



**EASTERN ELEMENTARY SCHOOL**

**GRADES K – 5**

**PARENT/STUDENT HANDBOOK**

**2016 – 2017**

**Matthew Hines—Principal**  
**Robie Day-Dean of Students**  
*1170 Tile Mill Road*  
**Beaver, OH 45613**  
**740-226-6402 / 866-801-9532**  
**<http://www.ep.k12.oh.us/>**

**EASTERN LOCAL SCHOOLS**



**EASTERN LOCAL SCHOOLS**  
**District Calendar**  
**2016-2017**

Teacher In-Service Day.....Tuesday, August 23, 2016  
Teacher In-Service Day.....Wednesday, August 24, 2016  
First Day for Students.....Thursday, August 25, 2016  
Begin 1<sup>st</sup> Nine Weeks.....Thursday, August 25, 2016  
Labor Day (No School).....Monday, September 5, 2016  
Columbus Day (No School).....Monday, October 10, 2016  
End 1<sup>st</sup> Nine Weeks.....Friday, October 21, 2016

**(40 Days)**

Begin 2<sup>nd</sup> Nine Weeks.....Monday, October 24, 2016  
Parent/Teacher Conferences.....Week of October 31 - November 4, 2016  
Veteran’s Day (No School).....Friday, November 11, 2016  
P/T Conference Make-Up (No School).....Monday, November 14, 2016  
Thanksgiving Break.....Wednesday, November 23 - Monday, November 28, 2016  
Winter Break.....Monday, December 19, 2016 - Monday, January 2, 2017  
Martin Luther King, Jr Day (No School).....Monday, January 16, 2017  
End 2<sup>nd</sup> Nine Weeks.....Friday, January 20, 2017

**(48 Days)**

**End of First Semester – 88 Days**

Begin 3<sup>rd</sup> Nine Weeks.....Monday, January 23, 2017  
Presidents’ Day (No School).....Monday, February 20, 2017  
End 3<sup>rd</sup> Nine Weeks.....Friday, March 24, 2017

**(44 Days)**

Begin 4<sup>th</sup> Nine Weeks.....Monday, March 27, 2017  
Parent/Teacher Conferences ... ..Week of April 3 - April 7, 2017  
Spring Break (No School).....Friday, April 14 - Monday April 17, 2017  
Memorial Day (No School).....Monday, May 29, 2017  
Last day for students.....Thursday, June 1, 2017  
End of 4<sup>th</sup> Nine Week.....Thursday, June 1, 2017  
Teacher In-Service Day.....Friday, June 2, 2017  
No School (P/T Conference Make-Up).....Monday, June 5, 2017

**(47 Days)**

**End of Second Semester – 91 Days**

**Additional Information**

Pike County Fair: July 31 - August 6, 2016  
Easter: April 16, 2017

**Testing Dates**

**Fall:** OGT – October 24 - November 6; **3<sup>rd</sup> Grade ELA** – November 7 - 18; **High School EOC’s** – December 5, 2016 - January 13, 2017  
**Spring:** OGT – March 13 - 26; **ELA** – March 13 - April 14; **Math, Science, SS** – April 3 - May 12

**Please note:** Make-up hours/days will generally be accommodated by extra hours/days built into the original calendar or added where necessary.

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## **Student/Parent Handbook**

For the

**EASTERN ELEMENTARY SCHOOL**

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

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.*

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

Matthew Hines., Principal

Matthew Hines [226-6402 ext. 11005]

Cheryl Selbee, Guidance Counselor [226-6402, ext. 11102]

Tonya Lykins, School Secretary [226-6402 ext. 11001]

Mr. Neil Leist, Superintendent of Schools [226-4851, ext. 11023]

### **School Year 2016-17**

Adopted by the Board of Education on August 8, 2016

## **FOREWARD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This Handbook contains important information that you should know. Please take time to become familiar with the following information and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 8, 2016. If any of the policies or administrative guidelines referenced herein is revised after August 8, 2016, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **MISSION OF THE SCHOOL**

The Eastern Local School District will work in partnership with students and their families, the community and local business/industry in order to effectively prepare all students through a variety of experiences to be successful, productive citizens in an ever-changing society.

## **COMPREHENSIVE CONTINUOUS IMPROVEMENT PLAN (CCIP) AND THE FEDERAL GRANT PROGRAMS**

The Eastern Local Comprehensive Continuous Improvement Plan is a document developed by school personnel and community members to help raise student achievement. Our CCIP focuses on raising state test scores through the following venues: professional development, teaching and learning, and parent/family/business involvement.

