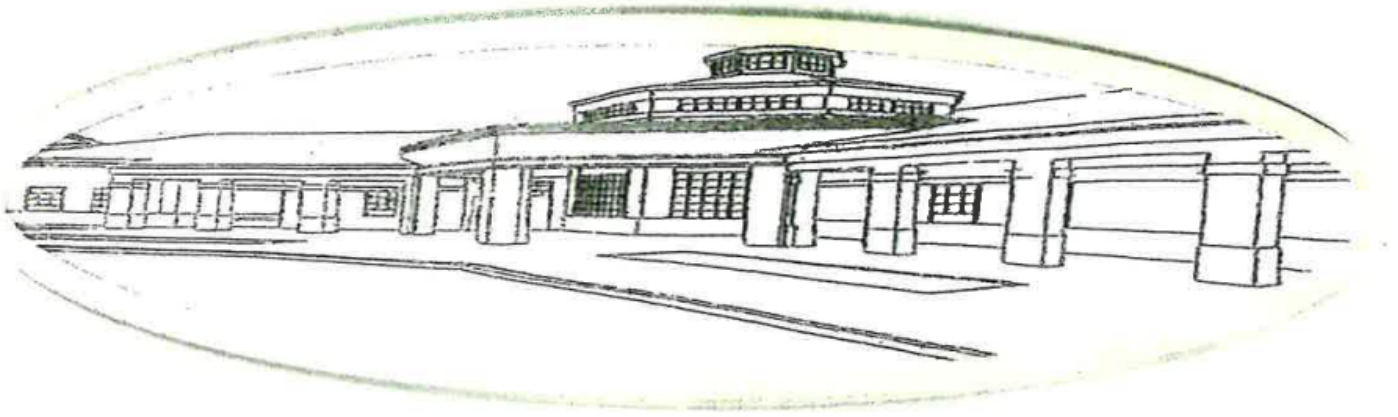


East Portsmouth Elementary



Est. 2006

Student/Parent Handbook

2024-2025

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.	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 .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 you 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 a 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 to 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 d days;
2. Have appropriate charges filed against him/her.

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 Rolls 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 following 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.

CLASSROOM INTERRUPTIONS

In order to use instructional time effectively, we minimize classroom interruptions. We request that parents help us by being sure that students arrive at school with all necessary items so that we do not have to interrupt class unnecessarily. **Students should know when they come to school what they are to do after school.** School staff will assist the students with phone communications if they have an emergency situation.

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 the 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 classroom 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.**

DISMISSING STUDENTS DURING THE SCHOOL DAY

We encourage parents to schedule doctor and dental appointments after school and on Saturdays whenever possible. Whenever a student 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.

APPROVAL 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.

MOVIE POLICY

A PG rated movie may be shown with discretion without a permission slip.

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 forms 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 until 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

See next page **or** district code of conduct.

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 them 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.



ELECTRONIC DEVICE/CELL PHONE

Electronic devices (including cellular phones, smart watches, tablets) have become a safety concern and management issue in school buildings across the country. Students will not be permitted to use their cell phones or other devices during the school day and are encouraged to leave them at home or locked in a vehicle. In the event that cell phones or electronic devices are seen or heard, the situation will be addressed in the following process:

All violations of these expectations will result in the phone or electronic device being confiscated and placed in the office until the end of the day. Any confiscated devices will be stored in the office and will only be released to a parent/guardian at the end of the school day. Mandatory meeting with parent/guardian and student with building administrator or designee will occur each time a phone or electronic device is picked up.

First Violation – Phone or electronic device will be confiscated and the student will receive a detention.

Second Violation – Phone or electronic device will be confiscated and the student will receive in-school alternative placement for 3 days.

Third and Further Violations – Phone or electronic device will be confiscated and the student will receive out-of-school suspension, with the first being for one day, and subsequent violations will add a day each time.

Any student who uses a device to plan, record or by other means create a fight or disturbance in the school day will be suspended with the same consequences as those who participate in the fight.

CLASSROOM CONCERNS

When parents have classroom concerns and questions, an effective way of dealing with such concerns and questions follows:

1. Contact the classroom teacher via the classroom phone, e-mail, or note explaining the concern or question. Provide a way for the teacher to contact you to help resolve the concern or question.
2. Schedule a conference with the teacher to get clarification and discuss the concern or question.
3. Contact the school administration who will make the teacher aware of the situation and help resolve any concerns.
4. Request a parent/teacher conference with school administration.

Positive Behavioral Interventions & Supports (PBIS)

Be Respectful, Be Responsible, Be Safe

Mission

Portsmouth Elementary School's mission is to create an environment that promotes making positive choices that will encourage students' success, today and tomorrow.

