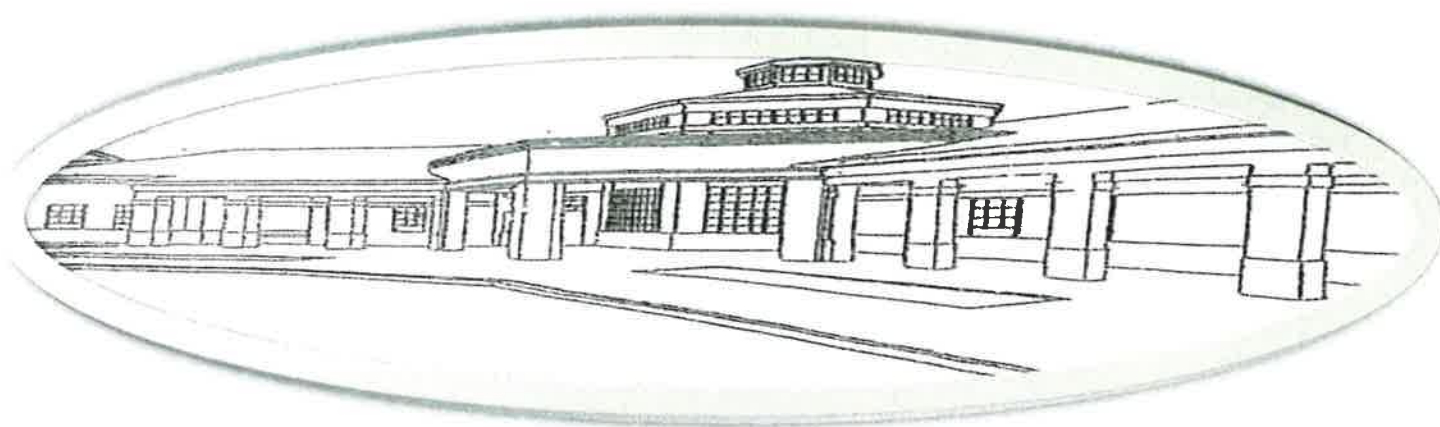


East Portsmouth Elementary



Est. 2006

Student/Parent Handbook

2021-2022

East Portsmouth Elementary Daily Schedule

Preschool – Grade 6

6:15 a.m.	Latchkey Program Opens
8:00 a.m.	Teacher Arrival Time
8:10 a.m.	EARLIEST Student Arrival Time (excluding Latchkey students)
8:10 a.m. – 8:30 a.m.	Breakfast Program
8:20 a.m.	Preschool & Students not eating breakfast may arrive
8:30 a.m.	Tardy Bell/Instruction begins
2:45 p.m.	Students dismissed
2:45 p.m. – 5:30 p.m.	Latchkey Services
3:15 p.m.	Teacher Dismissal Time

The school does not accept responsibility for supervising children prior to 8:10 a.m. and after 3:00 p.m. unless the student is enrolled in our before and/or after school programs.

IMPORTANT TELEPHONE NUMBERS:

East Portsmouth Elementary	776-6444
Principal, Mrs. Toppins	776-6444
School Secretary, Mrs. Barker	776-6444
Guidance Counselor, Mrs. Arms	776-6444
Health Aide, Mrs. Cantrell	776-6444
Transportation Department	354-3586

***** We have a phone system equipped with voicemail. In the event your child is sick and will not be attending school, you can now call the night before or early in the morning and leave a message.**

Drop-offs and pick-ups are permitted at the front of the building only. At no time should parents park in the rear of the building in the bus loading area. Your child's safety is very important to us. Help us to keep your child safe. If your child misses the bus he/she will be sent to the office. The office will notify parents to make arrangements for the child to get home. **A student must be a bus student to ride the bus and must ride their assigned bus.**

WELCOME

This handbook is sent to you from our staff. The information found in this handbook will be helpful to all parents and students. Please keep in mind that it is in capsule form and should not in any way be considered comprehensive.