Eastern currently receives federal dollars in the form of Title grants. Our funds currently go to reducing class size, providing additional counseling and test analysis, additional support personnel, safety and drug assemblies, technology support, professional development, administrative support, and innovative events. A copy of the CCIP for all districts can be found on the Ohio Department of Education Website ([www.ode.state.oh.us](http://www.ode.state.oh.us) - then go to DATA and choose CCIP, Search for Eastern Pike, select Planning Tools and then the District Plan).

Each fall, during the November PTO meeting, we meet to distribute surveys and to gain feedback. For a copy of the complete CCIP, or additional information, please contact PJ Fitch, Program Administrator, at (740) 226-1544 Ext. 11048.

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational 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 should immediately contact the School District's Compliance Officer, who is Marcia Clark. Mrs. Clark may be reached at (740) 226-6402 Ext. 11004.

Complaints will be investigated in accordance with the procedures listed in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **SCHOOL DAY**

### DAILY TIME SCHEDULE

Eastern Elementary will provide a morning latchkey between 7:30a.m. and 8:00a.m. for those students needing to be dropped off early. The school will not be responsible for supervision of students before this time. Students are to go directly to the cafetorium where supervision is provided.

Students in grades K-2 should be dropped off at the side parking lot. Parents will be permitted to escort their children to their classroom only during the first 2 weeks of school. Students in grades 3-5 should be dropped off at the rear of the building near the playground and elementary gym.

Classroom activities will begin at 8:00 am.

All student pick-ups during the school day require the parent or guardian to pick the student up at the Elementary Office on the first floor. The central office must be notified by 1:45pm of any pickup or bus related changes. Students will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian. Final dismissal is at 2:45 pm. All students to be picked up at or after the time of dismissal will be sent to the elementary gym. Custodial parents or designees may pick-up their child at the gymnasium between 2:50-3:00pm.

### **TARDIES**

It is important that students understand the importance of being punctual. Students who are continually late to school create both bad habits and a distraction to themselves and others. The following is a timetable for computing attendance and tardies:

ELEMENTARY	ENTERING	LEAVING
8:00 - 8:05 a.m.	no penalty	full day absent
8:05 - 9:00 a.m.	a.m. tardy	full day absent
9:01 - 11:30 a.m.	½ day absent	full day absent
11:31 - 2:00 p.m.	full day absent	½ day absent
2:01 - 2:45 p.m.	full day absent	p.m. tardy

### **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the teacher or principal.

In addition, if a new student resides in the District with a grandparent and is the subject of a: 1) power of attorney designating the grandparent as the attorney-in-fact; or 2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and to discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for

enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

### **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 and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school, receive required medical attention, or go home. No student will be released from school without proper parental permission.

## **SECTION I – GENERAL INFORMATION**

### **VOLUNTEERS**

Our school encourages cooperation between staff and volunteers so that we can offer our students enhanced educational opportunities. School volunteers contribute unique talents, skills and knowledge to our community. Volunteers can provide individualized attention to students and perform other valuable services that will enable teachers more time to concentrate on instruction. Volunteers can also help us promote positive public relations regarding our school. Those interested in becoming a volunteer should complete the application provided in this handbook or pick up an application in the Elementary office. Each volunteer will also need to be fingerprinted and receive a background check at the expense of the school. Once these items are completed the applicant is then submitted to the Eastern Local School Board for approval. After such approval, the coordinator of volunteers or the Principal for placement will contact the volunteer. We have volunteer information meetings periodically to which interested parties are invited.

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless they are taking advantage of enrolling under the District's open enrollment policy.



New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The guidance department will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has recently been discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records required to be released by DHS to the Superintendent have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current individualized education program (IEP), if an IEP has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

### **SCHEDULING AND ASSIGNMENT**

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

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; (b) the parent or guardian coming to the school office to request the release; or (c) the parent or guardian calling the school office to request the release to a designated person. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian or per phone call from the custodial parent or guardian.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about the immunizations or waivers should be directed to the school nurse.

## **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

## **USE OF MEDICATIONS**

Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. 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 or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
  - a. 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.
- E. 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 a school year.

- F. The parent shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **NON-PRESCRIBED MEDICATIONS**

If a student is found using or possessing a non-prescribed medication, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

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 completed and on file in the Principal'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.

