

WELCOME

On behalf of the entire staff, I would like to welcome everyone to Grigsby Intermediate School. We are confident that students and parents will enjoy and share the many experiences and activities that are planned for the students. The pages of this student-parent handbook will give you an overview of some important facts and information of which you need to be aware so we have strong home-school cooperation and communication. Please read the information carefully and keep for a handy reference throughout the year. Also within this handbook are pages for the student to write down daily, weekly, and long-term assignments. We sincerely feel that the educational process is a cooperative one. Through involvement, cooperation and understanding of everyone involved with the students, students will have the best possible opportunity to develop to their fullest potential academically, socially, and physically. Parents, we hope to see you often, as you are invited to attend any of the programs or activities scheduled at school. Students, we look forward to working with you each and every day of the new school year.

Jennifer Dearwester, M. Ed.
Principal

GRIGSBY INTERMEDIATE STAFF

Katie Amos, grade 3	Alex Hemmelgarn, grade 5
Heather Bishop, grade 3	Diane Johnson, grade 5
Amanda Miller, grade 3	Elisabeth Middleton, grade 5
Ashley Shouse, grade 3	Jennifer Sutter, grade 5
Jill Seaborn, grade 3	Tyler Francko, grade 5
Jaclyn Sheldon, grade 3	Laura Tomko, grade 5
Tony Phillips, grade 4	Michelle Fitzpatrick, music
Penny Bair, grade 4	Debbie St. Jacques, media
John Giles, grade 4	Nikole Raflick, art
Stacy Lipps, grade 4	Kevin Witt, phys. ed.
Ryan Thomas, grade 4	
David Steckel, grade 4	
Kevin Baker, intervention specialist	
Katie Balestrino, intervention specialist	
Janice Truett, intervention specialist	
Jennifer Goodwin, Title reading	
Robin Mobley, Title reading	
Lisa Lahiff, classroom aide	
Holli Howell, classroom aide	
Tangie Taylor, classroom aide	
Denise Jewell, classroom aide	
Kelli Gill, nurse	
Jovetta Wyson, office personnel	
Nicole Casson, office personnel	

PHILOSOPHY

Grigsby Intermediate School is a critical link between Alden R. Brown and Chamberlain Middle School. This school provides an environment of trust and caring where students are encouraged to develop to their fullest extent in the areas of academics, emotional growth, and social and physical growth. The principal and teachers hold high expectations for themselves and their students. Teachers are persistent in urging students to strive toward mastery levels of achievement consistent with their individual capabilities. The curriculum of Grigsby Intermediate School includes experiences that provide children with basic skills necessary to function in our society. It also includes experiences that enable students to grow in knowledge, understanding, and

appreciation of themselves and others. In addition, students acquire basic knowledge in science, social studies, fine arts, health, physical education, language arts, and mathematics. Students also begin to take advantage of the availability of computers and computer software that supplement the curriculum.

SCHOOL DAY

The school office is open from 8:00 a.m. to 3:45 p.m. each school day. Parents are requested to call the school at 937.746.8969 if they have any concerns, questions, or wish to have a conference. Parents must report to the office, sign in, and receive a visitor badge before attending meetings or before going to a specific teacher's classroom. Parents who visit their child's class or eat in the cafeteria must sign in at the office. It is a critical safety issue for us to know all people who enter our building. Parent visits to the classrooms are permitted (30 minute limit) with advance arrangements made with the teacher and principal. We ask that parents attempt to discuss their concerns with their child's teacher before involving the principal. This is the proper chain of command. We will attempt to arrange conferences during the teacher's plan period or prior to the beginning of the school day.

STUDENT DISMISSAL

The bell will dismiss students at the end of the school day. All students are to exit through the two west doorways in the front of the building in an orderly fashion. Staff members will be on duty at each exit. Students are to walk, not run to the buses. No student will be permitted to ride any bus other than the one assigned unless the principal receives a written note or a telephone call from the parent or guardian. The reason must be for emergency purposes. A student cannot ride a different bus for reasons such as scout meetings, church functions, and play with a friend at his/her home, etc.