We hope you will become involved in your child's school experiences through the volunteer program, Parent-Teacher conferences, and attendance at school programs.

This year will be very beneficial to your child and you. If you have any questions or want additional information, please contact the school.



THE PORTSMOUTH CITY SCHOOL DISTRICT MISSION STATEMENT

The mission of the Portsmouth City School District is to provide the highest quality of education for all students.

THE PORTSMOUTH CITY SCHOOL DISTRICT VISION STATEMENT

Our vision is to be designated as an "Excellent" school district as defined by the Ohio Department of Education.



SCHOOL VISITATION

Parents are always welcome. However we require you use the Intercom as you enter the first two doors of the building where you will be asked the reason for your visit. You will then report to the office of the building as required by the Ohio Revised Code. This enables us to provide better security for our students. Conferences with teachers and/or the Principal may be scheduled by appointment for the convenience of all parties.

EXTENSION OF SCHOOL CAMPUS

The campus of East Portsmouth Elementary School will include the following campuses and buildings: Portsmouth Junior High School, Portsmouth High School, Portsmouth Elementary, Portsmouth Public Library and the campus of Shawnee State University. Permission slips from parents will not be needed for students to visit these places based upon a signed handbook agreement form.

NON-DISCRIMINATION POLICY

No student shall be denied admission to the Portsmouth City School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex or handicap or any other basis of unlawful discrimination.

ANTI-HAZING

THE BOARD OF EDUCATION PROHIBITS HAZING ACTIVITIES

Hazing is defined as participation in an act that involves the coercion of another individual, including the victim, or any other act of initiation into any student or other organization that causes or creates a substantial risk of causing mental, emotional, or physical harm to a person.

WEAPONS AND ORDNANCE

It is unlawful to carry, or be in possession of any device that may be considered a weapon and/or may be in any way used to inflict harm to any person or persons as defined in the Ohio Revised Code.

STUDENTS IN VIOLATION OF THE CODE WILL:

1. Be automatically expelled from school (maximum number of days for an expulsion is eighty (80) school days;
2. Have appropriate charges filed against him/her.

SCHOOL DAY

The school day will begin at 8:20 a.m. The school day will end at 2:45 p.m. Students are not permitted in the school building or on the school grounds until 8:10 a.m. Supervision of students will not begin until 8:10 a.m. (Breakfast students only). All other students may enter the building at 8:20 a.m. **Breakfast and lunch will be free this year for all students!** All students will be encouraged to eat each morning.

ATTENDANCE

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work. **Students will be recognized for 3 or less days of absence at the end of the year.** Your child will not be recognized if he/she has more than 12 tardy/early sign-out events.

No student is allowed a certain number of days to be absent – every student is expected to be in school every day unless the student is ill, a member of his family is ill and he is needed at home, death of a relative, or observance of a religious holiday.

A student who has been absent from school shall, upon his return, bring a **written excuse** from his parent/guardian stating the length of time and reason for his absence. Excessive absences may result in disciplinary action. In extreme cases, the parent and child may be taken to court. After 10 (ten) days of unexcused absences, a **doctors excuse will be required** and accepted at the discretion of the school administration.

If a student is going to be absent for the day, a parent should call the school the morning of the absence. We will not accept this phone call from the student. Even though the phone call has been properly made, the student must bring a **written excuse** signed by the parent when the student returns to school. A student must be present one half (1/2) day to be counted present.

A student is tardy if he/she is not in his/her homeroom before the 8:30 a.m. tardy bell. A student arriving after 11:00 a.m. will be counted one-half (1/2) day absent. A student must be in attendance three (3) hours or will be counted one-half (1/2) day absent.

MISSING CHILDREN . . . Legislation has been passed in Ohio to address the issue of missing children. It is a school policy that parents be notified when children are absent, the school must call the parent or send a postcard informing the parent of the child's absence from school.

