



# EISENHOWER INTERMEDIATE SCHOOL

## Student/Parent Handbook

### 2017—2018

Eisenhower Intermediate School  
331 North Curtice Road  
Oregon, Ohio 43616

Telephone: 419.836.8498  
Attendance Hotline: 419.836.3525  
Website: [www.oregoncs.org](http://www.oregoncs.org)

#### THIS SCHOOL AGENDA BELONGS TO:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Locker Number: \_\_\_\_\_

| Username for your accounts |  | Password Hint |
|----------------------------|--|---------------|
| Email/<br>Google           |  |               |
| Study<br>Island            |  |               |
| Star                       |  |               |
| Power<br>school            |  |               |

**2017 – 2018**

**EISENHOWER INTERMEDIATE SCHOOL**

**DAILY BELL SCHEDULE**

|                                   |                      |                      |
|-----------------------------------|----------------------|----------------------|
| <b>Students Enter Hallways</b>    | <b>7:40</b>          |                      |
| <b>Warning Bell</b>               | <b>7:47</b>          |                      |
| <b>Tardy Bell</b>                 | <b>7:50</b>          |                      |
| <b>Period 1</b>                   | <b>7:50 - 8:37</b>   |                      |
| <b>Period 2</b>                   | <b>8:40 - 9:22</b>   |                      |
| <b>Period 3</b>                   | <b>9:25 - 10:07</b>  |                      |
| <b>Period 4</b>                   | <b>10:10 - 10:52</b> | <b>5A, 5B Lunch</b>  |
| <b>Period 5</b>                   | <b>10:55 - 11:37</b> | <b>5C, 6C Lunch</b>  |
| <b>Period 6</b>                   | <b>11:40 - 12:22</b> | <b>6A, 6B Lunch</b>  |
| <b>Period 7</b>                   | <b>12:25 - 1:07</b>  |                      |
| <b>Period 8</b>                   | <b>1:10 - 1:51</b>   | <b>Connections 6</b> |
| <b>Period 9</b>                   | <b>1:54 - 2:35</b>   | <b>Connections 5</b> |
| <b>Dismiss to Bus</b>             | <b>2:35</b>          |                      |
| <b>Students Must Be Picked Up</b> | <b>2:40</b>          |                      |

**2-HOUR DELAY**

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

# BELL SCHEDULES

## 1 HOUR AM ASSEMBLY

|                |                     |         |
|----------------|---------------------|---------|
| Students Enter | 7:40                |         |
| Warning Bell   | 7:47                |         |
| Tardy Bell     | 7:50                |         |
| Period 1       | 7:50-8:39           | 39 min. |
| Period 2       | 8:32-9:06           | 34 min. |
| Assembly       | 9:11-10:11          | 60 min. |
| Period 2       | 10:11-10:14         | 3 min.  |
| Period 3       | 10:17-10:51         | 34 min. |
| Period 4       | <b>5A, 5B Lunch</b> |         |
|                | 10:54-11:28         | 34 min. |
| Period 5       | <b>5C, 6C Lunch</b> |         |
|                | 11:31-12:05         | 34 min. |
| Period 6       | <b>6A, 6B Lunch</b> |         |
|                | 12:08-12:42         | 34 min. |
| Period 7       | 12:45-1:19          | 34 min. |
| Period 8       | 1:22-1:57           | 35 min. |
| Period 9       | 2:00-2:35           | 35 min. |

## 1 HOUR PM ASSEMBLY

|                |                     |         |
|----------------|---------------------|---------|
| Students Enter | 7:40                |         |
| Warning Bell   | 7:47                |         |
| Tardy Bell     | 7:50                |         |
| Period 1       | 7:50-8:29           | 39 min. |
| Period 2       | 8:32-9:06           | 34 min. |
| Period 3       | 9:09-9:43           | 34 min. |
| Period 7       | 9:46-10:20          | 34 min. |
| Period 4       | <b>5A, 5B Lunch</b> |         |
|                | 10:23-10:58         | 35 min. |
| Period 5       | <b>5C, 6C Lunch</b> |         |
|                | 11:01-11:36         | 35 min. |
| Period 6       | <b>6A, 6B Lunch</b> |         |
|                | 11:39-12:14         | 35 min. |
| Period 8       | 12:17-12:52         | 35 min. |
| Period 9       | 12:55-1:30          | 35 min. |
| Assembly       | 1:35—2:35           | 60 min. |