EMERGENCY CLOSING, DELAYS, EARLY DISMISSALS

In the event of inclement weather or other emergencies that may necessitate a school closing, delay, or early dismissal, the Carlisle Schools will communicate with the parents, students, and employees via phone call, radio and television stations. Arrangements must be made in advance for students in case of early dismissal. Make arrangements for your children to go to a relative or neighbor's house if no one is going to be home. Students will not be permitted to call home except for emergencies and parents may not be able to reach the school because of busy lines.

DRIVING STUDENTS TO AND FROM SCHOOL

Parents who drive students to and from school are requested to drop students off and pick them up at the front of the building unless buses are present. Students who are to be picked up instead of riding the bus home must have a note that includes the following information:

1. Date note is written
2. Student's first and last names
3. Method student is to leave school (parent picking student up)
4. Specific date(s) to which note applies
5. Signature of parent or guardian

The student will be required to stay inside the building until the parent comes into the office and signs out the student. Earliest drop off time for students is 7:45 am. Students will not be permitted in the building before 7:45 am. Vehicles are

permitted in the drive from 7:45-7:55 am and after buses leave the drive in the afternoon. **Vehicles are not permitted in the drive when buses are present.** If you are dropping your child off and the buses are in the drive, please drop your child off at the south door (this door faces the high school).

PARENT INVOLVEMENT

The Grigsby Intermediate School staff invites parents to be involved in their school. An excellent means of involvement is membership in the Parent Teacher Organization (PTO). Announcements will be distributed early in the year inviting parents to become involved in their children's education through participation in this group.

The PTO benefits students and staff to a great extent through a variety of service projects, special activities, and fund-raising events.

FIRE, TORNADO AND LOCKDOWN DRILLS

The teachers and students will follow the preplanned instructions as to what action is to be taken in the event of such drills. All information is posted in each classroom. If circumstances arise that could threaten the safety of our students and staff (i.e. a suspicious person enters the building, etc.) the following P.A. announcement will be given, "Students and staff we will practice our lockdown drill at this time". Upon hearing this announcement:

1. The classroom door will be closed and locked.
2. The classroom lights will be turned off.
3. The window shades of the classroom will be closed.
4. The students will be seated along a wall within the classroom where they cannot be easily seen from the window or the classroom door.

Students will not be permitted to leave the classroom. Strangers will not be permitted to enter the classroom. The following P.A. announcement will be given to conclude the lockdown drill; "This concludes our lockdown drill. Thank you for your cooperation".

DISTRICT HOMEWORK POLICIES

Students have a right to expect homework to be evaluated in some manner and that it be a factor in the assessment of their classroom performance.

Time required to complete homework assignments will vary from student to student and grade level to grade level; therefore, it is difficult to determine what an appropriate amount of homework is. In the name of fairness, some guidelines must be established in order to avoid overburdening students and therefore defeating the intended purpose of homework.

The following should be construed as a guideline in determining the appropriateness of homework assignments:

- A. Grades 1-3 average 30 minutes/day
- B. Grades 4-6 average 60 minutes/day
- C. Grades 6-9 average 120 minutes/day
- D. Grades 10-12 average 50 minutes/day

If the student missed homework due to absences or illnesses, the student will have the same amount of time missed from school to makeup the missed work.

(For example: A student who is absent on Mon. but returns the next day on Tues. has until the following day, Wed., to

turn-in homework.) Parents, if your child is spending an excessive amount of time at home completing homework, contact the teacher.

MAKE-UP WORK

It is our practice not to provide make-up work for a single day's absence. We will, however, provide such work when a child is ***absent more than a three-day period***. Specific work to be assigned as at-home make-up work is at the discretion of the individual teacher. **Please call the school prior to noon of the third day to arrange to pick up the make-up assignments.** Teachers may not have a free period during the day in which to prepare assignments and they are often already scheduled for meetings after school. Please allow a day - 24 hours - for us to assemble make-up work assignments.

ATTENDANCE

Regular school attendance is essential for the educational development of the students. Part of our philosophy is to prepare students with academic and co-curricular experiences that will contribute to academic competency, personal growth, physical and mental health, citizenship, self-expression, and self-esteem. Regular school attendance is necessary in order to take full advantage of this preparation and to establish continuity of instruction. Students who have poor attendance usually have more academic problems. Attendance will be taken each day. Students not in their assigned class will be considered absent. Unless a viable reason is given, the absence will be considered unexcused. Students who are absent from school with an excused absence will have the opportunity to make-up any and all class assignments, quizzes and/or tests that may have been missed. We attempt to minimize distractions during the school day. Therefore, office personnel will only contact parents and/or guardians if a child is ill (has a fever, throwing up, etc.) at school.

