



# GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT 2007-2008

## Grandview Heights City Schools 2007 - 2008 School Year

### FIRST SEMESTER:

Aug 27	Monday	Professional Day - no students
Aug 28	Tuesday	First Day of School
Sept 03	Monday	LABOR DAY-holiday
Oct 19	Friday	Professional Day - no students
Nov 05-09	Monday-Friday	Parent Teacher Conference Week - K-12
Nov 21	Wednesday	Conference Comp Day
Nov 22	Thursday	THANKSGIVING
Nov 23	Friday	BREAK
Dec 24	Monday	WINTER
Jan 04	Friday	BREAK
Jan 7	Monday	Schools Reopen
Jan 18	Friday	End of First Semester
Jan 21	Monday	Martin Luther King, Jr. Day - Holiday
Jan 22	Tuesday	Professional Day - no students

### SECOND SEMESTER:

Jan 23	Wednesday	Second Semester begins
Feb 08	Friday	K -3 Parent Teacher Conferences, 1/2 day
Feb 18	Monday	Professional Day - no students
Mar 21	Friday	SPRING
Mar 28	Friday	BREAK
Mar 31	Monday	Schools reopen
May 26	Monday	MEMORIAL DAY - Holiday
Jun 06	Friday	End of Second Semester, Last Day of School
Jun 09	Monday	Professional Day - no students

## HOMESCHOOL HOTLINE

**481-3600**

**4th Grade - Ext. 710**

**5th Grade - Ext. 712**

**6th Grade - Ext. 760**

**7th Grade - Ext. 761**

**8th Grade - Ext. 762**

Dear Students and Parents,

Welcome to the 2007-2008 school year at Edison Intermediate/Middle School. It is our hope that this year is an exciting and valuable year of growth for each of you. We hope you had an enjoyable summer and are ready to get into the swing of things for the new school year.

As you enter the doors of our school, hopefully you will sense an atmosphere of pride and spirit among the student body. This pride and spirit is a result of a student body that cares about and respects one another. We invite each of you to help us continue this positive atmosphere.

The information contained in this handbook is intended to help answer questions about the policies, procedures and activities at Edison Intermediate/Middle School. We encourage you to read it through carefully, share it with your parents and keep it in a convenient place for future reference. Always feel free to talk with us or with any staff member about questions or problems you might have.

We wish each of you a most successful 2007-2008 school year.