## 45 MINUTE AM ASSEMBLY

|                |                     |         |
|----------------|---------------------|---------|
| Students Enter | 7:40                |         |
| Warning Bell   | 7:47                |         |
| Tardy Bell     | 7:50                |         |
| Period 1       | 7:50-8:29           | 39 min. |
| Period 2       | 8:32-9:08           | 36 min. |
| Assembly       | 9:13-9:58           | 45 min. |
| Period 2       | 9:58-10:00          | 2 min.  |
| Period 3       | 10:03-10:39         | 36 min. |
| Period 4       | <b>5A, 5B Lunch</b> |         |
|                | 10:42-11:18         | 36 min. |
| Period 5       | <b>5C, 6C Lunch</b> |         |
|                | 11:21-11:57         | 36 min. |
| Period 6       | <b>6A, 6B Lunch</b> |         |
|                | 12:00-12:36         | 36 min. |
| Period 7       | 12:39-1:15          | 36 min. |
| Period 8       | 1:18-1:55           | 37 min. |
| Period 9       | 1:58-2:35           | 37 min. |

**Student:**

|   |   |
|---|---|
| <p>Connections<br/>Schedule for 1<sup>st</sup><br/>quarter goes here.</p> | <p>Connections<br/>Schedule for 2<sup>nd</sup><br/>quarter goes here.</p> |
| <p>Connections<br/>Schedule for 3<sup>rd</sup><br/>quarter goes here.</p> | <p>Connections<br/>Schedule for 4<sup>th</sup><br/>quarter goes here.</p> |

|   |
|---|
| <b>1<sup>st</sup> Qu Homework Extension</b> |
| MATH  |
| LANG ARTS                                   |
| SOC ST                                      |
| SCIENCE                                     |

|   |
|---|
| <b>2<sup>nd</sup> Qu Homework Extension</b> |
| MATH  |
| LANG ARTS                                   |
| SOC ST                                      |
| SCIENCE                                     |

|   |
|---|
| <b>3<sup>rd</sup> Qu Homework Extension</b> |
| MATH  |
| LANG ARTS                                   |
| SOC ST                                      |
| SCIENCE                                     |

|   |
|---|
| <b>4<sup>th</sup> Qu Homework Extension</b> |
| MATH  |
| LANG ARTS                                   |
| SOC ST                                      |
| SCIENCE                                     |

| <b>Username for your accounts</b> |  |
|-----------------------------------|--|
| Email/<br>Google                  |  |
| Study<br>Island                   |  |
| Star                              |  |
| Power<br>school                   |  |

| <b>Password Hint</b> |
|----------------------|
|                      |
|                      |
|                      |
|                      |

|   |           |
|---|-----------|
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## **WELCOME**

Welcome to Eisenhower Intermediate School! The faculty, staff, and administration hope that you will find the 2017—2018 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 **up to** 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.



### **Pink Slip Policy: 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 2<sup>nd</sup> and 3<sup>rd</sup> pink slips.
2. A 30-minute after-school detention will be issued for each of the 4<sup>th</sup> and 5<sup>th</sup> Pink Slips.
3. A 60-minute after-school detention will be issued for each of the 6<sup>th</sup> and 7<sup>th</sup> Pink Slips.
4. A 120-minute after-school detention will be issued for each of the 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> Pink Slips.
5. One day of ISAP (In-School-Alternate-Placement) will be issued for each of the 11<sup>th</sup> and 12<sup>th</sup> 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 state assessments in 5<sup>th</sup> grade 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 Miner 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 Takacs 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](http://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 2017–2018 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**

Students will receive standard marks for each standard formally assessed each quarter. The standard marks (1-4) will be used to determine an overall letter grade for each subject area.

Letter grades will be given in:

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

## **GRADING SCALE**

### **Standard Grades**

- 4 -- Student has met the End of Year expectations for the standard.
- 3 -- Student is approaching mastery.
- 2 -- Student is showing growth in the standard.
- 1 -- Student needs intensive support at home and school in the standard.
- + -- Student is extending the End of Year expectations.

### **Subject Grades**

| <u>GRADE</u> | <u>PERCENTAGE</u>     | <u>GPA</u> |
|--------------|-----------------------|------------|
| A            | 3.5-4                 | 4.0        |
| B            | 2.5-3.4               | 3.0        |
| C            | 1.5-2.4               | 2.0        |
| D            | 1.0-1.4               | 1.0        |
| IS           | Insufficient Evidence |            |

## **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.

## **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](mailto:parentportal@oregoncs.org) or 419.693.0661, ext. 3273.

