



EISENHOWER INTERMEDIATE SCHOOL

Student/Parent Handbook

2016—2017

Eisenhower Intermediate School
331 North Curtice Road
Oregon, Ohio 43616

Telephone: 419.836.8498
Attendance Hotline: 419.836.3525
Website: www.oregoncs.org

THIS SCHOOL AGENDA BELONGS TO:

Name: _____

Grade: _____ Locker Number: _____

Username for your accounts		Password Hint
Email/ Google		
Study Island		
Star		
Power school		

2016 – 2017

EISENHOWER INTERMEDIATE SCHOOL

DAILY BELL SCHEDULE

Students Enter Hallways	7:40
Warning Bell	7:47
Tardy Bell	7:50
Period 1	7:50 - 8:37
Period 2	8:40 - 9:22
Period 3	9:25 - 10:07
Period 4	10:10 - 10:52
Period 5	10:55 - 11:37
Period 6	11:40 - 12:22
Period 7	12:25 - 1:07
Period 8	1:10 - 1:51
Period 9	1:54 - 2:35
Dismiss to Bus	2:35
Students Must Be Picked Up	2:40

2-HOUR DELAY

Students Enter	9:40
Warning Bell	9:47
Tardy Bell	9:50
Period 1	9:50 -- 10:20 30 min.
Period 2	10:23 -- 10:50 27 min.
Period 4	5A, 5B Lunch
	10:53 -- 11:23 30 min.
Period 5	6A, 6B Lunch
	11:26 -- 11:56 30 min.
Period 6	5C, 6C Lunch
	11:59 -- 12:29 30 min.
Period 3	12:32 -- 12:59 27 min.
Period 7	1:02 -- 1:29 27 min.
Period 8	1:32 -- 2:02 30 min.
Period 9	2:05 -- 2:35 30 min

Student:

Connections Schedule for 1 st quarter goes here.	Connections Schedule for 2 nd quarter goes here.
Connections Schedule for 3 rd quarter goes here.	Connections Schedule for 4 th quarter goes here.

1 st Qu Homework Extension
MATH
LANG ARTS
SOC ST
SCIENCE

2 nd Qu Homework Extension
MATH
LANG ARTS
SOC ST
SCIENCE

3rd Qu Homework Extension
MATH
LANG ARTS
SOC ST
SCIENCE

4th Qu Homework Extension
MATH
LANG ARTS
SOC ST
SCIENCE

Username for your accounts	
Email/ Google	
Study Island	
Star	
Power school	

Password Hint

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WELCOME

Welcome to Eisenhower Intermediate School! The faculty, staff, and administration hope that you will find the 2016–2017 school year a time where you grow academically, emotionally and socially. We will ask you to apply what you learn to be an ever-improving student and person. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of Eisenhower Intermediate School is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents, and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a **citizen** of this school. Each student should read this handbook and be knowledgeable of its contents. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

The personal characteristic around which everything at Eisenhower centers is respect. At Eisenhower we will teach you and expect you to:

1. Treat yourself with respect
2. Treat others with respect
3. Treat property with respect

Each of us, by demonstrating respectful behavior, helps create an environment that is physically and emotionally safe for ourselves as well as for others. We create a positive learning environment.

Eisenhower Mission Statement

"Eisenhower Intermediate School is dedicated to creating a respectful environment where individuals learn and succeed by developing character, intellect, wellness, and a desire for lifelong learning."

WE BELIEVE...

- Each student is an individual who is deserving of respect, love and celebration.
- School experiences should provide opportunities for each child to discover his or her best potential.
- Learning is a life-long, passionate pursuit of all that our world offers.

- The learner must be nurtured within a safe and respectful community.
- Teaching must be varied and creative to meet the individual needs of students.
- The school community functions best in creating a successful path for its students when parents, staff, students, and community members work in unison.

Eisenhower Pledge

I am an Eisenhower Eagle with many gifts. Today I will bring:

**Effort and a strong work ethic
Attitude that my actions matter
Generous spirit of respect
Love of learning and love of others
Excellence to all I do
Spirit of pride in myself and our school
Because "We" are Ike and "We" do it right!**

I. ACADEMIC POLICIES

ACADEMIC INTEGRITY

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to copying others' assignments, quizzes or test answers and plagiarism. Students who copy others' work or give work to another student to copy will receive zero credit for the assignment. Because of the seriousness of this offense, additional consequences will be assessed.

ACADEMIC PRACTICE POLICY

Definition

Academic practice is an assignment to be completed by the student outside of regular class time. It is to enrich, extend, stimulate, or strengthen concepts directly related to the academic content standards. It also serves as an opportunity for Intermediate students to develop effective habits that will serve them well in their educational future.

Types of Academic Practice Assignments

Teachers assign different types of academic practice to suit different purposes. The four basic types of academic practice are explained below:

- Preparation – intended to help students get ready for upcoming classroom lesson.

- Practice – intended to review and reinforce skills, knowledge, and information presented in a previous lesson.
- Extension – asks students to expand on skills and concepts taught during a previous class.
- Creative/Enrichment – includes analyzing, synthesizing, and evaluating concepts or skills already taught. Students have an opportunity to develop and apply their own ideas about a topic.

A student's ability to read is strengthened by reading each day at home. Students are urged to spend time reading for pleasure or interest each day, in addition to homework time. Reading materials may include books of interests, newspapers, magazines and journals. A minimum of 20 to 30 minutes of daily reading will significantly enhance students' reading skills.

Academic Practice Policy

- The student will be held responsible for academic practice turning it in completed and on-time.
- Generally, academic practice assignments for students in grade 5 and 6 will average 60 minutes per night.
- Academic practice assignments will not be given on Holidays/Vacations that are printed on the school calendar.
- Academic practice assigned over the weekend will be in moderation, adhering to stated time parameters, and used as a tool to promote continuity of a lesson or concept.
- Advanced coursework will consider quality vs. quantity when assigning academic practice.

Make-Up Work and Absences

- Parents who have a student who has been ill and absent from school for 2 or more days may request homework assignments from the office no later than 9:30 a.m. Work should be requested at the same time that the student absence is called in.
- Students will be given the same number of days to make up the work as the number of days missed.
- Homework missed from a pre-approved family vacation absence will be given to the student upon their return to school. Students will be given the same number of days to make up work as the number of days missed.

Student Responsibilities Regarding Academic Practice

- Record all assignments in your agenda.
- Ask questions of your teacher to clarify the assignments.
- Seek help from teachers and/or parents to successfully complete difficult assignments.
- Establish a daily schedule to make time for completing academic practice
- Establish a specific schedule/plan for completing long-term assignments.
- Stay organized by keeping your text, notebooks, and materials in order.
- Hand in neat, accurate academic practice assignments on the day they are due.

Teacher Responsibilities Regarding Academic Practice

- Present academic practice assignments orally and post in classroom.
- Communicate the relationship of the assignment to the learning target.
- Provide guidelines for the completion of the assignment.
- Assist students in developing plans for long-term assignments.
- Assist students in clarifying individual roles and obligations in group work projects.
- Coordinate with other teachers to minimize conflicts with scheduled tests and long-term projects.