### **CONTROL OF CASUAL-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 may 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 communicable 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**

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-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 bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- C. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 – Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or health service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- A. The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or health service.

- A. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- B. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

### **STUDENTS WITH DISABILITIES**

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

The law defines a person with a disability as anyone who:

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

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

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA) and State law. Contact the county special education coordinator at (740) 289-4171 to inquire about evaluation procedures and programs.

## **STUDENT RECORDS**

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Policy Board of Education  
Eastern Local School District  
OPERATIONS 8330 STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/ or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. In all cases, permitted, narrative information in student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or step-parent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- D. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records. The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

### **Directory Information**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized

activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; or scholarships.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice. In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s) /eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/ or release of a student's health or educational records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent. The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's educational records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's educational records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of record;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records. No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations. (End of Policy 8330)

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the

Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the principal’s office or by going to ed.gov. on the internet.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal of your child’s school. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student’s parents;
- B. mental or psychological problems of the student or the student’s family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the students or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the building principal receives the request.



The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving (the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost in accordance with State law.

Charges may be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds. Students may not sell any item or service without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

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

### **MEAL SERVICE**

Breakfast and lunch is free to all students. Extra milk is \$0.25. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

### **SAFETY AND SECURITY PROCEDURES**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff is expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

### **FIRE AND TORNADO DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of the PA system and/or word of mouth. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent either submitting a signed written request or coming to the School Office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian or the parent or guardian calling the school office to request the release to a designated person.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify NBC 4 T.V. in Columbus. Information concerning school closings or delays can also be found on the School's web page at [www.ep.k12.oh.us](http://www.ep.k12.oh.us). The One Call Now telephone notification system will also be used.

Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials. A copy of the School District's *Preparedness for Toxic Hazard Policy* will be made available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF TELEPHONES**

### **Use of office telephones**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

### **Use of Cellular Telephones and Electronic Communication Devices**

In order to avoid disruption of the educational environment and protect students' right of privacy, students are prohibited from possessing/using cellular telephones, including camera phones, and electronic communication devices (ECDs) on school property, at school sponsored events, and on school buses or other vehicles provided by the District. Prohibited ECDs include laser pointers and attachments, paging devices/beepers, and other devices designed to receive and send an electronic signal.

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

The District is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or ECDs as well as other student property. Students and parents are strongly encouraged to take appropriate precautions, if students are permitted to have cellular

telephones and ECDs in their possessions, to make sure the cellular telephones and ECDs are not left unattended or unsecured.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within one (1) school day of its receipt.

## **SECTION II - ACADEMICS**

### **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 and attendance rules apply to all field trips.

### **GRADES**

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

The School applies the following grading system:

- A = Excellent achievement
- B = Good achievement
- C = Satisfactory achievement
- D = Minimum-Acceptable achievement
- F = Failure
- I = Incomplete
- P = Acceptable achievement

GRADE	PERCENT	NUMERICAL VALUE	SEM. AVG. VALUE
A	96-100	4.00	4.00-3.83
A-	92-95	3.67	3.82-3.50
B+	89-91	3.33	3.49-3.17
B	85-88	3.00	3.16-2.83
B-	82-84	2.67	2.82-2.50
C+	79-81	2.33	2.49-2.17
C	75-78	2.00	2.16-1.83
C-	72-74	1.67	1.82-1.50
D+	69-71	1.33	1.49-1.17
D	65-68	1.00	1.16-.083
D-	62-64	.67	0.82-0.67
F	0-61	.00	0.66-0.00

## **Grading Periods**

Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **PROMOTION, ACCELERATION, AND RETENTION**

Promotion to the next grade (or level) is based on the following criteria: current level of achievement, potential for success at the next level, and emotional, physical, and/or social maturity.

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score below a designated level of skill on the reading section of the State-mandated assessment test unless the assessments approved by ODE is administered and the student receiving a passing score determined by ODE. This requirement does not apply to any student who is legitimately excused from taking the State-mandated assessment test.

For K-5 students being considered for retention the following steps will apply:

- A. Teachers will inform the principal and parents of possible retentions at the end of the third grading period.
- B. Teachers will fill out necessary paperwork, including a Light's Retention Scale.
- C. The review committee, made up of classroom teacher, guidance counselor, principal (chairperson), and any other staff with relevant information, reviews retention and determines the appropriateness during the final nine-week grading period.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### **Honor Roll(s)**

"A" Honor Roll: to be eligible for the "A" Honor Roll, a student must have an A or A- in all academic subjects.