STUDENT TARDINESS/EARLY SIGN-OUT

It is important that students establish the habit of being punctual. If students are late to school, they are establishing bad habits for themselves. They are also detracting from other students' education by disrupting classes by entering late. Excessive tardiness may result in disciplinary action. In extreme cases, the child and parent may be referred to Juvenile court. **More than twelve (12) tardies/sign-outs will result in not being honored for perfect attendance. More than three (3) tardies/sign-outs each nine (9) weeks your child will not receive any awards.**

RETENTION FOR ATTENDANCE

The school board policy states that if a student misses more than twenty (20) days of school, he/she can be retained in the current grade level for the next school year. East Portsmouth Elementary will enforce this policy unless otherwise determined by the principal.

EMERGENCY MEDICAL FORMS

The purpose of the emergency medical form is to make it possible to provide emergency medical treatment for a child whose parents cannot be reached. It is extremely important that parents/guardians list telephone numbers so that the school can make immediate contact in case of an emergency. Your child will not be released to anyone who is not listed on this form.

BICYCLES

Bicycles must be walked on school property (including the sidewalks). The school is not responsible for the bike and it needs to have a lock. Only students in third (3rd) through sixth (6th) grades are permitted to ride a bicycle to school.

STAYING AFTER SCHOOL

No student will be permitted to stay after school without written permission from the parent/guardian.

AFTER SCHOOL DETENTION KG – 6th Grade

1. The principal or head teacher will be responsible for assigning after school detention and notifying parents by phone or using the disciplinary referral form.
2. After school detention will be Monday through Friday for one or two hours. One hour detention will be from 2:45 p.m. to 3:45 p.m. Two hour detention will be from 2:45 p.m. to 4:45 p.m. Detention will be held in a designated room. The parent/guardian will be responsible for picking up and signing out their child. Your child is expected to serve the detention even if the parent does not sign and return the referral form.

INTERVIEWING STUDENTS AT SCHOOL

Caseworkers of Scioto County Children's Services, any Probation Officer of Family Court shall, with proper identification, have a right to contact and interview any child while at school.

CUSTODIAL PARENTS

Parent or other adults who have custody of a child are required to show proof of custody. Custody papers will be copied and kept in the student file. If custody change occurs within the school year, the custodial parent is required to notify the school.



HEAD LICE

Students with head lice must be checked back in to the school building by qualified school personnel.

RECESS

All children are required to go outside for recess unless he/she has an excuse from a doctor to stay inside.

TELEPHONE

Students will not be permitted to use the phone or answer a phone call unless it is an emergency situation.

CELL PHONES

All students who wish to bring a cell phone to school must keep the phone in the off mode until they are out of the building or off the bus for the day. Students may bring their phones to the office and pick it up at the end of the day. The phone will be signed in and out by the student the phone belongs to. At no time will the office be responsible for a lost phone. If a student is found to be using their phone, the phone will be brought to the office and the parent will need to pick it up. Students are not permitted to use cell phones to take pictures, video or audio at any time.

PERSONAL PROPERTY

Students are not to bring personal items to school (i.e. toys, balls, radios, cameras, etc.) unless special permission has been given by the teacher. Items brought from home will not be returned until the end of the school year and will need to be picked back up by the parent.

FOOD SERVICE

Breakfast and lunch served will be free for all students. Meals served meet the health and nutritional standards established by the governmental agencies. Students bringing their lunch to school are not permitted to bring carbonated beverages, use glass containers or have commercial food brought to them during school hours

TEXTBOOKS

Textbooks and library books are very expensive. Please help your child take care of his/her books by wrapping this in paper or plastic on rainy days. Each textbook has your child's name and condition of the book written on the inside cover. Parents are responsible for lost or damaged books.



DISMISSING STUDENTS DURING THE SCHOOL DAY

We encourage parents to schedule doctor and dental appointments after school and on Saturdays whenever possible. Whenever students must be dismissed during the school day, you need to contact the school in advance. Students will be released to parents/guardians in the office. Remember, twelve (12) early sign-outs result in loss of perfect attendance.