Parent Support of Academic Practice

- Provide with a suitable, designated place in your home for homework.
- Assist in developing routine study habits including a scheduled homework time.
- Check the child's agenda on a daily basis.
- Contact the teacher with a note or by telephone if there are any homework concerns or issues.

Behavioral Consequences for Non-completion of Homework

At Eisenhower Intermediate School, we value work ethic and follow through with all assignments. We understand that there will be times when an assignment is misplaced or an emergency situation occurs which does not allow the opportunity to complete an assignment. For this reason, the first incomplete assignment of each quarter in each core class will result in a warning for the student. The student will have the Homework Extension in the front of his/her agenda initialed.

The accumulation of "Pink Slips" will result in the following consequences:

1. The first Pink Slip will result in a lunch detention, as will the 2nd and 3rd pink slips.
2. A 30-minute after-school detention will be issued for each of the 4th and 5th Pink Slips.
3. A 60-minute after-school detention will be issued for each of the 6th and 7th Pink Slips.
4. A 120-minute after-school detention will be issued for each of the 8th, 9th, and 10th Pink Slips.
5. One day of ISAP (In-School-Alternate-Placement) will be issued for each of the 11th and 12th Pink Slips.
6. Additional Pink Slips will result in ISAP placement or OSS (Out-of-School Suspension).

Pink Slips will be held for a quarter. At the beginning of each quarter, all old Pink Slips are forgiven. It is our hope that you realize that repeatedly making choices that result in not fulfilling your responsibility (ie: completing work) is a behavior that must be addressed.

"Homework Extensions" may only be used for daily homework, not for projects, long-term assignments, etc.

ACADEMIC RECOGNITION

Students will be selected for academic recognition on the basis of a grade point average system. Please see the Grading Scale section for the scale used by the Oregon City Schools.

1. **Honor Roll**
The honor roll consists of students with a grade point average of 3.0 - 3.5.
2. **Principal's List**
The Principal's List consists of students with a grade point average of 3.51—4.0
3. **President's Education Award**
Students in grade 6 are eligible for the President's Education Award. To earn this award, students must maintain a 3.5 GPA or better for Grade 5 and the first three quarters of Grade 6. They must also achieve a composite score that at time of handbook publication is to be determined, on Ohio's new state assessments in Reading and Mathematics.

CHARACTER RECOGNITION

Each year we recognize students for demonstrating positive character traits through our Soaring Eagle program. Students are identified by staff members and given a card, which they redeem for prizes in the office. They are also recognized on the morning announcements.

In addition, we honor two sixth grade students each year with the "We Do It Right Awards". The awards are:

1. ***Roy Minor Character Award***
Awarded to a sixth grade student who has demonstrated perseverance, compassion, involvement in activities (within or outside of school), kindness, commitment to others and respectful behavior.
2. ***Austin Tackacs Achievement Award***
Awarded to a sixth grade student who has successfully set goals for his or her future. The student is willing to dream big and set goals that will help him/her to achieve his/her dream.

COMPUTER USAGE /ACCEPTABLE USE POLICY AND AGREEMENT

Please refer to www.oregoncityschools.org for the complete policy. Please go under the District menu, then under Forms and Documents for a copy of the up-dated policy.

FEES AND FINES

School fees are necessary to supplement the education of our students. Fees cover a portion of the cost of workbooks and supplies that are consumed by individual students. The fee for EIS students for the 2016–2017 school year will be \$50.00. Waivers are available for those who qualify for free and reduced lunches. Families who qualify for reduced lunches will pay \$25.00. Checks are made payable to Eisenhower Intermediate School.

Fees are due on the Eisenhower schedule pick-up day. Fees that are unpaid will continue to accrue and can lead to exclusion of extra-curricular activities. In addition, parents and students will not have access to Power School until accounts are rectified. This policy is adopted under authority of ORC 3313.642.

Textbooks are furnished by the Board of Education and are purchased from funds which your parents help to provide. Each book issued is inventoried by number and condition. Should a book become lost or damaged, a fine or fee will be assessed to cover the loss or damage. The responsibility for good care belongs to the student.

Replacement Costs:

1. Two consumable Math books are part of yearly fees. Students must have these books. Replacement cost is \$28.00.
2. An agenda is also part of the yearly fees. Students must have an agenda throughout the entire school year. Replacement cost is \$5.00.
3. Textbooks and/or other related school materials (such as library books) that are destroyed or lost, or *significantly damaged* (defacing book, torn pages, breaking/tearing/bent cover, etc) shall be paid accordingly based on the age of the book.
1 - 2 years: full *replacement cost*
3 - 4 years: 2/3 *replacement cost*
5 or more years: 1/3 *replacement cost*

GRADING

Letter grades will be given in:

Language Arts	Art
Mathematics	Information Technology
Science	Music
Social Studies	Physical Education

*Band will be graded Outstanding, Satisfactory or Unsatisfactory

GRADING SCALE

<u>GRADE</u>	<u>PERCENTAGE</u>	<u>GPA</u>
A	95 – 100	4.0
A-	93 – 94	3.7
B+	91 – 92	3.4
B	87 – 90	3.0
B-	85 – 86	2.7
C+	83 – 84	2.4
C	77 – 82	2.0
C-	75 – 76	1.7
D+	73 – 74	1.4
D	69 – 72	1.0
D-	67 – 68	0.7
F	66 and Below	0.0

Note: Rounding up of grades is required if the average grade decimal is .5 or higher.

GRADING – Reassessments

Students will be offered the opportunity for reassessment of summative assignments. The policy for reassessments can be found in the main office and on the Eisenhower website under the Curriculum and Testing.

GRADING -- WEIGHTING OF CLASS GRADES

Summative Assessments	60%
Classwork	40%

PARENT/TEACHER CONFERENCES

Parent/Teacher communication is vital to student success. Parent/Teacher conferences can be scheduled with any teacher at any time of the year. However, it is imperative that an appointment is made ahead of time. By making an appointment, your child's teacher will be better prepared to discuss whatever issue there may be and to find a solution that is agreeable for all parties.

There are two scheduled times for conferences throughout the school year. The first scheduled conference is after the end of the first nine weeks. Invitations will go out for a team conference, followed by an open invitation for those who were not previously contacted. The second conference is on an as-needed basis. Both are listed on the Eisenhower calendar.

POWER SCHOOL

Oregon City Schools has adopted Power School. One advantage of Power School is the ability of parents to check their student's grades. Parents are mailed their password. Any parent who misplaces the password or does not receive one can feel free to contact Linda Toth at parentportal@oregoncs.org or 419.693.0661, ext. 3273.

Students who misplaced passwords can request a new password at studentportal@oregoncs.org.

Please be sure to check regularly. Grades are updated every two weeks. The dates for updates are listed on the Eisenhower calendar.

REPORT CARDS

Paper grade cards are not issued. Parents will be able to access Power School at the end of each quarter on the dates listed on the Eisenhower calendar.