Students who misplace passwords can request a new password at [studentportal@oregoncs.org](mailto: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 2017—2018 school year will include the following:

- 5<sup>th</sup> and 6<sup>th</sup> Grade STAR Benchmarking
- 5<sup>th</sup> Grade Reading, Math, and Science Ohio State Tests
- 6<sup>th</sup> Grade OLSAT and Stanford 10 testing
- 6<sup>th</sup> 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)

#### Truancy Policy

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

A “habitual truant” student is any child of compulsory age who is absent without a legitimate excuse for:

- 1) 30 or more consecutive hours (4.5 days) without a legitimate excuse\*
- 2) 42 or more hours (6.25 days) in one month without a legitimate excuse\*
- 3) 72 or more hours (10.5 days) in one year without a legitimate excuse\*

\***Legitimate/excused reasons** to be absent from school are:

- 1) Personal illness with doctor’s note stating that the child is unable to attend school on given day(s)
- 2) Medical Excuse
- 3) Death in the family
- 4) Religious Observations
- 5) Quarantine
- 6) Court Subpoena
- 7) Family Vacation (one vacation approved in advance as described in the student handbook)

\***Unacceptable reasons** for being absent/tardy from school may include but are not limited to: oversleeping, car trouble, missing the bus, ride did not show up, shopping, haircut, beauty shop appointments, babysitting, out-of-school suspension, truancy, family errands, hunting, non-school sponsored activities or sporting events, non-treatment of head lice or other absences not listed as excused. A doctor appointment does not constitute an automatic excused absence.

When a student is habitually truant, the following will occur:

- 1) Within seven (7) days of the triggering absence, the district will:
  - select members (2 representatives from the school, parents/guardians, and student) for the Absence Intervention Team (AIT)
  - make three attempts to secure the student’s parent or guardian’s participation on the AIT
- 2) Within ten (10) days of the triggering absence, the student will be assigned to the selected AIT
- 3) Within fourteen (14) days after the assignment of the team, the district will develop the student’s Absence Intervention Plan
- 4) If the student does not make progress on the plan or continues to be excessively truant, the district will file a complaint in juvenile court

A student has “excessive absences” when a child of compulsory age is absent:

- 1) 38 or more hours (5.5 days) in one school month with or without a legitimate excuse
- 2) 65 or more hours (9.5 days) in one school year with or without a legitimate excuse

When a student is excessively absent from school, the following will occur:

- 1) The district will notify the student’s parents in writing within seven days of the triggering absence;
- 2) The student will follow the district’s plan for absence intervention; and
- 3) The student and family may be referred to community resources.

### **Absent Notification**

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.

### **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.

### **Procedures for Family Vacation**

There are times during the year at which parents pre-plan a student absence in the form of a vacation. Please follow the procedures below:

1. A Family Vacation Form must be completed (may be found in the office or on-line).
2. The form must be completed prior to the vacation.
3. The student will present the completed form to all his/her teachers.
4. Homework missed from the vacation absence(s) will be given to the student upon their return to school.
5. Vacation time will be approved for the equivalent of 5 days (33 hours and 45 minutes).
6. Please try to avoid testing weeks when planning a vacation.

## **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.

### **WEEKLY E-MAILS**

Each week an e-mail will be sent from the principal with information about up-coming events. We will also be celebrating the events and achievements at Ike. These e-mails go to all with up-dated e-mails in Power School. If you are not receiving the weekly e-mail, please contact Mr. Holcombe. Those without e-mail access can contact Mrs. Sanderson and a paper copy can be sent home.

## **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. Any staff member can issue demerits. 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 4<sup>th</sup> demerit received (any combination) a warning notice will be sent home to your parent or guardian.
2. When the 5<sup>th</sup> and 6<sup>th</sup> demerits are received, a lunch detention will be issued.
3. When the 7<sup>th</sup>, 8<sup>th</sup> demerits are received, a 30 minute after-school detention will be issued.
4. When the 9<sup>th</sup> and 10<sup>th</sup> demerits are received, a 60 minute after-school detention will be issued.
5. When the 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> demerits are received, a 120 minute detention will be issued.
6. The 14<sup>th</sup> 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).

#### Physical Education Dress

- Athletic shorts, etc. are permitted during the school day. However, it is MANDATORY that students change clothes for PE and Movers and Shakers (Connections).
- Follow other safety rules notated on the PE syllabus.

#### 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<sup>st</sup> 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<sup>nd</sup> 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<sup>rd</sup> 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<sup>th</sup> 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. 5<sup>th</sup> grade students will fill the left and right sections of the auditorium. 6<sup>th</sup> grade students will fill the middle section of the auditorium. They may also fill in behind the 5<sup>th</sup> 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.

## Procedures for Recess

- Students will exit through the 6<sup>th</sup> 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.

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. Fast food is not permitted in the lunch room.**

### **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.

### **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.