during the day but if a parent wishes to visit their child's classroom, please call the school twenty-four hours prior to inform the office and the teacher. Always remember to check in at the office before going to the classroom. THIS IS A STATE LAW.

**WORKBOOKS:** Workbooks have been purchased by the Board of Education. If any workbook is lost, you must purchase a second one.

# DISTRICT POLICIES

**File: JF**

## STUDENT RIGHTS AND RESPONSIBILITIES

"School officials do not possess absolute authority over their students. Students in school as well as out of school are "persons" under our constitution. They are possessed of fundamental rights which the state must respect, just as they themselves must respect their obligations to the state. In our system, students may not be regarded as closed-circuit recipients of only that which the State chooses to communicate. They may not be confined to the expression of those sentiments that are officially approved."

"The vigilant protection of constitutional freedom is no where more vital than in the community of American schools." - The Supreme Court of the United States.

Society has for many years attempted to define the rights and responsibilities of individuals. It is recognized that all students attending the Greenville Schools are both individuals and citizens, with corresponding rights and responsibilities.

In asserting their right to equal educational opportunity, each student in the Greenville School District assumes the responsibility to act in such a way as not to interfere with the rights of others. In maintaining the students right to equal educational opportunity it is reasonable and necessary to maintain order in the educational institution. A student may forfeit their right to educational opportunities when their conduct is such that it substantially disrupts the educational process, deprives others of their basic rights or violates rules established for the maintenance of the educational environment.

**File: JFC**

## STUDENT CONDUCT

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents will receive this handbook stating the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

## **Anti-Harassment, Anti Intimidation, Anti-Bullying Policy**

**File: JFCF**

It is the policy of the Greenville City School District Board of Education that any form of Bullying, Harassment, or Intimidation, whether in the classroom, on school grounds or adjacent to school grounds, at school sponsored activities (field trips, athletic events, etc.), to and from school, or at an official bus stop, is expressly forbidden.

Harassment, Intimidation or Bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student s more than once and the behavior both:

Causes mental or physical harm to the other student; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, Intimidation or Bullying also means electronically transmitted acts i.e., Internet, email, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student more that one and the behavior both:

Causes mental or physical harm to the other student/school personnel; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

Harassment, intimidation or bullying can include many different behaviors including overt intent to ridicule, humiliate or intimidate another student or school personnel.

Violations of this policy are to be reported to the building principal, or designee. For complete information on the complaint procedure and other information, please refer to the complete Board policy available from the Superintendent's Office.

**This page needs to be returned to school by Friday,  
September 5, 2014.**

**I have read the expectations and policies for East Intermediate School including the letter below. If there is a policy that I do not understand, I will contact the office or teacher for clarification.**

**Dear Parents and Guardians,**

**As a way to reward students for OUTSTANDING character, two activities are available for qualifying students throughout the school year. One activity will be planned each semester.**

**In order to participate in the OUTSTANDING character activities, the student MUST have all school fees paid in full per school board policy. Additional requirements are as follows:**

- 1. The student will not have a court referral for excessive tardies and absences.**
- 2. The student will not have a principal nor bus referral/write-up.**
- 3. The student will not have an assigned detention(s).**
- 4. The student will not have an assigned Saturday School(s).**
- 5. The student will not have a suspension or expulsion.**

**\*\*\*\*These aforementioned requirements must also be met to be eligible for grade level reward parties and classroom reward parties. \*\*\*\***

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**STUDENT NAME** \_\_\_\_\_

**STUDENT HOMEROOM** \_\_\_\_\_

**GRADE LEVEL** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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