If parents do not have a User ID and password for Power School, please refer to the Power School Section of this handbook for contact information. If parents need access to a computer to access the grades, they may contact Mr. Holcombe at 419-836-8498. Students may also have access to print their grades if need be.

RETENTION POLICY

Eisenhower Intermediate School adheres to the Oregon Board of Education adopted policy regarding promotion and retention. The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors: reading ability, cognitive ability, age, physical maturity, emotional and social development, social issues, home condition and grade average.

Students failing two core academic subjects for the year are strongly considered for retention. Students failing three or four core classes are generally retained upon review of records.

Notices will be sent home each quarter to the parents of students who fail a core subject to further explain the process.

TESTING

Testing for the 2016—2017 school year will include the following:

- 5th and 6th Grade STAR Benchmarking
- 5th Grade Reading, Math, and Science Ohio State Tests
- 6th Grade OLSAT and Stanford 10 testing
- 6th Grade Reading, Math, and Social Studies Ohio State Tests

WITHDRAWALS

Students who must withdraw should speak to the counselor to secure the form which must be signed by each of your teachers indicating that all books, fees, library fines, cafeteria refunds or fees, etc. have been taken care of properly. A student record release form signed by the parent or guardian is needed before we may send records to another school, prospective employer, or other agency which may request them. If you plan on moving, you are encouraged to complete this record release form before withdrawing your child so that when the receiving school requests these records, we can send them without delay.

Students are officially withdrawn after Eisenhower Intermediate School receives a request for records from the school to which the student is transferring.

II. ATTENDANCE

OREGON SCHOOLS ATTENDANCE POLICY

"The parent or other person having the care of a child of compulsory school age [ages six to eighteen - ORC 3321.01] is responsible for that child's school attendance. That responsibility is satisfied by attendance at either a school or special education program, which meets the minimum standards prescribed by the State Board of Education. The responsibility of parents for the attendance of school age children ends when (1) the child receives a high school diploma, (2) successfully completes the high school curriculum or, if a handicapped student, his/her individualized education program, (3) the child is excused from school attendance under an age and schooling certificate, or (4) the child is excused from school or special education program attendance under rules prescribed by the State Board of Education." (ORC 3321.04)

All absences from school are classified as **excused** or **unexcused**. Students with unexcused absences are

truant. Any student absent without legitimate excuse 5 consecutive days, 7 days in a month, or 12 days within a school year may be referred to the Superintendent (ORC 3321.18 – 3321.22)

- Students leaving after 1:10 p.m. (with a valid excuse) are not marked absent in any form.
- Students who arrive tardy but before 8:45 a.m. with a doctor's slip are removed from the absence/tardy roster for that day.
- A student must be in attendance at school or school related events for a total of 4 periods.

Excused Absences

1. Personal Illness – parent determines student unable to attend school due to illness (3 parent excused absences are permitted each quarter before a doctor's note is required).
2. Medical Excuse – student has been examined by physician and it is determined that the student is unable to attend school due to illness. Requires a written excuse from the doctor and a parent phone call on the day of the absence.
3. Family Illness
4. Quarantine
5. Death in the family
6. Religious Observance
7. An emergency / circumstances which constitutes good and sufficient cause for absence from school as deemed by the Principal
8. Family Vacation
 - a. A Family Vacation Form must be completed (may be found in office or on-line).
 - b. The form must be completed prior to the vacation. The absence will be unexcused and no work will be made up if prior approval is not obtained.
 - c. The student will present the completed form to all his/her teachers.
 - d. The completed form must be submitted to the school office prior to the vacation.
 - e. Homework missed from a pre-approved family vacation absence will be given to the student upon their return to school.
 - f. The days are counted as absences, but are not calculated in the total for the attendance notification process.

- g. Vacation will be approved for 5 days only per school calendar year.
- h. Students with excessive absences and/or grades below a "C" may be denied an excused family vacation.
- i. Please try to avoid testing weeks when planning a vacation.

Examples of Unexcused Absences

1. More than 3 medical-related illnesses per quarter without a note from a physician
2. Out-of-School Suspension
3. Truancy – purposefully skipping school
4. Non-School sponsored activities/sports (i.e. club sports)
5. Oversleeping, missing the bus, car trouble, etc.
6. Child care issues (i.e. babysitting)
7. Shopping, haircuts, beauty appointments, errands, hunting, vacations without prior approval, etc.
8. Take Your Child to Work Day – please arrange when school is not in session
9. Other absences not listed as excused

Partial School Day Absences, Tardies & Early Dismissal

Tardiness is defined as a student arriving late to their first class, but not more than 1 hour late to school. An early dismissal is defined as a student leaving school within 1 hour of dismissal. Tardies and early dismissals will also be classified as **excused** or **unexcused**. If a student misses 1 ½ hours in the school day or no more than two (2) class periods, it will be counted as an early dismissal.

Procedures for Handling Tardies/Early Dismissals

Since being to class on time and remaining in class is crucial to individual success and group continuity, the following will occur for accumulated tardies to school and/or early dismissals:

1. After the 4th tardy/early dismissal, in a semester, a warning notice will be sent home to your parent or guardian.
2. 5th and 6th: a lunch detention will be issued.
3. 7th and 8th: a 30 minute after-school detention will be issued.
4. 9th and 10th: a 60 minute after-school detention will be issued.
5. 11th, 12th, and 13th: a 120 minute detention will be issued.
6. 14th: one day of ISAP (In-School Alternative Placement) will be issued.
7. Additional tardies and/or early dismissals will result in ISAP or out-of-school suspension.

Tardies and early dismissals reset at the end of the first semester.

Half Day Absence

Half-day equals 4 periods. Half-day absence is defined as all partial absences that are not considered a tardy or early dismissal. Half-day absence will also be classified as **excused** or **unexcused**. Two (2) unexcused half day absences will equal one (1) full day for truancy purposes.

Requirement:

- Written notification from parent / guardian / physician is required for all half day absences.

Procedures for Excused Absences, Tardies, etc.

1. Parent/guardian must call the school by 8:45 a.m. when a student is absent (**419-836-3525**).
2. Upon return to school, a written note is required from the parent/guardian/physician.
3. After three parent excused absences, a Doctor's note is required for the absence to be considered excused. We recommend that you get a doctor's excuse each time you visit the doctor.
4. Written notification from a parent/guardian/physician is required for all tardies and early dismissals.

Procedures for Early Departure from School

The policy for releasing students to a parent during the school day in cases of emergency, dental or doctor appointments are as follows:

1. Students who have reason to leave school before the regular dismissal time should obtain an early dismissal slip from the attendance clerk before school starts in the morning on the date needed. A note from the parents should indicate the pick-up time and reason for the early dismissal.
2. When the parent/guardian comes to pick up the child, he/she must report to the office to sign the child out of school prior to the student leaving the building.
3. Students will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian on the emergency medical card completed in the Fall.