Legal Requirement

Ohio Revised Code, Section 3321.01:

All Children between the ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03:

It is the parent's responsibility to cause the child to attend school.

Reporting and Monitoring Student Absences

It is the obligation of the parent, guardian, or custodian to report child's absence or tardy each day.

- The parent should phone the school within two hours (10:20 am) from the start of school on the day of absence.
- A school logged parent/guardian phone call received by the attendance office, on each day of the student's absence is sufficient to excuse the child's absence. Upon the student's return to school, the parent/guardian shall provide written documentation from a treating physician, nurse practitioner, or physician assistant stating the day(s) absent and the reason for such absence.
- Written documentation from the parent/guardian/non-doctor note may be in the form of an email or fax to the proper school authority or directly from a physician's office, if permitted by the physician's office.

- If within five (5) school days after returning to school following an absence, written documentation has not been received, the absence will be “unexcused.”
- The parent/guardian (and not the school) maintains responsibility to make certain the telephone call and/or absence note was submitted to the proper school attendance authority in a timely fashion.
- If the school doesn’t receive notification, a phone call will automatically be made to the Principal parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student’s absence.
- All notes parental/guardian or physician’s must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

Documentation for Absences, Tardies, and Early Dismissals

Generally, twelve (12) occurrences of absences from school, which include full days, partial days, tardies and early dismissals may be documented by a parent/guardian phone call. Medical notes shall count against the 12 occurrences that a parent may excuse. Absences (full and partial days), tardies and early dismissals in excess of 12 occurrences may not be excused by a parent and shall require documentation by the child’s treating physician, nurse practitioner, or physician’s assistant- unless an occurrence is otherwise excused due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student’s best interest. Those circumstances include, but are not limited to: the student’s attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician’s assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused. In all instances where students/parents have previously been adjudicated guilty for truancy-related offenses (habitual /chronic truancy and contributing), excused absences shall be granted only on the condition of a note from a physician (see next section) or personally excused from school by the administrator.

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctor’s may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school.) Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Chronic Illness Waiver

Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the child’s physician/nurse practitioner/physician assistant without the need for the child to be seen by the physician. Parents shall obtain this Waiver from the school nurse. Once approved by the physician and on file with the nurse, the parent shall provide written documentation for any absence of the specific chronic condition (and mention the chronic condition in the parent note). The Waiver is valid for August – December and shall be renewed for January – June, unless otherwise extended by the school nurse based on individual health circumstances of the student.

Tardy to School

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after 8:20 am must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration.

Tardy To Class

Class tardies are handled on an in-school basis.

Truancy Defined

Truancy is defined by the Ohio Revised Code, Section 3313.609, as “any absence that is not excused.”

Important Notes: If a student acquires 38 hours in one month or 65 hours of excused or unexcused occurrences in one school year, a warning letter will be mailed to parent/guardian.

The school, in compliance with Ohio Truancy Laws, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissal:

- If a student acquires 45 hours of unexcused occurrences, a Truancy Education Meeting will be scheduled. This group meeting will be held in your child’s school district. The purpose of this meeting is to advise parents/guardians of the new truancy laws, school policy, and student current attendance records.
- If a student acquires 30 hours of occurrences, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent’s place must be filed by the parent for the designee to participate in the Absence Intervention Team

meeting), school administrator or their designee, and Attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, "contributing" charges may be filed against the parent(s).

Habitual Truancy (unruly):

The Ohio Revised Code define a student as being a habitual truant when a student has:

30 consecutive hours of unexcused occurrences from school or
42 hours unexcused occurrences from school in a school month or
72 hours unexcused occurrences from school in a school year

*Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been guilty of "contributing charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

Early Dismissal

Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals will be counted toward the student's 12 occurrences in the school year. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal. When a student arrives on the campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

Warren County Inter-School Attendance Agreement
Student attendance records shall be maintained for the students moving from one Warren County school district to another district within the county. This includes all

provisions of this policy (excused/unexcused absences, steps in the truancy process, et. al.)