Sincerely,

Bob Baeslack  
Principal

Katie Maxfield  
Assistant Principal  
Director of Curriculum

# BOBCAT VIRTUES AWARD

Virtue - an effective or commendable quality



**CARING:** Person places high value on helping other people

**INTEGRITY:** Person acts on convictions and stands up for his or her beliefs

**HONESTY:** Person tells the truth even when it is not easy

**RESPONSIBILITY:** Person accepts and takes personal responsibility

**PEACEFUL:** Person seeks to resolve conflict nonviolently

**FRIENDLY:** Person accepts others as his or her friend  
(warm, genuine, nonjudgmental)

**KIND:** Person demonstrates a sympathetic, understanding attitude  
towards others

**RESPECTFUL:** Person demonstrates regards and consideration for  
people, property and rules

**DILIGENT:** Person who is characterized by steady, earnest  
and energetic effort. They just keep plugging away.

## TABLE OF CONTENTS

	<u>PAGE</u>	
<b>Superintendent and Board Members</b>	<b>1</b>	
<b>PTO Officers</b>	<b>1</b>	
<b>Edison Intermediate/Middle School STAFF</b>	<b>2</b>	
<b>About Our Schools</b>	<b>3</b>	
<b>Absence/Attendance</b>		<b>3 - 6</b>
GHCS Attendance Policy #5200	3	
What to do about absences	4	
Pre-excused absence	4	
Appointments during the school day	4	
Unexcused absence	5	
Class cutting	5	
School truancy	5	
Activities and attendance	5	
Half day/full day absences	5	
Perfect attendance	5	
Absence/makeup work (grades 6-8)	5	
Tardies	6	
<b>Student Services</b>		<b>6 - 10</b>
Lunch/commons	6	
Lunch dismissal policy	7	
Playground regulations	7	
Playground supervision	8	
Clinic	8	
Injury/illness	8	
Immunizations	8	
Medication	8	
Guidance department	9	
Administration	9	
Lockers	9	
Lost and found	10	
Announcements	10	
Telephones	10	
Textbook care	10	
School newsletters	10	
Library media center	10	
<b>Student Progress</b>		<b>11 - 13</b>
Grading system	11	
Grading periods	11	
Interim progress reports	11	
Homework	12	
Parent conferences	12	
Student awards/honors (grades 7-8)	12	
Eighth grade recognition night	13	
Recognition breakfasts	13	
Citizen of the Month (5-8)	13	
<b>Student Schedules and Curriculum</b>		<b>13 - 14</b>
Fees	14	
Withdrawal from school	14	
Extended Learning Services	14	
Special Education Services	14	
Volunteers	14	
<b>Student Responsibilities</b>		<b>15 - 16</b>
Arrival to school	15	
Dismissal	15	
After school activities	15	
Bike riding, walking, skateboarding, roller blading	15	
Book bags	16	
Personal items	16	
Changing classes	16	
Assemblies	16	
Visitors	16	

Computer privileges	16	
<b>Student Safety</b>		<b>17</b>
Emergency medical form	17	
Fire drills	17	
Tornado drills	17	
Crisis plan	17	
Emergency school closing	17	
<b>Student Activities</b>		<b>18 - 19</b>
School sponsored activities	18	
Field trips	18	
Non-school sponsored	18	
Athletics (7th and 8th grade only)	18	
Cheerleading	19	
Athletic fees	19	
Athletic eligibility	19	
Grading period eligibility	19	
Spring quarter to fall of next year	19	
<b>Discipline Policy Code of Conduct</b>		<b>20 - 24</b>
District behavioral expectations	20	
Student Rights and Responsibilities	21	
Parent Rights and Responsibilities	22	
Faculty Rights and Responsibilities	23	
Administrator Rights and Responsibilities	24	
<b>Student Conduct</b>		<b>25 - 29</b>
Definition	25	
Rules for student conduct	26	
Attendance	26	
Tobacco	26	
Alcoholic beverages and harmful drugs	26	
Damage to school personnel's private property	26	
Dangerous instruments/weapons	27	
Respect	27	
Disruption of school	27	
Dishonesty	27	
Forgery or impersonation	27	
Fighting/hitting/unauthorized touching/ threat of bodily harm	27	
Profane, vulgar, or other improper language	27	
Harassment	28	
Hazing	28	
Insubordination	29	
Publication and/or distribution of unauthorized material	29	
Respect for private property	29	
Restrooms	29	
Physical displays of affection	29	
Gambling	29	
Merchandising	29	
Electronic communication devices	29	
<b>Dress and appearance</b>	<b>29/30</b>	
<b>Consequences for Violating School Rules</b>		<b>30 - 33</b>
Detentions	30	
Saturday school	30	
In-school suspension	30	
Community service at school	31	
Community service in the community	31	
Suspension	31	
Expulsion	31/32	
Emergency removal	32	
Notification	32	
Notice and Hearing	33	
<b>Supply Lists 2007 - 2008</b>		<b>34 - 36</b>
<b>Time Schedules 2007 - 2008</b>		<b>37</b>
<b>Strategic Planning Committee Mission Statement</b>		<b>21</b>

# **SUPERINTENDENT/BOARD OF EDUCATION/PTO OFFICERS**

## **SUPERINTENDENT**

Mr. Ed O'Reilly  
3650 Boathouse Dr.  
Hilliard, Ohio 43026  
481-3600 - office  
481-3648 - FAX  
eoreilly@grandviewschools.org

## **BOARD OF EDUCATION**

Suzanne McLeod, President  
1480 Mulford Road  
Columbus, OH 43212  
488-2396 home  
suzannemcleod@yahoo.com

Kathy Lithgow, Vice President  
1226 Parkway Drive  
Columbus, OH 43212  
486-3509 home  
klithgow@columbus.rr.com

Ron Cameron, Member  
1127 Ormsby Place  
Columbus, OH 43212  
488-9546 home  
rwcameron@gosafeguard.com

Gary Heydinger, Member  
1216 West First Avenue  
Columbus, OH 43212  
299-4663 home  
gheyding@columbus.rr.com