Attendance Notification Process

1. 3 unexcused absences = letter with print-out of attendance.
2. 5 unexcused absences = letter with print-out of attendance and request for conference with principal.
3. 10 unexcused absences = referral to diversion hearing (contact central office) where parental attendance contract is established.
4. 15 unexcused absences = recommendation for charges to be filed against parent/guardian.

III. COMMUNICATION

EMERGENCY SCHOOL CLOSINGS

It may be necessary for the school to close or have delayed openings during the school year because of weather conditions or unsafe driving conditions. Radio/TV stations will broadcast school closing information if weather warrants closing. Parents may also sign up for text alerts in Power School.

Students and parents should not call the principal, teachers, or the school to request the information.

MESSAGES AND DELIVERIES FROM HOME

At times students forget their lunches or homework and will want to call home. Students are allowed to call home from the office phone before school and during lunch..

Although we make every effort to ensure your child receives their items, occasionally an item may get overlooked. When your child calls home, **it is their responsibility to check the office counter between classes to pick up their item(s)**. Please make sure that your child's name is on the item(s) that are being dropped off. We will also ask that all deliveries be signed in on the office counter.

If you need to speak with your child due to an emergency situation, please leave a phone number where you can be reached.

If a student uses a school phone to call home, we ask that he/she leave a message.

IV. DISCIPLINE POLICIES/STUDENT POLICIES

AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of Eisenhower Intermediate School have authority to correct students when the need arises. If any student is corrected by an adult employee, whether the employee is faculty, clerical, cafeteria, custodial or bus driver, the student is expected to accept such correction.

BULLYING

Bullying includes, but is not limited to, an individual willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, written, electronically transmitted and/or psychological in nature. Bullying may occur through attacks on an individual and/or property, or any combination of these.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be of this nature to the building administration. All complaints that violate this policy shall be investigated.

EIS has an "I've Got Your Back" box located in the hallway near the Nurse's office. Forms are available next to the box. Students are encouraged to report bullying on those forms and place them in the box. Students may report bullying occurring to themselves or to others. It can be anonymous. Identifying oneself may lead to the opportunity to gather more information that may lead to a more permanent solution.

Students also may identify students they see sticking up for others and making a positive difference.

In addition, there is an anonymous form that can be filled out. The form can be found at <http://208.108.124.26>.

CELL PHONE / ELECTRONIC DEVICES POLICY

Cellular phones and other electronic devices (including, but not limited to: iPods and hand-held video games, etc.) can be disruptive to the educational process in many ways including, but not limited to: communicating during instruction via texting or calling, cheating, eliciting panic, making plans in conflict with established school rules, taking

or disseminating or sharing obscene or inappropriate images, recording other students, etc. For these reasons cell phones and other electronic devices MUST NOT be in the possession of students during the school day. When the 7:40 bell rings, all electronic devices must already be placed in the off position and put in the student's locker for the entire school day through the dismissal bell. If a student has possession of an electronic device during the school day, he/she will be responsible to the consequences listed below. If the device is used inappropriately prior to the bell or after the ending bell, the student will be subject to, but not limited to, the consequences listed below

Students are to go to the office to make phone calls home. Parents are encouraged to call the school office when needed. The school office staff is excellent at relaying messages from parents to students. Emergency phone calls can always be made in the main office during school hours; therefore cellular phones are not needed during school hours.

Teachers may choose to have students use electronic devices (iPods, iPads, e-readers, cell phones) for educational purposes within their classrooms. The students will be told when it is acceptable to use such devices in the classroom.

If a student is found to misuse this policy, he/she will be given the following consequences:

First Offense:

1. Device will be confiscated and turned into the building administrator.
2. Parents will be contacted and can claim the device after school.
3. Parents will sign a form stating they understand the next cell phone violation will result in a \$10.00 fine and the device being held for a week.
4. Student will be issued a 60 minute after-school detention.

Second Offense:

1. Device will be confiscated and turned into the building administrator.
2. Parents will be contacted and can claim the device after school.
3. A \$10.00 fine will be assessed.
4. Device will be held for one week. If the fine is not paid or the consequence is not served at the end of one week, the device will be held until payment is received and/or consequences are served.
5. Parents will sign a paper saying they

- understand the next violation will result in a \$25.00 fine and the device being held for a week.
6. Student will be issued a 120 minute after-school detention.

Third Offense:

1. Device will be confiscated and turned into the building administrator.
2. Parents will be contacted and can claim the device after school.
3. A \$25.00 fine will be assessed.
4. Device will be held for one week. If the fine is not paid or the consequence is not served at the end of one week, the device will be held until payment is received and/or consequences are served.
5. Parents will sign a paper saying they understand the next violation will result in a \$25.00 fine and the device being held for a week.
6. Students will be issued two days of in-school alternative placement (ISAP).

Fourth Offense and Additional Offenses:

- 1) Device will be confiscated and turned into the building administrator.
- 2) Parents will be contacted and can claim the device after school.
- 3) A \$25.00 fine will be assessed.
- 4) Device will be held for one week. If the fine is not paid or the consequence is not served at the end of one week, the device will be held until payment is received and/or consequences are served.
- 5) Parents will sign a paper saying they understand the next violation will result in a \$25.00 fine and the device being held for a week.
- 6) Students will be issued out-of-school suspension (OSS) to be determined by the building administrator.

Please note that the District assumes no liability for electronic devices that are brought to school if they are broken, lost or stolen. Administrative time will not be used to search for or investigate events surrounding lost or stolen items. Notices of this policy are posted in a central location in each school building and in the student handbook.

CODE OF CONDUCT

The most important ingredient for success is positive attitude and behavior. RESPECT and RESPONSIBILITY are the keys to developing your character. We expect students at EIS to behave with respect for

themselves, respect for others, and respect for their surroundings. The choices you make regarding your behavior should not keep you or others from learning, or the teachers from teaching. As an intermediate school student, we believe that you will respond to situations with an increasing amount of self-control.

We expect you to follow these guidelines so that you can make positive choices regarding your behavior:

1. Respect the authority of all staff members. This includes teachers, substitutes, the principal, counselors, support staff, custodians and visiting guests.
2. Follow rules and procedures established by Oregon City Schools, Eisenhower Intermediate School, and Eisenhower Intermediate School teachers. Teachers will often have policies and procedures in effect for their classrooms. They will review these with you at the beginning of the year. It is important that you understand these policies and procedures thoroughly so that you know what is expected of you in each of your classes.
3. Be prepared for each class with the appropriate books, homework and supplies.
4. Work to the best of your ability.
5. Be courteous, cooperative and compassionate to others.
6. Dress appropriately for school and school functions.
7. Show tolerance to other's differences. This includes race, religion, sex, sexual orientation and abilities.
8. Respect property belonging to EIS, teachers or your peers.
9. Accept responsibility for your actions.
10. Conduct yourself as a representative of Oregon City Schools when participating or attending any school-sponsored event.

This code of conduct is meant to guide you in making responsible decisions about your behavior. If however, you choose to behave irresponsibly and make poor choices, you will be held accountable for your actions.