STUDENT CODE OF CONDUCT

The Student Code of Conduct meets the intent of the Ohio Revised Code, which requires each board of education to adopt a set of rules, and regulations designed to maintain order and discipline necessary for effective learning. The Carlisle Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every disciplinary and prescriptive means be employed on behalf of those who would destroy or deny such an environment.

This code and its provisions shall be applicable to the following behaviors occurring on school property, at school-related activities away from school, and occurring off school property but are designed to have a negative impact on school or the district. Violations can occur against other students, school employees, visitors to school, or to the school environment in general. Students who violate the Code of Conduct are subject to Saturday school, in-school alternative discipline class/program/building (this may occur in or outside the school district and during or after the normal school day), in-school suspension, out-of-school suspension, denial of bus privileges, denial of driving privileges, emergency removal from school, denial of participation or suspension from extracurricular activities, expulsion, and/or referral to the proper law enforcement agency.

1. Truancy

Unexcused absence from school or class. Leaving school without permission from a school official. Excessive tardiness.

2. Abuse of Others

No student shall use, direct, electronic, or display words, phrases, gestures, images, or actions which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by school administration. This applies to other students as well as staff members.

3. Fighting/Violence

Intentional behavior, which causes, attempts, or threatens physical injury including but not limited to fighting, assault, hazing, and/or making general threats.

4. Vandalism

Damaging or attempting to damage property on school grounds. This includes public or personal property at school or at a school-related event. Arson or attempting to set a fire.

5. Theft

Stealing or attempting to steal public or personal property. Possession of stolen property.

6. Use/possession of a gun

Use or possession of any kind of firearm or look-alike replica of a firearm.

7. Use/possession of a weapon other than a gun or explosive

Use or possession of any kind of weapon or look-alike replica of a weapon other than a firearm or explosive such as a knife,

razor, club, chain, etc., using to inflict harm on another person or to intimidate any person.

8. Use/possession of any explosive/incendiary device or poison gas

This includes matches, lighters, and any substance that could ignite or enhance a fire.

9. Use/possession of tobacco

Using or possessing any substance containing tobacco including smokeless tobacco, electric nicotine device, or look-a-like tobacco.

10. Use/possession of alcohol

Using, possessing, or being under the influence of any substance containing alcohol.

11. Use/possession of other drugs

Using, possessing, or being under the influence of drugs other than alcohol or prescription medication that has been administered in accordance with the district's policies. This includes look-alike drugs, inhalants, counterfeit drugs, or any substance you think to be a drug or controlled substance.

12. Disrespect

No students shall be disrespectful to any school employee or adult. A student shall not direct toward a school employee words, phrases, or gestures which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class. If the student is in disagreement with a teacher, the student must talk with the teacher privately after class. If this does not resolve the disagreement, the teacher or student should schedule a conference with administration in the building. Dishonesty with school personnel shall be classified as disrespectful behavior as well.

13. Failure to attend detention

No student shall skip or refuse to take detention or other properly administered discipline.

14. False alarms/bomb threats

This includes setting or reporting false fire, tornado, bomb or disaster alarms. The Board of Education authorizes the superintendent to expel a student found guilty of expediting a bomb threat (verbally or in writing) to an expulsion of up to 365 calendar days.

15. Disruption of School or Bus

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to the carrying on of a normal school day or activity. Examples of disruption include, but are not limited to, use of profanity, unusual or offensive attire, setting off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc. Anything that disrupts the learning process may be classified as disruption of school. No student shall lean or throw any items out of a bus window. No student shall refuse or disobey a bus driver's request or direction per bus regulations. See the section "Bus Regulations" for a complete list of bus rules.

16. Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in the

academic process, taking place either within a classroom or elsewhere on school premises, the student may be removed from the curricular activity or school premises on an emergency basis.

17. Telecommunication Violation

The school will not be responsible or liable if these items are lost, stolen, or damaged. No students shall take pictures or film other students or staff members without proper permission. Teachers and employees may confiscate iPods/mp3's/cell phones/etc....if used during class.

- **Sexting** – No student shall possess text, show, or take photos of any nude body parts of any student or any other persons on school property. Showing or sharing of these types of photos to others during school will be treated the same as those who send them
- **Filming and distribution of a fight** – No student shall film a fight and distribute the footage over electronic means to others.

18. Disobedient/Disruptive Behavior

No student shall disobey directions of administrators, teachers, substitute teachers, teacher aides, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel. Any student refusing to be searched will be assumed guilty of suspicion and suspended for 10 school days with the possibility of an expulsion recommendation.