"3.0" Honor Roll: to be eligible for the "3.0" honor roll, a student must maintain a 3.00 – 4.00 grade point average. Art, Music, Band, Physical Education, Study Hall, and Conduct are not included as honor roll subjects. However, no D's or F's are allowed in any subjects.

## **ACCELERATED READER CODE OF CONDUCT**

The purpose of the Accelerated Reader program is to encourage reading and improve reading skills at the instructional level of the student. With this in mind, students are expected to follow the Accelerated Reader rules listed below:

- \*Students may only take tests on books they have read.
- \*Students may not take a test on a book that has been made into a movie unless they have read the book.
- \*Students may not take tests for other students.
- \*Students may not discuss A.R. questions or answers with other students.

## **HOMEWORK**

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

## **COMPUTER TECHNOLOGY AND NETWORKS**

### **Library and Internet access**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The District is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

### **Internet Safety**

#### **General Warning; Responsibility of Parents and Users**

All users and their parents/guardians are advised that access to the Network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her own use of the computer Network, Internet and E-mail systems, and should stay away from inappropriate material and/or sites. Parents of minors are the best guides to help them understand which materials should be shunned. If a student finds that other users are visiting harmful or offensive sites, or if he or she is able to access inappropriate sites, he or she should report such use to the person designated by the school immediately.

## **Personal Safety**

Be Safe. In using the computer Network, Internet and email, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining permission from a supervising teacher. Do not arrange face-to-face meetings with someone you meet on the Internet or through E-mail without your parents'/guardians' permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet or through E-mail in a secluded place or private setting.

## **“Hacking” and Other Illegal Activities**

It is a violation of this policy to use the School’s computer Network or the Internet to gain unauthorized access to other computer systems or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic material, or which violates any other applicable law or municipal code, is strictly prohibited. Any attempt to bypass district Internet filtering is strictly prohibited.

## **Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should not give out private information about themselves or others. A supervising teacher may authorize the release of directory information as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

## **Active Restriction Measures**

The school, either by itself or in combination with other schools and the Data Acquisition Site providing Internet services, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) Obscene, (2) Child Pornography, (3) Harmful to minors. The school will also monitor the online activities of students through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a technology supervisor or school administrator, as necessary, for the purposes of bona fide research or other educational projects being conducted by students age 17 and older.

## **STUDENT ASSESSMENT**

Elementary Achievement tests are given in grades 3-5 in April. Grade three has reading and mathematics. The fourth will have reading and mathematics assessments. The fifth have reading, mathematics and science. The state has proclaimed third grade as the year to guarantee a student as an independent reader, so an additional fall testing is given. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

## **SECTION III – STUDENT ACTIVITIES**

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non-school sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is

voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot on any materials or information.

**STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

**SECTION IV – STUDENT CONDUCT**

**ATTENDANCE**

Eastern Elementary students should avoid missing school at any time. All appointments should be made outside of school hours when possible. All students returning to school the next day must have a note explaining why they were absent from school. It will be determined at that time whether or not the absence is excused. We do not question the first seven notes from home. You should use them sparingly for you never know when you will need them. Doctor and Dentist’s excuses do not count as one of the seven. An absence without some kind of note will be marked unexcused.

**STUDENTS WILL BE ALLOWED ONE (1) EXCUSED DAY PER MONTH FOR A MAXIMUM OF SEVEN (7) PER YEAR.**

**Unexcused absences:**

The Eastern Local School District/Pike County has adopted the following attendance procedure:

ATTENDANCE PROBLEM	SPECIFIC PROCEDURES
A. Student accumulates 1 day of unexcused absences.	<ol style="list-style-type: none"> <li>1. School officials will make the first contact by talking to the student and mailing a <i>“Be a Winner”</i> letter to the parents/ guardian. A weekly list with names should be faxed or emailed to the Pike County Attendance Officer.</li> <li>2. Arrangements will be made by the school to assist the student with problems preventing regular school attendance.</li> </ol>