The Code of Conduct applies to time in transport to and from school, the school day, after school activities, sports and any time you are on school property.

DISCIPLINE POLICY

Our discipline policy is designed to help you accept responsibility for your actions, learn from your mistakes and correct your behavior. Regardless of the severity of the infraction, consequences are

teaching tools aimed at identifying behavior and changing it. Every decision carries a consequence. The goal is to teach students to make decisions that result in positive consequences rather than in negative consequences.

Since it is our belief that consequences are designed to teach, we encourage our students to:

- a. Own their behavior (which consists of being honest with staff, parents and themselves)
- b. Serve the consequence
- c. Make a concerted effort to not repeat the same behavior

There are several tiers to monitor behavior. They are the demerits, time-outs, detentions and office referrals.

1. Demerit Tier

The demerit system is used as a consequence for minor infractions of policies and procedures.

Demerits serve as a warning and reminder for you to change your behavior or remember a certain procedure. Demerits can be issued by any staff member. They are given for:

1. Being tardy to class (Less than 1 minute)
2. Possession of nuisance items (toys, trading cards, laser pointer, etc.)
3. Missing supplies for class
4. Gum / Candy

More serious consequences occur if you have four or more demerits on file per semester. They are as follows:

1. After the 4th demerit received (any combination) a warning notice will be sent home to your parent or guardian.
2. When the 5th and 6th demerits are received, a lunch detention will be issued.
3. When the 7th, 8th demerits are received, a 30 minute after-school detention will be issued.
4. When the 9th and 10th demerits are received, a 60 minute after-school detention will be issued.
5. When the 11th, 12th and 13th demerits are received, a 120 minute detention will be issued.
6. The 14th demerit received will result in one day of ISAP In-School-Alternate-Placement.
7. Additional demerits received will result in ISAP placement or out of school suspension.

Demerits are held for a semester. At the beginning of each semester, all old demerits are forgiven. It is our hope that you begin each semester with a better understanding of yourself and the behavior that is expected of you.

2. Time-Out Tier

The time-out system is designed to help you learn how to use better self control. Time-outs are given for class disruptions.

Your teacher will attempt to correct your behavior before issuing a time-out. He or she may talk to you, review classroom rules and procedures, and/or move your seat. If these efforts do not change your behavior, you will be given a time out.

Time-outs result in removal from the class for the rest of the class period. An accumulation of time-outs may result in an office referral and additional consequences.

3. Detention Tier (Teacher Issued Consequence)

An immediate consequence that staff members may issue is a detention. Detentions are for violations greater than demerits and may be given for such things including, but not limited to:

1. Persistent disruption of class (out of seat behavior, talking out, etc.)
2. Physical Contact / hands-on behavior
3. Failure or refusal to follow directions
4. Participation in horseplay
5. Interfering with the learning process
6. Disrespect
7. Inappropriate behavior
8. Inappropriate language
9. Insubordination
10. Harassment / bullying

Teachers will generally assign:

1. 30 minute lunch detention
2. 30 minute after- school detention
3. 60 minute after-school detention

Detentions are issued on an Eisenhower Disciplinary Form. The date the consequence is to be served is written next to the consequence. Not serving the consequence on the date assigned may result in additional consequences.

Parent Notification

In an effort to communicate with parents, students are required to secure a parent signature on detentions. It is the responsibility of the student to share the consequence with his/her parents as phone calls are not made home for each incident. Students are to turn their signed copy in to the office before school the day after it is assigned. Failure to turn it in before school will result in an additional

lunch detention. This is due to the fact that students who do not turn in the consequence before school are called to the office which interferes with the student's learning during that period. Students will be required to serve the original consequence as well and parents will be notified.

4. Discipline Referrals

Serious code of conduct violations result in a disciplinary referral. Referrals are given when your behavior:

- is illegal
- is a threat to the safety and welfare to other students, teachers and staff members
- is a major disruption to the teaching/learning process.
- constantly disregards school policies and procedures

The following behaviors are violations of the CODE OF CONDUCT and may result in immediate referral:

1. Serious classroom disruption
2. Insubordination (failure to follow directions or respect individuals of authority)
3. Cheating -- presenting someone else's work as your own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to copying other assignments, quiz, or test answers and plagiarism.
4. Verbal Harassment
5. Inappropriate displays of affection
6. Leaving class or school without permission
7. Forgery
8. Using vulgar or profane language - this includes verbal language, written language and gestures
9. Skipping detention
10. Bullying
11. Instigation (to stir up or encourage others to do something inappropriate)
12. Vandalism
13. Theft
14. Other (including firearms, look-a-like firearms, dangerous instruments, matches / lighters)

When given a referral, you will report to the principal, or his/her designee, to receive a disciplinary consequence. Your past discipline record and the circumstances of the incident will be taken into account before deciding on a disciplinary action. Consequences for referrals are at the

administrator's discretion and include, but are not limited to:

- Lunch Detention
- Time-out
- 30 minute, 60 minute or 120 minute after-school detention
- In-School Alternative Placement (ISAP)
- Out-of-School Suspension
- Expulsion
- Referral to Law Enforcement
- Referral to Diversion Program

* An office referral will rarely result in less than a one hour after-school detention and will often result in a harsher consequence.

In-school Alternative Placement (ISAP), out-of-school Suspension, and Diversion are severe consequences. Each is explained in detail below.

5. In-School Alternative Placement (ISAP)

In an attempt to provide a more constructive program and as an alternative to out-of-school suspension, students who demonstrate behavior problems will be assigned in-school alternative placement. This will provide students with an opportunity to receive credit for their academic work while being disciplined and continue to be able to participate in extracurricular activities during the school year.

When a student is assigned to in-school alternative placement at the administrator's discretion, he/she will spend the assigned time in a designated area under a strict set of rules. Students will not have a chance to socialize with the other students and will not be allowed to participate in the school functions during the school day with possible loss of activities.

If a student is absent on the assigned day of ISAP, he/she will serve on the day he/she returns to school. Likewise, if a calamity day is called, the student will serve ISAP on the next day school is in session.

6. Out-of-School Suspension/Expulsion

Students will be removed from the school environment due to student misconduct that is either repeated throughout the school year or serious enough to harm someone emotionally or physically. The principal, or designee, will decide the length of suspensions. Expulsion hearings will be held with the superintendent or his/her designee. Suspended or expelled students are not allowed to

be on school grounds and/or participate in school events. Calamity days do not count as a day of suspension. If a calamity day is called on the day of a suspension, that day will be made up. Expelled students will not receive any credit for missed work.

Students that are suspended from school can receive up to 66% credit on work that was missed.

7. Diversion Program

Diversion team is composed of a police officer, a community member and a school representative. The team will schedule a hearing and notify the youth and parent/guardian of the date and time to appear before the team. Upon completion of the assessment hearing, a behavioral contract for 3 to 9 months is completed and signed by the youth and parent/guardian. The contract could require the youth to perform community service, make restitution, improve school attendance, community school, and receive counseling or a combination of the above. The team and the school counselor will track the progress of the youth while the contract is in effect. The youth will report to his/her counselor on a weekly basis.