Anita Keller, Member  
1398 W. Second Avenue  
Columbus, OH 43212  
488-7196 home  
ajkeller@wowway.com

## **K - 6 PTO OFFICERS**

Chris Furbee, President  
969 Woodhill Dr..  
Columbus, OH 43212  
488-9765

Stacey Bergmann, President Elect/  
Activities Director  
1149 Ashland Ave.  
Columbus, OH 43212  
486-3408

Jessica Walli, Secretary  
1039 W. Second Ave.  
Columbus, OH 43212  
291-3376

Shauna Cooperider, Treasurer  
866 Northwest Blvd.  
Columbus, OH 43212  
517-7156

## **7 - 8 PTO OFFICERS**

Kathy Grinstead, President  
835 Gladden Rd.  
Columbus, OH 43212  
424-6094

Carrie O,Mara, Vice President  
1272 Cambridge Blvd.  
Columbus, OH 43212  
486-6895

Stephanie Brett, Secretary  
1315 Cambridge Blvd.  
Columbus, OH 43212  
488-7068

Carol Davis, Treasurer  
1935 West First Avenue  
Columbus, OH 43212  
488-1203



**EDISON INTERMEDIATE/ MIDDLE SCHOOL**  
**STAFF ASSIGNMENTS**  
**2007-2008**  
**ROBERT I. BAESLACK, PRINCIPAL**  
**KATIE MAXFIELD, ASSISTANT PRINCIPAL,**  
**DISTRICT CURRICULUM DIRECTOR**

**4TH GRADE**

Susie Mauck  
Tammy Biandudi  
Bobbi Penn  
Alice Zimmerman  
Holly Quigley, Special Ed

**5TH GRADE**

Steve Newton  
Gale Pittenger  
Diane Runyon  
Jill Swary  
Janet Gauntner, Special Ed

**6TH GRADE**

Cheri Brown - Social Studies/LA  
Eileen Covell - Reading/LA  
Roni Pettit - Math/LA  
Vicki Dunlevy - Science/LA  
Lindsey Graves - Special Ed

**7TH GRADE**

Becky Crawford - Math  
Vincent DeTillio- Social Studies  
Diane Powell - Reading/LA  
Jeremy Rummer - Science  
Cristy Graves - Special Ed  
Leslie Ziss - Special Ed

**8TH GRADE**

Lori Downer - Math  
Ann Getz - Science  
Doug Page - History  
Melissa Miglesz - Reading/LA  
Naome Allison - Spec. Ed.

**SPECIALS**

Marc Alter - Technology  
Lin Bensen - FCS grades 4-8  
Molly Eichner - Physical Education, 4-8  
Debbie Farynowski - Library  
Jean Gartland - Extended Learning Services  
Brad Gintert - Industrial Technology  
Andrew Grega - Music/Choir  
Scott Heath - 5th/7th Band/Music  
Carmen Mendoza - Spanish  
Betsy Moutvic- Art, 6-8  
Pam Patterson - Technology  
Deb Purtz - Foreign Language  
Eleanor Schooley - Art, 4-5  
Kie Watkins - 8th Band

**SPECIAL EDUCATION**

Karla Hayes - Special Education, 4-7  
Cindy McIntire - SED

**OTHERS**

Doug Eckert - Guidance Counselor  
Alice Straub - Guidance Counselor  
Sheila Gossett - IAT Coordinator  
Judy Hauenstein - Secretary  
Shelley Ausham - Secretary  
Eric Pickering - Psychologist  
Abigail Reed - Psychologist  
Linda Jokiniemi - Nurse  
Kathy Kinnard - Athletic Director  
Tom Tyne - Day Custodian  
Tim Newkirk - Night Custodian  
Mark McKnight - Night Custodian

**TEACHING ASSISTANTS**

Jane Adkins  
Wanda Herl  
Ann Mattiaccy, Library  
Rebecca Walton

# **ABOUT OUR SCHOOLS**

## **HOURS**

- 7:55 A.M. - STUDENTS MAY ENTER**
- 8:00 A.M. - TARDY BELL RINGS, SCHOOL BEGINS**
- 2:35 P.M. - GRADES 4 & 5 DISMISSED**
- 3:00 P.M. - GRADES 6-8 DISMISSED**