<p>B. Student accumulates 2 days of unexcused absences or tardies.</p>	<ol style="list-style-type: none"> <li>1. The Pike County Attendance Officer shall be notified by email or fax.</li> <li>2. The Pike County Attendance Officer shall mail a <i>"First Response Warning Letter"</i> to the parents/guardian. An attempt then shall be made by the Pike County Attendance Officer to make contact with the parents/guardian.</li> </ol>
<p>C. Student accumulates 5 days of unexcused absences or tardies.</p>	<ol style="list-style-type: none"> <li>1. The Pike County Attendance Officer shall be notified by email or fax.</li> <li>2. The parents/guardian shall be summoned by the School Administration using regular or registered mail to attend a <i>"Parental Conference Hearing"</i> with the Pike County Attendance Officer and School Administration. From this time forward, only medical excuses will be accepted.</li> </ol>
<p>D. Student accumulates 7 days of unexcused absences or tardies.</p>	<ol style="list-style-type: none"> <li>1. The parents/guardian and/or student shall be mandated to attend <i>"Parental Educational Classes."</i> When mailing this summons, only registered mail shall be used, with a copy of the summons and the return receipt faxed to the Pike County Attendance Officer. The Pike County Attendance Officer will then forward this list to the <i>"Parental Educational Class"</i> instructor.</li> <li>2. Failure of the parents/guardian and/or student to attend the <i>"Parental Educational Classes"</i> will cause a charge of <i>"Parental Educational Neglect"</i> (O.R.C. 2912.222) to be filed against the parents/guardian.</li> </ol>
<p>E. Student accumulates 12 days of unexcused absences or tardies.</p>	<ol style="list-style-type: none"> <li>1. The parents/guardian will be in violation of Section 3321.38 of the Ohio Revised Code and be cited into Juvenile Court.</li> <li>2. The student will be in violation of Section 2151.022(A) or (B) of the Ohio Revised Code for being a Habitual Truant from school and will be cited into Juvenile Court.</li> </ol>

**Illness or accident**

If your son/daughter becomes ill or an accident of sufficient nature occurs making it necessary for the student to go home, you will be called. If you can't be reached, we will call the person you designated on your Emergency Medical Authorization sheet. Please designate an alternate who is accessible to the school in a short amount of time. Exclusion of sick students is the responsibility of the school administration. Transportation of sick students is the responsibility of the parents or alternates.

An Emergency Medical Form (as required by state law) will be kept in the office on each student. Please list two different numbers at which you or a designated person can be reached. Please keep the office informed of any changes to be noted on your son/daughter's form.

## **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year. Furthermore, a student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

If a student is habitually or chronically truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

## **Notification of Absence**

If a student will be absent, the parents must notify the School at 740 226-6402 by 10:00 am. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as unexcused for that school day. If the offered excuse for a student's absence 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.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

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

## **Home Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the guidance counselor.

## **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The student should contact the teacher via the secretary as soon as possible to obtain assignments.

The number of days for completion of make-up work will be the equivalent to the number of excused days of absence. If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the counselor to arrange for administration of the test at another time.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, either excused or unexcused.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the teachers beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school. The student must complete missed assignments during the suspension and turn them in to the teacher within 3 days after returning to school.

### **Tardiness**

A student who is not in his/her assigned location by 8:05 am shall be considered tardy. Any student arriving late to school is to report to the School office before going to class. If a child leaves before 2:45 or before students are going to the bus, s/he will be counted pm. tardy due to leaving early.

### **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. Vacation days will be deducted from the seven (7) allowable parent notes for the school year. Days exceeding seven (7) parent notes will be unexcused absences. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

## **CODE OF CONDUCT**

A major component of the educational program at Eastern Elementary is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

## **ZERO TOLERANCE**

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If the principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

### **Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.

- A. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- B. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

### **Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as 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. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of, causing death or serious bodily injury.

### **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

### **Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

### **Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

### **Physically assaulting a staff member/student/person associated with the District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Any such offense will result in a 3 days suspension (may be adjusted by the Principal due to severity). Assault may also result in criminal charges and may subject the student to expulsion.

### **Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

### **Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

### **Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

### **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

### **Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

### **Falsification of schoolwork, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

### **Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger 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 is a dangerous stunt that is against the law and will subject the student to disciplinary action.

### **Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

### **Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

### **Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a district vehicle; or unauthorized access or activity in a district computer, into district, school or staff computer files, into a school or district file server, or into a network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Principal.

### **Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

### **Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

### **Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others) and disregard for school property.

### **Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

### **Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

### **Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

### **Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

### **Possession of electronic equipment**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of a teacher or principal. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, cameras, beepers, other paging devices and other electronic communication devices, and the like.

Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

### **Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the School.

### **Violation of bus rules**

Please refer to Section V on transportation for bus rules.

### **Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threatens to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

### **Harassment and/or Aggressive Behavior (including Bullying/Cyber bullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment may take different forms including, but not limited to, the following:

- A. Verbal: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a staff member, student, or other person associated with the District, or third parties.
- B. Nonverbal: Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to or by a staff member, student, or other person associated with the District, or third parties.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a staff member, student, or other person associated with the District, or third parties. Such conduct constitutes sexual violence, and includes physical acts of aggression or force, or threat of aggression or force, which involves non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate parts, intentional touching of person's intimate parts, forcing a person to touch any person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments.



Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

- A. Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs or disability.
- B. Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.
- C. Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s): [list from page 3 of Administrative Guideline 5517]

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyber bullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report or by telephone or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyber bullying and the nature of the harassing and/or bullying/cyber bullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bullying/cyber bullying will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyber bullying complaint are valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyber bullying or its recurrence.

Given the nature of harassing and/or bullying/cyber bullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students

are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyber bullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse, which must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

### **Hazing**

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

### **Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)

Does my clothing advertise something that is prohibited to minors? (No)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)

Am I dressed appropriately for the weather? (Yes)

Do I feel comfortable with my appearance? (Yes)

Students are expected to come to school clean and well groomed. A student's appearance is one of the first and strongest impressions made on other people. We encourage all parents/guardians to make sure that student's school clothes are neat, clean, and appropriate. The following styles or manners of dress are prohibited:

- Shorts and skirts are to be no more than 4 inches above the knee. [Shorts can only be worn during the first and last nine weeks of school.]
- Students are not to wear clothing with vulgarities, profanity, alcohol or tobacco advertisements
- Tank tops are not allowed in grades 3 – 5. Sleeveless shirts will be allowed provided the opening around the arm is not loose and revealing. (No spaghetti straps on any level)
- No baggy pants. Pants that sag below the hips are not allowed. Students wearing such attire will be sent home.
- No bare midriff is allowed.
- No hats are allowed.
- No trench coats are allowed.
- Students will not be allowed to wear coats during the day without teacher permission - they are assigned an area in the room or a locker in which to place their coat upon arrival at school.
- Eastern Local Schools reserve the right to deem any clothing detrimental to the educational process unacceptable.

Students who are representing [the school] at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

### **Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing crime.

### **Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party (ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

### **Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

### **Possession of Pornography**

Possessing sexually explicit material.

### **Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

### **Gang association**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### **Values and Choices**

The Eastern Local School District recommends the following values and choices for Eastern students:

- Honesty. . . . . Telling the truth, meaning what you say.
- Responsibility. . . . . Carrying out your obligations, duties, answering for your actions.
- Respect . . . . . Treating everyone, including yourself with dignity.
- Self-Control. . . . . Being able to control your actions.
- Promise-Keeping. . . Keeping your word.
- Equality. . . . . Understanding that all people have the same rights.
- Social Justice. . . . . Treating all people fairly.

### **Playground/Classroom Safety Rules**

- A. Show respect at all times for whoever is on duty – no back talking.
- B. Be considerate of others – keep hands and feet to self, no name-calling, do not use inappropriate language
- C. Play in designated areas only. To leave the playground, permission must be given by the adult who is supervising the playground.
- D. Use playground equipment correctly.
  - a. Slides
    - 1. Sit down with feet first
    - 2. One student at a time when sliding down
  - b. Jungle Gym, Horizontal Bars and Climbing Bars
    - 1. No pushing, shoving, climbing and/or hand walking
  - c. No flips or hanging upside down

- d. No tag games unless directed by the teacher
- e. No toys from home are allowed on the playground or in the classroom including balls of any kind
- E. Games involving classroom balls should be played in assigned areas
- F. No toys are to be brought from home, excluding specific teacher assigned projects
- G. Children wearing flip flops will not be permitted on the playground equipment

**Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers’ money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

**DISCIPLINE**

It is important to remember that the School’s rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

**Conduct Grading Scale**

Students will begin each week with 100 points. Points will be deducted if students do not follow classroom and school rules. Conduct grades will be averaged for each nine weeks.