Students may be taken to a diversion hearing during the school year at anytime depending upon their behavior.

DRESS CODE POLICY

The students and staff of Oregon City Schools take pride in their appearance. Students who feel good about themselves also tend to feel good about their learning. Uniforms are not required however; we do insist that our students do not bring undesirable attention to themselves by immodest appearance, unkempt appearance or any other exaggerated clothing, hairdos or hair color.

It is the parents/guardians responsibility to make sure their child is following the Board adopted dress code. The following is the Board adopted policy:

Shoes

- Shoes must be worn for health and safety factors. Slippers are not permitted.
- Although flip-flops/sandals are permitted, only students wearing tennis shoes will be permitted to participate in recess games and physical education.

Shirts

- Shirts and other clothing that contain slogans, wording or designs that suggest inappropriate ideas, are negative or

offensive in nature, promote behavior that is not conducive to a positive school climate or is disruptive to the educational functioning of the school will not be permitted. Examples may include "Talk to the hand," "I hear you talking, but I'm not listening," "I'm with stupid," "Speak no homework, see no homework, do no homework," etc.

- All shirts and blouses must cover the shoulder and have sleeves. Midriff, lower back and chest should not be visible when the student is engaged in normal movement such as walking, sitting down, standing up, etc.
- The back of the shirt must cover the entire back.
- Mesh shirts are permitted only if a shirt that meets dress code is worn underneath.

Pants / Shorts/ Lower Body Apparel

- All lower body apparel including, but not limited to, shorts, skorts, skirts, and dresses must be at least mid-thigh or extend beyond the fingertips (longer of the two) at all times with arms at the side and shoulders down.
- All pants/shorts are to be worn at the waist, without exposing undergarments, and should not have holes in them.
- Pants/shorts cannot have holes of any size. Wearing undergarments under pants/shorts with holes does not make them allowable.
- There is to be no writing or designs on the seat of any lower body apparel.
- Pajama pants and other sleeping attire are not permitted.

Dresses

- Must cover shoulders.
- Must be at least mid-thigh/fingertip length.

Headwear / Hair Color

- Hats, do-rags, skullies, bandannas, and sun glasses are not permitted to be worn inside the building unless permission is granted by the building administrator.
- Hair color must be a natural human color (ex. blonde, black, brunette or brown).

Miscellaneous

- Coats/jackets, book bags, string bags and purses are not allowed to be brought into class during the school day.
- Handwriting is not permitted on clothing or on the body.
- No body piercing except ear area.
- Spiked jewelry, including gauge spikes, and chains are not permitted.
- Clothing or accessories that pertain in any way to gangs or gang culture are not permitted. This includes but is not limited to, writing, symbols, colors and style of dress.
- Temporary tattoos are not permitted unless approved as a school-wide function.

The principal will have final discretion in determining appropriateness.

Consequences

1 st offense –	Parent will be called immediately and a change of clothing/shoes will be requested. The student will remain in ISAP until the item(s) arrive. The parent will receive a letter documenting the offense.
2 nd offense -	The student will receive an hour after-school detention. Parent will be called and a change of clothing/shoes will be requested. The student will remain in ISAP until the item(s) arrive. The parent will receive a letter documenting the offense.
3 rd offense -	The student will be assigned a full day in ISAP. Parent will be called and a change of clothing/shoes will be requested. The student will remain in ISAP until the item(s) arrive. The parent will receive a letter documenting the offense.
4 th offense -	Meeting with administration and parents will meet to decide consequence.

FIGHTING and ASSAULT, HARASSMENT, OBSCENE GESTURE

Fighting and similar conduct in the school setting is disruptive to the educational atmosphere. NO student(s) may fight, harass or physically assault another student in the school building, on school

grounds, on the school bus or at any school-sponsored function. Students shall be suspended from school for fighting, harassment or assault for a period of one to ten (10) days with a possible recommendation for expulsion. The length of suspension will be based on a student's past record and seriousness of the offense. Students may be referred to law enforcement.

GUM CHEWING/CANDY

Gum chewing is not allowed. Careless disposal of gum and candy in drinking fountains, on furniture and floors presents sanitation and cleaning problems. Gum and candy will result in the issuance of demerits. Continued non-compliance will result in additional consequences.

SEXUAL DISCRIMINATION/HARRASSMENT POLICY

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Due process procedures are in place to protect students who feel they have been discriminated against in this way.

ZERO TOLERANCE POLICY

Some behaviors are so serious that they pose a threat to students and staff, and defy not only school rules but also public law. Students who violate these rules may be subject to serious consequences including, but not limited to, long term ISAP, suspension, expulsion, and or law enforcement /diversion board referral.

1. Harassment, intimidation or threats- includes verbal , written, or hoax threats to students or staff members
2. Cigarettes and tobacco- includes possession or use of any tobacco or tobacco products on school grounds or any school function
3. Alcohol and drugs- includes possession, use, sale, or being under the influence of any alcoholic beverage or illegal substance while on school grounds or any school function
4. Bomb threats- real or hoax
5. Vandalism, theft, or property damage
6. Extortion (to get money or possessions from someone by use of threats)
7. Fighting/assault- includes students and staff members
8. Possession or use of fire, explosives, or fireworks

9. Possession of a weapon or ammunition
10. Arson (the setting of fires)
11. Pulling a false fire alarm
12. Repeated violation of rules, policies or procedures

V. HEALTH AND SAFETY

HEALTH SERVICES

Students becoming ill at school should report to the office. The classroom teacher will notify the office of the student's illness. Office personnel will attempt to determine the cause/ severity of the illness and contact the parent/guardian, Emergency Medical Services, or allow the student to rest in the health room for a maximum of one class period. Under no circumstances should a student be in the restroom, health room or any unsupervised area during a time of illness without direct knowledge of the office staff.

It is imperative that the Emergency Medical Authorization form be completed and returned to the school office annually. School personnel, including the nurse, use these forms daily. The information provided allows us to contact the parent or designee in the event of an incident or medical emergency.

Please provide reliable, current, local contact numbers for the parent/guardian and at least one or two other adults that can be reached during the school day in the event that the primary link cannot be contacted. This form also allows you to inform us and/or Emergency Medical Services of any medical/health issues concerning the student. Without contact information and current health data, serious problems could potentially occur in the event that our student is injured.

ILLNESS

There is a health room that may be used by students who are temporarily ill when the following procedure is followed:

1. A request to see the nurse is made. Your teacher will sign your agenda and indicate the time you left the room.
2. Report immediately to the nurse's station. If nobody is there, report to the office and check in with the secretary.
3. The nurse, or staff member who assists, will sign your agenda with the time when you are released back to class.

The school nurse or office personnel will attempt to determine the severity of the illness and call parents when necessary. Class excuse will be given when necessary. Under no circumstances are students to be in bathrooms or unsupervised areas during time of illness.