A signed note must be presented in the morning if there needs to be a change in your child's normal dismissal plan. Students are not permitted to change buses. **Phone calls will not be accepted after 2:00 p.m. to change your child's dismissal due to safety reasons.**

MARKING BELONGINGS

Parents should put their child's name on all articles such as coats, hats, lunch boxes, backpacks, sweaters, gloves, scarves, etc. It is difficult to recover articles and avoid confusion unless names are clearly marked on them.

INAPPROPRIATE DRESS

To ensure an acceptable atmosphere of education endeavor within the classroom, students are expected to be well groomed (clean body, hair and clothing) and neatly dressed.

A student shall not dress in an inappropriate manner during the school year. Bare midriffs, short shorts, shirts with inappropriate slogans, etc. are not permitted. **Wearing flip-flop sandals is strictly prohibited.** "Jellies" and shoes with high heels are discouraged for safety reasons. Per the district Code of Conduct jeans may **not** have holes above the fingertips.

APPROVED TRAVEL (EXCUSED ABSENCES)

The school calendar is adopted by the Board of Education several months prior to the opening of the school; it is included with this handbook. Travel can be educational for children and some parents may not be able to choose their vacation dates. However, we urge parents to make every effort to arrange vacations when school is not in session.

The following procedures are to be followed when parents find it necessary to take vacations when school is in session:

1. Request an "approved travel" form from the Principal's office.
2. Complete the form and return it to the office five (5) days prior to the planned activity.

INTERIM REPORTS

Interim reports will be sent home at the middle of each grading period. The reports will be sent to all parents/guardians.

FIELD TRIPS

Field trips are a part of the learning process. It is important that all students attend. We will continue to send a permission slip for your information, but by returning that you read this handbook you are agreeing that it is part of the learning process and they may attend. Behavior issues can result in your child not being allowed to participate in these activities.

IMMUNIZATIONS

Satisfactory evidence shall be provided at the time of initial entry of a student to the Portsmouth City District that he has been immunized or is in the process of being immunized by a method of immunization approved by the Ohio Department of Health against mumps, poliomyelitis, diphtheria, pertussis, tetanus, measles and rubella.

"In the process of being immunized" means the pupil has been immunized against mumps, measles and rubella and if he/she has not been immunized against poliomyelitis and diphtheria, pertussis and tetanus, he/she has received at least the first dose of the immunization sequence and presents written evidence to the Principal of each subsequent dose required by the Ohio Director of Health.

There is a fourteen (14) day grace period from the time of the admission for the student to provide the written evidence regarding appropriate immunization. A student excluded after the grace period will be re-admitted upon submitting written evidence to the Principal of the progress on the Director of Health's interval schedule.

Principals may waive the immunization requirements. A child whose physician certifies in writing that an immunization against any diseases is medically contraindicated is not required to be immunized against the disease. A pupil who presents a written statement from his/her parent or guardian objecting to the immunization for good cause, including religious convictions, is not required to be immunized.

A pupil who has had natural mumps or measles, and present a signed statement from his/her parent/guardian or physician to that effect, is not required to be immunized against measles or mumps.

HOMEWORK

Homework is assigned to increase student learning and to provide students with opportunities for improvement (reinforcement) of specific skills presented in the classroom.

The policy of assigning homework is left to the discretion of the individual teacher. It should be of interest to parents/guardians to see that assignments are completed neatly and correctly. Homework should be approximately: kindergarten and first (1st) grade - ten (10) minutes; second (2nd) grade- twenty (20) minutes; third (3rd) grade – thirty (30) minutes; fourth (4th) grade – forty (40) minutes; fifth (5th) grade – fifty (50) minutes; and sixth (6th) grade – sixty minutes.