Name	Warning	-5 points
One check mark	15 minutes on wall	-10 points
Two check marks	All recess on wall	-20 points
Three check marks	Lunch Detention	-25 points
Office Visit	Punishment determined by principal	-35 points
ISS	Assigned by Principal	-50 points
After School Detention	Assigned by Principal	-65 points

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- A. writing assignments;
- B. changes of seating or location;
- C. pre-school, [ ] lunch-time, [ ] after-school detention;
- D. in-school discipline;

### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### In-School Discipline

The school may assign in-school suspension to be held on-site. Students will take all assignments to be worked on in their classes the day(s) of I.S.S. It is the student's responsibility to see that the work is completed and handed in to the respective teachers. A student missing any portion of his/her assigned time in Detention or In-School Discipline may be given an additional session. Failure to timely serve Detention or In-School Discipline may lead to suspension from school for a period not to exceed the number of missed days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detention and In-School Discipline:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.
- No food or beverages shall be consumed.
- Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the unpassed tests.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less

than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

#### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 5 days after receipt of the suspension notice, to treasurer or superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

#### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than

one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 10 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.



## **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons on school property or at a school function;
- C. carrying a concealed weapon on school property or at a school function;
- D. trafficking in drugs on school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

## **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## **Suspension of Bus Riding/Transportation Privileges**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, 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 the 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, cafeterias, classrooms and gymnasiums. 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. The School reserves the right not to return items that have been confiscated.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - 2. advertises any product or service not permitted to minors by law;
  - 3. intends to be insulting or harassing;
  - 4. intends to incite fighting; or
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the transportation coordinator at (740) 226-4851.

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

The Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

Inclement weather – If a driver does not run the route in the a.m. and you bring your child to school you must pick your child up that evening after school.

### **BUS CONDUCT**

Students who are riding to and from school on District provided transportation are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

### **BUS RULES**

At the start of each school year, each student will receive a copy of the bus safety rules for Eastern Local Schools. It is their responsibility to bring this document home for parents to review.

Students should consider riding the bus as a privilege. During inclement weather, please make sure your son/daughter is by the door waiting for the bus. Rigid standards of discipline must be maintained at all times to insure the safety of all occupants. Whenever a bus driver focuses attention away from driving, danger exists. Students shall wait in their own driveway for the bus. Students are not to cross the road until signaled by the bus driver.

Students should abide by the following rules:

- A. Be properly seated – Students shall remain properly seated with all parts of the body inside the bus, keeping aisles and exits clear and behaving as if in a classroom.
  - a. Do not turn around.
  - b. What you carry on goes on your lap, not the seat.
  - c. Sit quietly.
  - d. No changing seats.
  - e. No objects out the window.
- B. No dangerous or unallowed items – Pupils shall not use or possess tobacco, alcohol, drugs, matches, lighters, knives, firearms, or other dangerous weapons.
- C. Nothing in your mouth – Pupils shall not place or have anything in their mouth.
  - a. Gum
  - b. Food/Candy
  - c. Pencils, Pens, Erasers
  - d. Comb, Sticks
  - e. Pop, Water, Cough Drops, Paper, etc.
- D. Follow Directions – Follow the driver’s directions the first time given.
- E. No Vandalism, Fighting, or Profanity – Pupils shall not use profane language, fight, engage in horseplay, damage the bus, or discard trash on the bus.
  - a. Throwing objects
  - b. Pushing
  - c. Shoving
  - d. Agitating
- F. Obey Bus Stop Rules – Pupils shall be on time at the bus stop, wait in an orderly manner, and wait for the driver’s instructions before crossing the road or starting to load.
  - a. Bus stop location must be in a safe place
  - b. No horseplay, fighting, or pushing.
  - c. Stay clear of traffic while waiting.
  - d. Changing bus stops require administrative approval.

**REMEMBER – Riding a school bus is a privilege, not a right. Failure to obey these rules could result in any of the following: Detention, In School Suspension, Suspension, Expulsion, or losing the privilege of riding the bus.**

**Bus steps are as follows:**

- Lunch Detention as determined by principal.
- Step 1 is one day ISS.
- Step 2 is three days off the bus.

Step 3 is five days off the bus.  
Step 4 is ten days off the bus.  
Step 5 is eighty days off the bus or the rest of the year.

Please note that the office reserves the right to bypass steps in case of severe incidents. Also, severe incidents may result in suspension or expulsion from school as well as the bus, if the level of severity warrants such action as determined by the principal. Suspension or expulsion from school does require a hearing as well as normal due process.