Vision

Portsmouth Elementary Schools vision is to empower students who:

- ★ Communicate
- ★ Work Together
- ★ Solve Problems
- ★ Give Back to Their Community
- ★ Show Kindness
- ★ Demonstrate Good Citizenship
- ★ Work Hard

Purpose

The purpose of PBIS is to address student behavior in positive ways, educate students on positive behavior choices and create an environment that has limited distractions and fosters learning and growth for ALL students.

Expectations

Classroom

Be Respectful	Be Responsible	Be Safe
Listen silently with eyes on the speaker	Come to class on time with all needed materials	Walk
Raise hands and wait to be called on	Sit properly in a chair	Hands, feet, and other objects to yourself
Use appropriate voice volume as indicated by adult (volume 0, 1 or 2)	Turn in work on time	Use materials appropriately
Show kindness to everyone	Clean up after yourself and around your desk	Keep all chair/desk legs on the floor
Push chairs in when you leave area	Keep cubbie area neat and clean	
Take care of all classroom materials	Return all classroom materials to the designated area	

Arrival

Be Respectful	Be Responsible	Be Safe
Enter the building with a volume of 0 to 1	Report to the cafeteria or gym as directed by adult	Keep hands and feet to yourself
School rules apply during arrival time	Have materials in backpack and the backpack on your back	Stay seated in designated area until dismissed
Use voice volume of 0 to 1 in designated waiting areas		Leave designated area with permission only
		Walk at all times

Dismissal

Be Respectful	Be Responsible	Be Safe
Exit building with a voice volume of 0 to 1	Get to the bus/pick up area promptly at designated time	Walk at all times
School rules apply during dismissal time	Have coat and all supplies with you as you dismiss	Keep hands and feet to yourself
Use voice volume of 0 to 1 in designated waiting areas		Use crosswalks when crossing streets
		Stay seated in designated area until dismissed
		Do not leave the designated area without permission

Restroom

Be Respectful	Be Responsible	Be Safe
Respect the privacy of others	Return to class promptly	Keep your feet on the floor
Keep floors, walls and stalls clean	Place trash in garbage cans	Keep hands and feet to self
Use voice volume 0 or 1 as indicated by the adult	Use appropriate number paper towel	Only be in restroom with permission
Use appropriate facilities	Use appropriate amount of soap	
Flush toilet after each use		
Only place toilet paper in the toilet		

Hallway

Be Respectful	Be Responsible	Be Safe
Use voice volume 0 when traveling throughout the building	Go directly to destination	Face forward
Use voice volume in your hallway as indicated by adult	Pick up trash and throw away	Walk on the right side
Keep hands to your side	Keep locker neat and closed	Stop at intersections
Keep feet on the ground and shoes quiet	Follow adult directions	Hands and feet to yourself
Single line	Leave others property alone	Walk up and down stairs
		Only be in the hallway with permission

Cafeteria (Serving Line)

Be Respectful	Be Responsible	Be Safe
Use voice volume 0 or 1	Help clean up messes	Keep hands and feet to yourself- hands should either be holding your tray or to your side and feet should be on the floor
Only touch your own food	Know your lunch number	Use rail you slide your tray on
Hold tray and food items appropriate	Line up on serving lines	No more than 10 students in the serving line at a time -1 in/1 out

Cafeteria (Eating/Sitting Breakfast/Lunch)

Be Respectful	Be Responsible	Be Safe
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Use voice volume 0, 1 or 2 as indicated by adult	Eat only your own food	Keep hands and feet to yourself
Only touch your own food	Pick up your own trash	Stay seated, with feet under the table in front of you
All food and objects should remain on the table until directed to place in trash	Leave your area clean	Keep voice volume 0, 1 or 2 as indicated by adult
	Push chairs in when you leave table	Keep chairs at designated table
		Remain seated and raise your hand when needed

Cafeteria (During Entering/Exiting)

Be Respectful	Be Responsible	Be Safe
Voice volume 0	Place all trash in garbage cans	Keep hands and feet to yourself
Listen to directions from adult	Push chairs in when you leave the table	Immediately quiet when the teacher signals
Remain seated on stage stairs or at tables and raise hand when needed		Stand in line with voice level 0 or 1 while waiting on dismissal

Programs/Assemblies

Be Respectful	Be Responsible	Be Safe
Keep voice volume at a 0 or 1 as indicated by an adult while	Remain seated on	Voice volume at 0 while

waiting for the program to begin	bottom	entering and exiting
Keep voice volume at a 0 once program starts unless otherwise instructed by an adult		Hands and feet to yourself
Polite applause		Listen for directions from adult
Pay attention throughout program		