EMERGENCY SCHOOL CLOSING

1. Each student is requested to take this emergency plan home and have it available for reading when necessary.
2. When an emergency condition exists that calls for a closing of schools, local radio stations will broadcast such bulletins. Local radio and television stations will be notified as early as possible when a weather emergency has developed.
3. There will be some mornings when schools will be open on a one (1) or two (2) hour delay. In this situation, all buses will run routes for which they have been scheduled. Delays will be announced on local radio and television stations. You may also follow Portsmouth City Schools on Facebook, as updates are posted there.
4. Please continue to listen to local radio stations when a delay occurs. If the weather condition worsens, school may be canceled for that particular day.
5. A bus may not travel due to bad road conditions. Parents should make every effort to see that their child gets to the main bus route, or should even bring the child to school. If this should happen, the parent should see that the child is picked up in the evening if transported by them in the morning.
6. Schools are to be open if local radio stations announce no bulletin.
7. Please do not call school personnel. This merely ties up telephone lines. Listen for bulletins and updates on radio and television stations and check the Portsmouth City Schools Facebook page.
8. If schools already have opened for the day and a weather emergency occurs during school hours, emergency closing of schools will be handled by local school officials. Radio stations will announce an early dismissal and school officials will make every effort to assure the safe return of the students. Students bussed to school will be taken home by school bus.



*** * * * * REMEMBER * * * * ***

NO PHONE CALLS

**LISTEN TO/WATCH YOUR LOCAL RADIO & TELEVISION STATIONS
CHECK PORTSMOUTH CITY SCHOOLS FACEBOOK PAGE OR WEBSITE**

NO ANNOUNCEMENTS - SCHOOL IS OPEN!

KINDERGARTEN REGISTRATION

Registration for kindergarten is held in the Spring prior to school entrance. When registering, bring your child, a valid birth certificate, your child's Social Security card, custody papers if applicable and an up-to-date immunization record. All kindergarten students attend every day beginning the fourth (4th) day of school.

HONOR ROLL Grades 3-6

- A. An Honor Roll will be posted each nine (9) weeks grading period.
- B. Students with all A's are posted on the "A" Honor Roll.
- C. Students with all A's and B's are posted on the "A-B" Honor Roll.
- D. Students with a 3.0 GPA are posted on the "B" Honor Roll. Students with a "D" or "F" in any subject are ineligible for the Honor Roll.
- E. Recognition of Honor Roll students will occur in the Spring.

OPEN ENROLLMENT

Parents residing within the Portsmouth City School district may request a transfer from one building to another within the district, and students in adjacent school districts may be accepted as students in the Portsmouth District. Not all requests for transfer can be honored. Limited space and certain guidelines to be followed will restrict the number of transfers that can be accepted. Transfers are in effect for one (1) year. Transfers for subsequent years must be requested by applying on an annual basis and subject to review. Portsmouth City School district reserves the right to revoke an open enrolled student if the guidelines in this handbook are not adhered to by the parent(s) and/or student.

TUITION CHARGES

Under certain circumstances, the Portsmouth Board of Education may charge parents tuition fees.

Ohio Statutes require local Boards of Education to charge tuition fees for children attending school in a district in which their parent or legal guardian does not reside. The tuition fee is charged directly to the parent or legal guardian.

The tuition rate is determined by the Ohio State Department of Education.

ADMINISTERING MEDICATION TO STUDENTS

As designated in the Ohio Revised code and in the policies of the Portsmouth Board of Education, the staff will cooperate with parents and students by administering medication at school if the procedures listed below are followed:

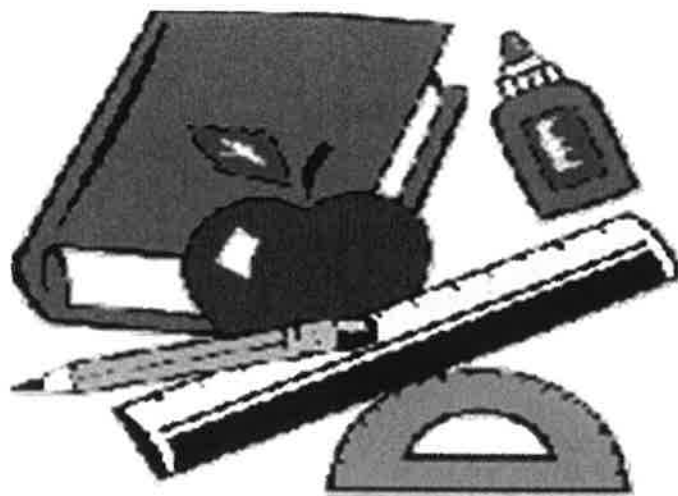
1. Prescription medications:
 - A. Must have Portsmouth City Schools Medication Dispensation Form completed and signed by the prescribing physician;
 - B. After the prescribing physician has completed, signed and returned the Medication Dispensation Form to the school, the parent must come in person to sign the same;
 - C. At this time, the parent may bring the prescription medication to the school **IN THE CONTAINER** in which it was dispensed by the physician or pharmacy.

**** FOR MEDICATIONS THAT STILL NEED TO BE DISPENSED AT HOME, PARENTS MAY REQUEST THE PHARMACY SPLIT THE SUPPLY INTO TWO (2) BOTTLES. ****

Copies of the Medication Dispensation Form are available in the school office. Local physicians should have copies of the form in their offices.

2. Non-prescription medications:
 - A. Must have Portsmouth City Schools Medication Dispensation Form completed and signed by the parent;
 - B. Parent may bring in the over-the-counter (OTC) medication (i.e. Motrin, Advil, Tums, Benadryl, etc.) to the school office. Your child's name will be written on the OTC medication, and only your child will receive that medication.

For your convenience, a copy of the Portsmouth City Schools Medication Dispensation Form can be found in the Code of Conduct. Please take a copy of the form with you to your next doctor/pediatrician appointment.



SUPPORT PERSONNEL/STUDENT SERVICES

1. Art Teacher
2. Speech Therapist
3. Title One/Parent Resource Services
4. Guidance Counselor
5. Vocal Music Specialists
6. Psychological Services
7. Cognitive Disability (CD)
8. Specific Learning Disabilities Classes (SLD)
9. Severe Behaviorally Handicapped Classes (ED)
10. Portsmouth Enrichment Program (PEP)
11. Elementary Band Classes – Fifth (5th) & Sixth (6th) Grades
12. Librarian/Building Libraries
13. Library Aide
14. Intervention Assistant Team
15. Student Tutorial Services
16. Multi-Handicapped Classes (MH)
17. Visually Handicapped Classes
18. Hearing Impaired Classes
19. Nursing Staff
20. Instructional Aide
21. Parent Volunteers
22. Physical Education Classes
23. TIPS Program
24. Latch Key Program
25. Traffic Scouts
26. District Resource Officer



E.P.E. SCHOOL DISCIPLINE PLAN

Good discipline is essential. This discipline plan enables the staff to maintain order, ensure the safety of students and increase "time on task". By setting firm, consistent limits for our students, while remaining cognizant of our students' need for warmth and positive support, we can have an effective school, conducive to learning.

I. Hallway and stairways

- A. Walk
- B. No LOUD talking
- C. Keep hands and feet to self
- D. In a.m. only students who eat breakfast should enter the building at 8:10 a.m. All other students should enter at 8:20 a.m. and go straight to the classrooms.
- E. Be respectful of others

II. Breakfast and Lunchroom

- A. No throwing of food
- B. Follow directions of persons in charge of cafeteria
- C. Talk only in a soft voice
- D. Place all trays, silverware and litter in the appropriate place when dismissed
- E. If a student has a question for duty teacher, raise your hand
- F. Use good manners at all times
- G. No running when dismissed
- H. Students who bring their lunch are not permitted to bring food in glass containers
- I. No carbonated beverages
- J. Bringing commercial food for your child's lunch is **NOT** permitted