Explanation: Our drivers will try to communicate with parents directly whenever possible. The exception to this would be in cases of severe incidents. Fighting, belligerence, and open disobedience are examples that have to be dealt with immediately. Other exceptions would be students who have specific behavior plans, which may dictate an alternate course of action. In many cases, we will begin a behavior plan after Step 3 involving parents, the bus driver, and principal in order to head off the final two steps.

The driver uses many different ways in dealing with problems before a child is referred to the office. Examples include talking to the student, assigning seats, calling parents, notes home to parents, writing sentences, asking the principal to talk to the student, or working with the office to set up a conference with parents. Please feel fortunate in these situations knowing that it is in place of an office referral.

#### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

#### **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

#### **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

**EASTERN ELEMENTARY FACULTY AND STAFF  
2016-2017**

<b>Matthew Hines-Principal</b>	<b>Robie Day-Dean of Students</b>
<b>Marcia Clark-Special Education Director</b>	<b>Cheryl Selbee-Guidance Counselor</b>
<b>Autumn Risner-Nurse</b>	<b>Amy Lowry - School Psychologist</b>
<b>Heather Greenwood-Glitt-Speech Language Pathologist</b>	

**Kindergarten**

<b>Kelsey Jenkins</b>	<b>Alicia Lloyd</b>	<b>Megan Reisinger</b>	<b>Tara Riegel</b>
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**First Grade**

<b>Robin Doll</b>	<b>Beth Edler</b>	<b>Angie Wheeler</b>	<b>Sara Wilson</b>
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**Second Grade**

<b>Susan Alley</b>	<b>Lori Blanton</b>	<b>Beth Fox</b>	<b>Jeni King</b>
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**Third Grade**

<b>Megan Hines</b>	<b>Suzette Moore</b>	<b>Rachel Pollard</b>	<b>Teresa Southworth</b>
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**Fourth Grade**

<b>Amy Jo Bapst</b>	<b>Cheryl Davis</b>	<b>Donna Leist</b>	<b>Jennifer Martin</b>
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**Fifth Grade**

<b>Autumn Hale</b>	<b>Ray McFarland</b>	<b>Victoria Rosenberger</b>	<b>Heather Wicker</b>
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**Intervention**

<b>Tyler Breech</b>	<b>Tyson Ingram</b>	<b>Brenda Shanton</b>
<b>Tara Gilliland-ISS</b>		

**Specials**

<b>Tishina Brown-Harris-Technology</b>	<b>Nadine Massie-Art</b>
<b>Megan McKee-Music</b>	<b>Keith Wiseman-Physical Education</b>

**Phone Numbers**

<b>Eastern Elementary</b>	<b>(740) 226-6402</b>
<b>Eastern High/Middle School</b>	<b>(740) 226-1544</b>
<b>Superintendent/Treasurer</b>	<b>(740) 226-4851</b>
<b>Matthew Hines (Principal)</b>	<b>(740) 226-6402 ext. 11005</b>
<b>Robie Day (Dean of Students)</b>	<b>(740) 226-6402 ext. 11013</b>
<b>Marcia Clark (Special Education Dir)</b>	<b>(740) 226-4851 ext. 11004</b>
<b>Tonya Lykins (Office Secretary)</b>	<b>(740) 226-6402 ext. 11001</b>
<b>Cheryl Selbee (Guidance Counselor)</b>	<b>(740) 226-6402 ext. 11102</b>
<b>P.J. Fitch (Transportation)</b>	<b>(740) 226-4851 ext. 11048</b>
<b>Autumn Risner (Nurse)</b>	<b>(740) 226-6402 ext. 11007</b>

**Board of Education (740) 226-4851**

<b>Brad Bapst (President)</b>	<b>Debra Hannah (Vice President)</b>
<b>Micki Atkins (Board Member)</b>	<b>Frank Bevins (Board Member)</b>
<b>Mike Rowe (Board Member)</b>	

**Neil Leist (Superintendent)**  
**Rodney Schilling (Treasurer)**  
**Marsha Stevens (Administrative Office Secretary)**

# **PARENT/STUDENT HANDBOOK RETURN SIGNATURE FORM**

**I have read and understand all rules and policies outlined in the Eastern Elementary School Handbook and agree to abide by these rules and policies.**

**Student Signature (if they are able):** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Please tear this page out of the handbook and return it to the elementary school office no later than September 6, 2016.**