19. Harassment/Bullying

All incidents of bullying should be reported to the building principal. A Bully Report form will be completed and the incident will be investigated. Students involved in bullying and other types of harassment will be subject to disciplinary action. Incidents of Dating Violence should be reported to the building principal so appropriate resources can be made available to the victim and appropriate disciplinary actions can be administered.

20. Unwelcome Sexual Conduct

Unwelcome sexual advances, requests for sexual favors and/or other physical or verbal conduct of a sexual nature.

21. Instigation/Failure to Report

Any student that intentionally is a catalyst in causing a fight, argument, and/or urges another student to do something destructive or violate the SCOC. Any student aware of another student violating the SCOC and fails to report it or is not truthful when asked.

22. Chronic Misbehavior

Students will not engage in behavior that repeatedly or chronically disrupts the educational process, the orderly operation of school, school activities, school buses, or other school operations that constitute a violation of the Code of Student Conduct.

23. Other

Any other behavior the causes or attempts to cause disruption to the peaceful school environment. The can include, but are

not limited to the following: Unauthorized presence in any location where the student has no legitimate business without permission of a school authority, Cheating, Plagiarizing, Gambling, Extortion, Violations of the school dress code, which include wearing suggestive, revealing, obscene, or profane attire, Indecent exposure, Excessive display of affection, Student driving or parking violations, Commission of any crime or misdemeanor in violation of local, county, or state statutes.

REGULATIONS FOR BUS RIDERS

Bus regulations are designed to insure the safety and welfare of all school bus passengers. All bus riders must abide by these regulations or be deprived of the privilege to ride the bus. The following regulations are found in the Ohio Revised Code 33d01-83-08 and are adopted by the Carlisle Board of Education:

- 1) Pupils should arrive at the bus stop before the bus is scheduled to arrive. Get to the bus stop on time. Avoid having to run to catch the bus.
- 2) Pupils must wait for the bus in a safe location. When waiting for the bus, stay off the road or street. Stay back at least 6 feet from the curb until the bus has stopped and opened its door.
- 3) Behavior at bus stops must not threaten life, limb, or property of anyone.
- 4) Pupils must go directly to their assigned seats and remain seated properly (back on back, seat on seat, feet on floor) and keep the aisles clear.
- 5) Load and unload from the bus at its designated stop in an orderly manner.
- 6) Pupils must maintain classroom conduct, observe absolute quiet at a railroad crossing, and obey the driver at all times.
- 7) Eating, drinking, chewing gum, and littering are not permitted on the bus.
- 8) Noise on the school bus must be kept to a minimum.
- 9) Pupils must not put head, arms, or any body part outside the windows.
- 10) Pupils are not to throw anything on, from or into the bus.
- 11) Pupils are not to transport any animals while on the school bus.
- 12) Pupils may carry on the bus only objects that can be held in their laps. (glass objects are not allowed)
- 13) Pupils must go directly to the bus when dismissed from school. When discharged from the bus, they should go directly to their homes.
- 14) Tape recorders, CD players, headsets, radios and cell phones are prohibited from being used on the bus.
- 15) Pupils must be aware that the Student Code of Conduct is enforced on the buses as well as at the bus stops. This includes the use of tobacco products and alcohol usage.
- 16) Any behavior that would/could cause a safety problem or injury for the driver or other passengers is also prohibited.

SCHOOL DRESS CODE

It shall be the purpose of this section to set limits of acceptability, which expresses the feeling that students' dress should be neat, clean, and decent. It is not the purpose of this section to set styles; it is an attempt to give students and faculty guidelines in acceptable dress for school. Standards:

- 1) Footwear must meet safety and health requirements for the classes involved. Shoes must be worn at ALL times. **Sandals without backs and flip flops are prohibited.** The reason for this is to prevent injury in gym class or on the playground (where children often move quickly)
- 2) Halter-tops and tube tops are unacceptable school apparel.
- 3) See through clothing is prohibited.
- 4) Open-weave shirts or blouses, tank tops, half-shirts, and spaghetti strapped shirts are not permitted.
- 5) Appropriate undergarments must be worn at all times.
- 6) Hats are not to be worn inside the building during the school day.
- 7) Sunglasses are not to be worn within the school except upon a doctor's prescription.
- 8) Clothing that expresses any drug related activities is not permitted.
- 9) No clothing including shorts or miniskirts will be permitted above mid-thigh length. Biker shorts, tight leggings, etc. are not permitted unless something is worn over them.