MEDICATION

If your child will be taking medication during the school year, a new *Physician Request to Administer Medication* form must be filled out and returned to the main office along with the medicine. All prescription medications require a doctor's signature. Prescription and non-prescription forms are available in the school office and on the website.

Please note that these forms are good for only one school year. They must be filled out each school year.

Students may not carry prescription or non-prescription medicine on their person. Several exceptions to this rule involve students carrying their rescue inhalers and/or students carrying their epinephrine auto-injectors (Epi-pens). Students who do choose to carry medicine will be subject to consequences.

State law requires that a Physician Request form be completed and signed by the doctors and the parent and provided to the building principal and/or nurse. Epinephrine auto-injectors also require a second/backup injector to be stored at the school. 911 will immediately be called if the Epi-pen is used. Please discuss the importance of actually carrying the medication on their person rather than leaving it in a locker or book bag.

SAFETY DRILLS

1. Fire and Tornado Drills

Fire and tornado drills are held at scheduled times throughout the school year. When drills are in session, remember the following basic rules:

1. Exit the building according to the drill instructions posted in all school areas.
2. Students are to be quiet during the drill and walk to their designated inside or outside area.
3. Staff and students are to be at least sixty feet away from the building outside for the duration of the drill.

2. Security Drill

Security Drills will be conducted throughout the year to prepare students and staff with the school's Crisis Response Plan. Specific directions will be given to staff and students over the P.A. system and by the classroom teacher. Security drills will be unannounced and every security warning should be taken seriously. After a warning is completed, students and staff will be informed that the security warning was a drill. An all clear will be announced when the security drill is completed.

SECURITY CAMERAS

The Oregon City Schools uses surveillance cameras in our buildings and on our grounds to promote order, safety and security of students, staff and property.

STUDENT ACCIDENTS OR INJURIES

If you are involved in an accident or injured in any way during school or at school-sponsored activities, you are to notify your teacher, coach, or the office as soon as possible. An accident report form will be completed and placed on file in the office.

VI. STUDENT ACTIVITIES

ASSEMBLIES

Student assemblies are held periodically throughout the school year. Proper conduct of the entire student body is important at each program. Each student is responsible for the impression made by the school as a whole. Textbooks and other materials are not to be taken to the program.

The following protocol will be followed at assemblies:

1. You will go to the assembly with the teacher from whose class you exited to attend the assembly. Rows will be filled from the front of the auditorium/gym by those who first enter. Sit with your class. 5th grade students will fill the left and right sections of the auditorium. 6th grade students will fill the middle section of the auditorium. They may also fill in behind the 5th grade students.
2. Do not bring textbooks, book bags, paper or other distracting material with you.
3. Face forward with your feet on the floor.

4. Treat all presenters with dignity, courtesy and respect. Often, this may be your peers or even you.
5. Do not whistle, jeer, yell or make inappropriate noises or gestures during presentations.
6. Wait for dismissal by the teacher in charge.

EXTRACURRICULAR ACTIVITIES

You are encouraged to become involved in the wide variety of activities that are offered here at Eisenhower. Students involved in activities tend to perform better in school and develop a sense of loyalty to the school and to their classmates. Becoming involved in your school helps create a sense of loyalty and pride. Here are some of the activities that we offer at Eisenhower:

For all students:

- Youth to Youth Club
- Student Council
- Yearbook
- Musical Productions
- Assemblies
- Fitness Club

Please plan on participating in extracurricular activities and show your school spirit!

FIELD TRIPS

Students must have a signed written permission slips on file before being allowed to go on any field trip. Students may be denied field trip privileges for behavior reasons that occur during the school year.

Students are responsible for any work missed while on a school sponsored field trip during the school day.

VII. PROCEDURES

AGENDA

All students will be given an agenda. It is your responsibility to write your daily assignments in your agenda. You must bring your agenda to each class. Hallway passes are written by teachers in the agenda. Students will be permitted into class late if they have a signed pass in their agenda from their previous teacher or a member of the office staff. If you lose or destroy your agenda, you will be required to purchase a new one at a cost of \$5.00.

ARRIVAL AND DEPARTURE

Arrival

1. Students are not permitted to walk or bicycle to school. All students must ride a bus or be dropped off.
2. School rules and policies will be in effect for all students en route to and from school until they get off the bus.
3. Students that come to school by automobile are to be let out as quickly and safely as possible at the side parking lot door. Students should arrive no earlier than 7:20 a.m.
4. Students who arrive by automobile should be dropped at the side entrance. Parents who need to come into the building should report directly to the office. Students are not to be walked to class. If a parent/teacher conference is needed, please call ahead to schedule.
5. The main entrance is the bus loading zone and should be kept clear of any traffic between the hours of 7:10-7:50 a.m. and 2:15-3:15 p.m.
6. Students who ride buses should enter the building immediately after they arrive.
7. Students who arrive to school once it has started must sign in at the office indicating the reason for being late. **A note from a parent/guardian is required.**
8. Students must be picked up by 2:40.

Procedures for Dismissal

1. Students must exit the building by 2:40 unless otherwise approved to stay by the building principal.
2. Students who ride buses will exit the building through door 1, 18, or 17 at the front of the building.
3. Those being picked up will exit the side parking lot door and move along the sidewalk toward the front of the building where students can safely enter the car. Students must not cross in front of ANY car.
4. Those picking up students should line up around the circle and patiently wait as students load. It is important that students load quickly and that drivers are parked in the far right hand lane when waiting for students.
5. Safety and security is a top priority at Eisenhower Intermediate School and we thank you in advance for your cooperation.

BUS BEHAVIOR AND TRANSPORTATION PROCEDURES

Many of our students are transported to school by bus. Although riding a bus is a right you are entitled to, with it comes the responsibility to behave appropriately.

1. You are expected to ride the bus to which you are assigned. Any exception to this rule must be approved by the school office personnel.
2. Riding buses other than your assigned bus is discouraged except in emergency situations because of limited riding capacity and potentially crowded conditions.
3. You are expected to respect and obey all directions given by bus drivers and follow all basic safety regulations. THE CODE OF CONDUCT IS IN EFFECT FROM THE TIME YOU BOARD THE BUS.
4. If you violate the code of conduct or disregard rules and procedures regarding transportation, your bus privileges will be suspended and there may be further disciplinary consequences.

Please go over the following information with your child. It is required by law that the drivers follow these procedures and rules. The enforcement of these rules is required for the safe transportation of all students.

Bus Rules

- 1 Students must go directly to an available or assigned seat.
- 2 Students must remain seated keeping aisles and exits clear.
- 3 Students must observe classroom conduct and obey the driver promptly and respectfully.
- 4 Students must not use profane language or make obscene gestures, or harass other students.
- 5 Students will not vandalize the bus or any personal property.
- 6 Students must not use or have tobacco products or paraphernalia.
- 7 Students must not use or have alcohol or drugs and paraphernalia.
- 8 Students will not fight or strike another person, not even horseplay on the bus.
- 9 Students will not use or have in their possession knives or firearms while on the bus.
- 10 Students must not throw or pass objects on, from, or into to the bus.