III. Playground – General Rules

- A. Teachers will blow whistles when observing infractions of the rules. When a whistle is blown, all playing is to cease. Students are to face the teacher and wait for permission to resume activities.
- B. Football passing is confined to designated area
- C. All children are to stay away from classroom windows
- D. Do not leave playground area without permission of the playground teacher
- E. Get teacher permission before going back in the building for any reason
- F. Be careful when playground and equipment are wet (use common sense)
- G. No kicking balls anywhere on the playground except in kickball area
- H. Acrobatics will not be permitted
- I. Frisbees – only during gym period
- J. No rough play
- K. Nerf balls only – except for kickball and basketball – no tennis balls
- L. Do not run through games
- M. No play fighting – play fighting often leads to real fighting
- N. No trading items with other students
- O. Students are not permitted to sell items at school (consult Principal)
- P. Never bring items to school in glass containers
- Q. School is not responsible for lost items – student is responsible

LINING UP RULES

- A. When the bell rings or whistle is blown, stop playing, walk to line up, stop talking and face the building
- B. Enter the building and go to rooms quietly

BEFORE SCHOOL – Students are not to be on playground before school begins.

- IV. Restrooms
 - A. Follow homeroom teacher directions
 - B. Do not endanger another person – keep hands and feet to self
 - C. Stay in line
 - D. Wash hands after restroom use
 - E. Paper towels are to be placed in trash can
- V. Assemblies
 - A. Follow directions of person in charge
 - B. No whistling or booing – EVER
 - C. Walk to and from area quietly
 - D. Enjoy the assembly
- VI. Walkers
 - A. Obey traffic scouts
 - B. Stand quietly behind scout until given signal to cross
 - C. Do not arrive to school before 8:10 a.m. unless given permission by school official
- VII. Bus Lines
 - A. Obey teacher in charge
 - B. Wait in area quietly
 - C. **Walk** to bus, no pushing, shoving or running
- VIII. Bus Conduct
 - A. Stay seated at all times facing the driver
 - B. Do not raise or lower windows without permission of the driver
 - C. Hands are never to be out of windows
 - D. Keep hands and feet to self
 - E. Follow directions of the bus driver
 - F. Talk quietly – driver needs to be able to hear police/ambulance sirens
 - G. All talking must stop when bus stops at railroad crossings
 - H. District policy will be followed for inappropriate choices

BUILDING-WIDE POSITIVE CONSEQUENCES

- A. Assemblies and activities can be scheduled for students
- B. Teacher/Principal will compliment classrooms on their good behavior
- C. A safe environment is conducive to learning and will be enjoyed by everyone

CONSEQUENCES FOR STUDENTS WHO BREAK RULES

A. If a student breaks school rules, then the following consequences can occur:

- Either – Conference with student
- Or – Parent called
- Or – Resource Officer called
- Or – After School Detention
- Or – Disciplinary form sent home
- Or – Student telephoning home
- Or – Parent conference scheduled
- Or – Loss of special activity
- Or – In School Suspension
- Or – Out of School Suspension
- Or – Suspension
- Or – Recommend expulsion
- Or – Any combination of the above punishments

B. If a student intentionally causes bodily injury to another student:

Referred to principal for consideration for suspension or expulsion from school and parent conference

C. If a student does one of the following, the student could be recommended for suspension from school, recommended for expulsion from school, or referred to Scioto County Juvenile Court:

1. Major vandalism to school
2. Obscene language/profanity to staff
3. Insubordination or willful disobedience to staff
4. Habitual unexcused absence, tardiness or truancy
5. Use of tobacco products in school
6. Possession, use, transmission, sharing or being under the influence of drugs/alcohol
7. Engaging in actions that are potentially harmful or harmful to safety to others (i.e. throwing objects, shoving, pushing, etc.)
8. Having any weapon in his/her possession
9. Dialing 9-1-1 on a school phone or cell phone