The building principal will make the final determination as to the appropriateness of questionable clothing. Students may be asked to change out clothing that is considered distracting to the educational environment.

GUN FREE SCHOOLS

The "Gun Free Schools Act of 1994" provides that no federal assistance will be provided to a public school district unless the district has adopted a policy permitting the expulsion, for no less than one year, of any student who is determined to have brought to school a firearm.

MEDICATION AT SCHOOL

According to school board policy, the following procedures must be completed in order for the school to administer prescription and/or non-prescription medication:

- 1) Have parent fill out a Parental Authorization and Release Form.
- 2) Doctor must sign the Physician's Request for medication.
- 3) Parent must bring the medication to the office.
- 4) The medication must be in the original container from the pharmacy with the label completely readable.
- 5) The medication will remain in the main office.
- 6) Over-the-counter medication is prohibited from being in school unless a physician authorizes it. The same procedure as listed above must be followed.

Student use of inhalers for medical reasons: A student may be permitted to carry and use an inhaler prescribed by a medical doctor to alleviate allergy, bronchial, lung, or other medical problems.

The students parent/guardian must provide a letter, or copy of medical prescription, written by a medical doctor justifying the students need to carry and use the inhaler on school grounds. A copy of such letter or prescription must precede possession of an inhaler on school grounds and must be given to the principal, who will notify the teachers and school nurse.

ANTI-HAZING POLICY

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate a hazing activity. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another,

including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition of this policy. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition of hazing and end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Failure to abide by this policy by school personnel may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

SCHOOL LUNCHES

All students who attend Grigsby Intermediate are given a 40-minute lunch/recess period. They may buy a lunch from our cafeteria or they may bring lunch from home. Milk is served with all lunches and may be purchased separately for those who pack a lunch. Students are not permitted to skip lunch, and parents are urged to make sure their child has lunch money or a sack lunch each day. While all students are required to have a lunch, we do not force students to eat a certain amount of food. Students are much more likely to eat if they like the food available. A lunch menu is sent home with monthly menus. Please review the day's selection with your child. In addition, peanut butter/jelly sandwiches and tossed salad are generally available.

Parents are advised that we do have a free/reduced price lunch program for those who need financial assistance. Applications are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the school office at 746-8969 and a form will be mailed or sent home with your child.

Students have the option of bringing their lunch or purchasing a meal. Students who bring their lunch should have their name and homeroom clearly marked on their lunch container. Students should not share food with their peers.

LUNCHROOM INVITATION TO PARENTS & GRANDPARENTS

Grigsby Intermediate maintains an open lunch invitation to parents and grandparents to have lunch at school with their child(ren). Please notify the office or the teacher in writing when you are planning to attend. Adult lunches are a la carte. You are welcome to bring in lunch for you and your child(ren).

GRADING POLICY

GRADE	LETTER GRADE	POINT VALUE
93 - 100	A	4.0
92 - 90	A -	3.7
89 - 87	B+	3.3
86 - 84	B	3.0
83 - 80	B-	2.7
79 - 77	C+	2.3
76 - 74	C	2.0
73 - 70	C-	1.7
69 - 67	D+	1.3
66 - 64	D	1.0
63 - 60	D-	0.7
59 or below	F	0.0

- 1) General ed classroom teachers will send home with the students a copy of their grading policies within the first two weeks of school.
- 2) Students in the Intermediate's Special Education programs will be graded according to the levels at which they are working.
- 3) Students taking music, art, and physical education are to be evaluated with S's (Satisfactory) and U's (Unsatisfactory). Handwriting and Conduct will be evaluated quarterly with S's and U's.
- 4) Students in Title 1 Math/Reading will receive a written evaluation at the end of each nine weeks period.
- 5) Parent/Teacher conferences will be held in the Intermediate Building following the first quarterly grading period.