Bus

Be Respectful	Be Responsible	Be Safe
Follow directions from drivers	Keep the bus clean	Stay in your assigned seat
Use respectful language	Check for all personal items before leaving the bus	Keep all parts of the body inside the bus at all times
School rules apply when on the bus too		Sit facing forward
Keep your hands and feet to yourself		Get out of your seat to exit only when the bus has come to a complete stop and doors open
		Use a voice volume of 0 or 1 on the bus at all times.
		Keep all electronics and toys put away. No flash photography or laser pointers
		Keep hands and feet to yourself

Playground

Be Respectful	Be Responsible	Be Safe
Use voice volume 0 when entering and exiting	Return equipment	Stay within playground boundaries
Respect the property of others	Treat equipment as intended	Get permission to leave playground
Stop and look when whistle is blown	Line up on designated line	Follow game and equipment rules
Share equipment with others		Keep hands, feet and objects to yourself
School rules apply when on the playground too		Walk in a line in and out of the building
Take turns on equipment and in games		Follow grade level recess procedure for entering and exiting the building

Inside Recess

Be Respectful	Be Responsible	Be Safe
Use voice volume 0 when going to and from indoor recess location	Return any materials to the designated area	Do not leave assigned area without permission
Use voice volume 1 or 2 in indoor recess location as indicated by the adult	Treat materials as intended	Follow designated areas rules and procedures
		Keep hands and feet to yourself

POSITIVE BEHAVIOR RECOGNITION OF OUR STUDENTS

Celebrations Recognizing Positive Student Behavior

1. Trojan Bucks
2. Positive Office Referrals
3. POSI Grams
4. Announcement reminders will be used to support the Trojan Character Beliefs
5. School Wide Goals
6. Student of the Month including Specials
7. Positive communication with families
8. Quarterly rewards

WITHDRAWAL FROM SCHOOL

When a student leaves the district, it is necessary that he/she be formally withdrawn from school. Your child will automatically be withdrawn from PCSD when they enroll in another district.

Records will be sent to the new school upon receipt of proper request forms. **We will continue to be responsible for your child's attendance until they have been formally withdrawn from our district.**

All Chromebooks and textbooks must be returned as well as any library fines paid before the student leaves the district.



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 the 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 presents 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 (60) 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 when 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 cancelled 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 bused to school will be taken home by school bus.



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

NO PHONE CALLS

LISTEN TO/WATCH YOUR LOCAL RADIO & TELEVISIONS STATIONS

CHECK PORTSMOUTH CITY SCHOOLS FACEBOOK PAGE OR WEBSITE

NO ANNOUNCEMENTS – SCHOOL IS OPEN

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 following:

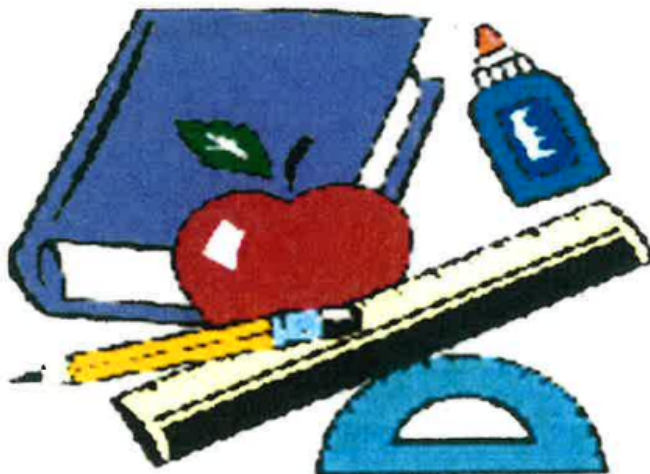
1. Prescription medications:
 - A. Must have Portsmouth City Schools Medication Dispensation Form completed and signed by the prescribing physician;
 - B. After the prescribing physician has completed, signed and returned the Medication Dispensation Form to the school, the parent must come in person 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. Librarian/Building Libraries
12. Library Aide
13. Intervention Assistant Team
14. Student Tutorial Services
15. Multi-Handicapped Classes (MH)
16. Visually Handicapped Classes
17. Hearing Impaired Classes
18. Nursing Staff
19. Instructional Aide
20. Parent Volunteers
21. Physical Education Classes
22. TIPS Program
23. Latch Key Program
24. Traffic Scouts
25. 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
- K. 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 quickly.

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 the windows
 - D. Keep hands and feet to self
 - E. Follow directions of 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, 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 absences, 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 action 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