- 11 Students will not place their arms, heads or any other parts of their bodies outside the bus window.
- 12 Students shall arrive at the bus stop 10 minutes before the bus is scheduled to arrive.
- 13 Students must wait in a designated location clear of traffic and away from the bus stops.
- 14 Students will not eat or drink on the bus.
- 15 Students must carry on the bus only objects that can be held in their laps.
- 16 Students must leave or board the bus at the assigned bus stop.
- 17 No animals or pets are allowed in the bus.
- 18 Students will follow directions of the bus driver or bus monitor at all times.
- 19 Electronic devices can be used at the discretion of the bus driver.
- 20 All belongings are to be kept in the backpack/book bag.

No gang related paraphernalia is allowed or to be displayed on the bus.

CAFETERIA PROCEDURES

1. Cafeteria Rules

Rules for a Very Successful Cafeteria	
Voices	Talk in “restaurant” voices
	Talk with neighbors at your table only
Seating	Feet under the table
	Stay seated unless dismissed
	NO leaving the cafeteria without permission
Cleanliness	Pick up after yourself
	ALL garbage must be thrown out
	Throwing of food is not permitted

2. Breakfast

All students that arrive at school from 7:20-7:50 will have the opportunity to participate in the breakfast program. Students buying breakfast will report immediately to the cafeteria for breakfast by walking down the Science hallway to the cafeteria.

- Students will not be permitted to go to their lockers before breakfast. All items that the students bring to school must be taken to the cafeteria.
- Students who are finished eating breakfast will be released from the cafeteria at the 7:40 bell.
- Students who are still eating when the 7:40

bell rings can remain in the cafeteria until the 7:47 bell.

- Students will not be permitted to eat food in the hallways.
- Students who must take a breakfast bag to first period will be asked to throw their trash away after announcements are finished.
- Breakfast is not served after 7:45 (unless busses are late, etc.)

3. Lunch/Recess

Each student will have one forty minute lunch/recess period. At the 20 minute mark of lunch, students who are finished eating will be dismissed to go outside (weather permitting), if they choose. Students wishing to remain in the cafeteria may. Students may talk with friends, read, do homework, etc.

While in the cafeteria, all students are expected to display proper dining habits and behavior. Cafeteria rules will be explained at the beginning of the school year. Abuse of cafeteria rules may result in the loss of some or all cafeteria/recess privileges.

All pupils must eat their lunch in the cafeteria. Student lunches may be purchased in the cafeteria, and those bringing lunches from home may supplement these through purchases of drinks and snacks. We ask that parents not bring fast food to school for their children. Due to seating availability and preferences, visitors are not permitted in the cafeteria for lunch. Separate accommodations may be able to be made for special circumstances.

Promptness in getting to and from the lunch room is necessary and tardiness this period will be treated the same as at any other time. Students are not permitted to leave the school grounds during lunch.

Birthday celebrations are to be taken care of after school hours. FOOD IS ONLY TO BE CONSUMED IN THE CAFETERIA.

4. Free/Reduced Meals

The Oregon City School District participates in the Federal Breakfast/ Lunch Program. Each school has application forms which indicate the income scale necessary to qualify for free or reduced meals. Parents who are interested are asked to call the school or ask their child to stop by the office to pick up the application form.

FEDERAL/STATE/LOCAL COMPLIANCE

The Oregon City Schools District complies with federal laws, which prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. The Oregon City School district also complies with the Family Education Rights and Privacy Act of 1974 that grants to parents/guardians the right to examine their children's official school records. Inquiries regarding unlawful discrimination may be directed to the Assistant Superintendent, Oregon City Schools, 5721 Seaman Road, Oregon, Ohio 43616, or by calling 419-693-0661.

GUIDANCE AND COUNSELING

Counseling services are available to all students. Administrators, teachers, parents or students may refer a student for counseling. Counselors are trained to listen to and assist students with academic or personal concerns. Counselors assist parents in arranging conferences with teachers when academic or behavioral issues arise. Students and their parents should feel free to consult with our counselor about classroom concerns, plans, decisions or personal problems. Students are encouraged to become acquainted with their counselor.

HALLWAY PROCEDURES

1. When you are dismissed from a class, go directly to your next class without loitering in the hallways. You have three minutes between classes.
2. Walk on the right side of the hallway.
3. Do not run, push or horseplay in the hallways.
4. Avoid gathering in the halls in a manner that blocks traffic.
5. If you are in the hallways during classes, you must have a pass signed by a teacher.
6. You are required to exit the building by 2:40 each day unless you are involved in an after school activity.

LOCKER PROCEDURES

1. Lockers will be available for your use in storing school supplies and personal items necessary for use at school at EIS.
2. Store only items related to school in your locker. Do not keep money or other valuables in your locker. Do not keep anything in your locker that would interfere with your purpose at school, or is illegal.
3. Coats and book bags must be stored in lockers. They are not to be brought to class.
4. Do not store food in your locker.
5. Attach items to the inside of your lockers with magnets. Do not use tape or stickers.
6. Outside of lockers are not to be decorated and no tape/adhesive is to be applied to the outside of the locker.
7. Students must keep their belongings secured at all times in the hallway lockers and in the locker room lockers.
8. Locks should be purchased from the office (due to the ability to have one key for all locks). If a non-school lock must be cut off, reimbursement for the lock will not be made.
9. Students who experience difficulty with a locker and need repairs should report the information in the office.

Remember that the school owns and controls the use of the lockers. An Eisenhower Intermediate School staff member can initiate a search of a locker at any time.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office during the school day. Students are expected to check frequently in the office for lost items.

MEDIA CENTER PROCEDURES

Eisenhower Intermediate School students are encouraged to use our school library. All materials except reference books may be checked out for your enjoyment and for assignments.

1. Materials are checked out for two weeks and may be renewed once.
2. Only two items can be checked out at a time.
3. Accounts are frozen at any time materials are past due.

4. If you have unreturned books or unpaid fines at the end of the year, you will not be able to participate in field trips or field day activities. Your Power School account grade card will be held until all fines are paid.

PARTIES/INVITATIONS

In order to foster a positive, focused learning environment and to avoid hurt feelings and strife, invitations for extra-curricular activities/parties are not permitted to be distributed throughout the school day.

RECESS POLICIES AND PROCEDURES

Recess will be available for students after they eat lunch. Students must complete lunch and after the 20 minute mark, students will be released to go outside.

Procedures

- Students will exit through the 6th grade hallway door and take the sidewalk to the tennis courts.
- Students must follow rules of the games they play and are subject to consequences outlined through the Code of Conduct.
Hands-on activities, including tackle football, are not permitted.

VISITORS

Visitors and parents/guardians are required to check in at the office upon arrival. This is per ORC #3313.20. Visitors must identify, in the office, all the destinations in which they would like to visit. If permission is granted, a visitor's pass will be issued.

Visitation by children from other schools is normally not permitted. Children under school age are not permitted to visit the school unless accompanied by parents.