STUDENTS PROGRESS REPORTS TO PARENTS

The following procedures will be used in the Carlisle Local District to report grades to parents:

- A. Number of reporting periods (Grades 1-12) the school year is divided into four (4) grading periods. Reports shall be sent to the parents following the close of the grading period.
- B. Parent/Teacher Conferences: Two days each year will be scheduled for individual parent/teacher conferences. Other conferences will be arranged as needed and may be requested by the parent or teacher.
- C. Academic progress: Parents can access Progress Book online to check their child's academic progress at any time during the school year. If you need assistance for login & password you may contact the office.

PROMOTION AND RETENTION

A great deal of thought is given by teachers and the principal to determine whether a child should be retained. Many factors are studied with regard to each individual child, such as: report card grades, standardized test scores, achievement test scores, age, maturity, and past academic history. Parents also play an integral part in the decision making process regarding a child's potential retention.

Grades K-5

A student may also be retained due to poor attendance, a 10% or greater degree of truancy/unexcused absences, thus causing the student to suffer academically. If a student fails two or more academic subjects, the student may be retained unless exempted by an IEP waiver.

TESTING

All 3rd grade students in Ohio will be administered an achievement test in reading in October. The 3rd graders will also be administered an achievement test in reading and math in the spring.

All 4th grade students in Ohio will be administered an achievement test in mathematics and reading in the spring. All 5th grade students will be administered achievement tests in the spring in reading, math, and science.

All of the achievement tests are developed through the Ohio Department of Education and measure designated learning standards that were selected from the state model curricula.

Their purpose is to assess how proficient or competent a student has achieved or learned these standards by the end of the student's academic school year.

Course curriculums have been revised in the Carlisle Local School District in language arts, mathematics, and science to include these same learning standards that the students will be required to know for these tests. While the students will not be able to actually study for the tests, they will have already been introduced to the material in the course of the school year during their classes.

Students who do not pass portion(s) of the tests will receive intervention in those subject areas that were not passed. 3rd grade students who do not achieve above the limited score on the Reading Test may be retained in the 3rd grade. However, results from the tests, report card grades, and recommendations from the child's teacher(s) and principal will all be taken into consideration before a decision for retention is finalized.

APPLICATION FOR INTERNET ACCOUNT THROUGH CARLISLE LOCAL SCHOOLS

Overview

Internet access is now available to students and teachers in the Carlisle Local School District. This access is being offered as part of a collaborative effort between the Carlisle Local Schools and the Southwest Ohio Computer Association (SWOCA), the Ohio Department of Education (ODE), and the National Science Foundation (NSF). We are very pleased to bring this access to Carlisle Local Schools and believe the SWOCA connection offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to students and teachers is to promote educational excellence in Carlisle Schools by facilitating resource sharing, innovation, and communication.

The SWOCA connection is an electronic network, which accesses the Internet. The Internet is an electric highway connecting thousands of computers all over the world and tens of millions of individual subscribers. Students and teachers will have the capability to: access electronic mail, communicate with people throughout the world, access information and news from NASA, correspond with scientists at NASA and other resource facilities and institutions, use public domain and shareware software of all types, participate in discussion groups on a plethora of topics, and access University Library Catalogs, the Library of Congress, OhioLink and ERIC.

With access to computers and people all over the world, there exists the potential that some material may not be considered to be of educational value in the context of the school setting. Carlisle Local Schools will take precautions to restrict access to controversial materials. However, on a global network, it is virtually impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Carlisle Local School District.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end-users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a user violates any of these provisions, his or her account with the Carlisle Local Schools and SWOCA will be terminated and future access could possibly be denied. The signature(s) on a separate sheet given with this handbook is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Terms and Conditions

For obtaining an Internet Account

- 1) **ACCEPTABLE USE:** The use of your account must be in support of education and research and consistent with the educational objectives of the Carlisle Local School District. Use of other organizations, networks, or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product and advertisement of political lobbying is also prohibited.
- 2) **PRIVILEGES:** The use of this Internet connection is a privilege. Therefore, an inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be a part of a discussion with a Carlisle Local School faculty member pertaining to the proper use of the network. The systems administrator will deem what is inappropriate use and their decision is final. Also, the systems administrators may close an account at any time as required. The administration, faculty and staff of the Carlisle Local School District may request the system administrator to deny, revoke, or suspend specific user accounts.
- 3) **NETIQUETTE:** You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

*Be polite. Do not become abusive in your messages to others.

*Use appropriate language. Do not swear, use vulgarities or other inappropriate language. Illegal activities are strictly forbidden.

*Do not reveal your personal address, phone number, or password (or those of other students or colleagues). Do not share your account with others.

*Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to ALL mail! Messages relating to, or in support of, illegal activities may be reported to the proper authorities.

*Do not use the network in such a way that you would disrupt the use of the network by other users. Do not begin or contribute to chain letters.

*All communication and information accessible via the network should be assumed to be private.

*Delete e-mail in a timely fashion to avoid excessive use of the server disk space.

- 4) CARLISLE LOCAL SCHOOL DISTRICT makes no warranties of any kind, whether expressed or implied for the service it is providing. Carlisle Local Schools will not be responsible for any damages you may suffer. This includes, but is not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at your own risk. The Carlisle Local School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet connection.
- 5) SECURITY: Security on any computer system is a high priority especially when the system involves many end-users. If you feel you can identify a security problem through our Internet connection with SWOCA, or the Internet in general, you must notify the systems administrator immediately. Do not demonstrate the problem to other users. Do not use another individuals' account without permission from that individual. Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to SWOCA as a systems administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to SWOCA and the Internet.
- 6) VANDALISM: Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- 7) UPDATING YOUR USER INFORMATION: The Carlisle Local School District and SWOCA may occasionally require new registration and account information from you to continue the service. You must notify the Carlisle Local School District system administrator of any changes in your account information such as address, phone number, guardian, etc.
- 8) EXCEPTIONS OF TERMS AND CONDITIONS: All terms and conditions as stated in this document are applicable to the Carlisle Local School District, SWOCA and all servers connected through SWOCA. These terms and conditions reflect the entire agreement of the parties and supersede all prior written or oral agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio, United States of America.

The Carlisle Local School District and SWOCA will periodically make determination on whether specific use of the Network is consistent with the Terms and Conditions of this agreement. The School District and SWOCA reserves the right to log Internet use and to monitor electronic mail space utilization by users.

RELEASE OF STUDENT INFORMATION/PHOTOGRAPHS

The federal Family Educational Rights and Privacy Act of 1974 permits the school district to release certain information, known as "directory information" to certain people or institutions, unless you request, in writing, that such information not be released.

In many cases, requests for this type of information come from community organizations, the news media, school directories, or, in the case of high school students, the armed forces or colleges for recruiting purposes. "Directory Information" may include the following:

- *Principal's list-Honor list
- *Student name, address, telephone number
- *Date and place of birth
- *Participation in officially-recognized activities and sports
- *Weight and height of athletic team members
- *Dates of attendance
- *Most recent educational agency or institution attended by student
- *Photographs

Additionally, videotapes, audio recordings or photographs may occasionally be taken of students for use in the news media or school district publications. The school district will also be broadcasting various school activities on Time Warner Cable channel 15/22, Carlisle Educational-Government access. Students may appear on the cable channel as part of the School Board meeting opening activities or in special school programs featuring students.

The school district will **not** release "directory information" for commercial or other purposes not related to school business.

***PLEASE NOTE:** Your child will bring home an additional sheet that you must complete and sign your names (student and parent) in the box "Release of Student Information/Photographs" if you DO NOT want the school to release or publicize student directory information and/or photographs or videotapes of your child. Please review this information before you make your decision. If you do return this form, please do so by the first Friday of the school year.

Family Educational Rights and Privacy Act (FERPA)

Family Policy Compliance Office (FPCO) Home

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students"

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting

forth his or her view about the contested information.

- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31).
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for an audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations:
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies and state and local authorities, with a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone, date of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents, and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper is left to the discretion of each school.

CHARACTER EDUCATION

Grigsby Intermediate will be focusing on the following seven character education traits:

- **HONESTY** - truthful no matter what the outcome
- **RESPECT**- a feeling of honor or high praise toward another
- **RESPONSIBILITY**- dependable, reliable; the cause or source of something.
- **CITIZENSHIP**- taking pride in your community, classroom, home, etc.
- **INTEGRITY**- doing the right thing, even when no one is watching
- **EMPATHY**- understanding the feelings of others by putting yourself in their place
- **PERSEVERANCE**- continuing to work on a goal no matter how difficult

We want to develop great students but we also want to help families develop great people, too. If you have any questions or comments about our character education program, please contact the school at 937.746.8969.