# **ABSENCE/ATTENDANCE**

## **GRANDVIEW HEIGHTS CITY SCHOOLS ATTENDANCE POLICY #5200**

“The Board of Education as an agency of the State is required to enforce regular attendance of students. The Board recognizes that regular attendance and promptness are marks of a good student and a good citizen. In school, as in other facets of life, punctuality and regular attendance are necessary for success. Attendance shall be required of all students enrolled in the schools during the days and hours that school is in session unless it is shown to the satisfaction of the Superintendent that the mental condition of the student is such that s/he cannot benefit from instruction, or that the bodily condition of the student is such as to prevent attendance at school, or that s/he is receiving instruction at home from a person qualified to teach the branches of education in which instruction is required.

A student absent for observance or celebration of a bona fide religious holiday shall be excused from attendance on that holiday.

In accordance with statute, the Superintendent shall require, from the parent of each student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause.

The Board may report to appropriate authorities infractions of the law regarding the attendance of students below the age of sixteen. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the regular school program.

The Board considers the following factors to constitute mental or bodily unfitness for school: A. illness; B. recovery from accident; C. required court attendance; D. death in the family; E. Medical/dental appointments; F. such good cause as may be acceptable to the Superintendent or his designee”.

## **WHAT TO DO ABOUT ABSENCES**

When a student is absent, the student and parents have three options to notify the school of the reason for the absence. This responsibility involves the parents and the students as well as the school.

### **1. Parent/Guardian Responsibility**

Under State law, responsibility for a student's attendance rests with his/her parent(s) or guardian(s). A parent or guardian must notify the school on the date a student is absent unless previous notification has been given in accordance with school procedure for excused absences. A parent/guardian is asked to call the school in the event of an absence and specify the nature of the absence. For grades 4-8, please phone 481-3632. **All student absences should be reported by 8:30 a.m. the day of the absence.**

### **2. School Responsibility**

If no message has been received by 8:30 a.m., a call will be made to confirm the absence. If contact is made with the parent/guardian on the day of the absence, it will be recorded, and no note will be necessary when the student returns to school.

### **3. Student Responsibility**

If the parent/guardian has not called the school or school has been unable to contact the parent/guardian on the day of the absence, it will be necessary for the parent/guardian to write a note or provide a doctor's written excuse upon the student's return to school.

**If no parent contact is made within 24 hours, the absence will be unexcused and charges of truancy may be filed.**

## **PRE-EXCUSED ABSENCE**

If vacations are taken during school time, responsibility falls upon the parent/guardian and the student to complete a "Planned Absence Form" ONE WEEK IN ADVANCE so that major assignments and tests may be completed. Teachers will provide the opportunity for makeup work and tests, but it is the student's responsibility to contact the teacher and to complete the work. Work not turned in at the prearranged time may be counted as zero or may not receive full credit. Upon return to school, it is expected that the student must participate in all class activities, including the taking of tests. When a student is absent from school, essential classroom instruction is missed. We believe that making up assignments does not constitute the same quality of learning that occurs when a student attends.

## **APPOINTMENTS DURING THE SCHOOL DAY**

If at all possible, the district encourages parents to schedule medical appointments outside of the school day. If a school day appointment cannot be avoided, please observe the following guidelines prior to or the day of the appointment.

1. Send a written note with your son/daughter to school explaining the appointment and necessary sign out time.
2. Students shall bring the note to the office before school.
3. A dismissal slip to be shown to the student's teacher at the time he/she is to be signed out from the school office will be given to the student.
4. Parents should come to the office and sign out their son/daughter.

Students will be marked excused tardy or unexcused absence when they leave school for appointments. Please bring in "return to school" notes from all doctor's appointments.

## **UNEXCUSED ABSENCE**

An unexcused absence is defined as an absence by consent of the parent or with parent's knowledge for a reason not acceptable to the school. (For example: hair appointments, oversleeping, car trouble, etc.). The student will not receive academic credit for work missed during an unexcused absence.

## **CLASS CUTTING**

Cutting class is a deliberate, unauthorized absence from class. The student will not receive academic credit for work missed during class cutting. Disciplinary consequences will result from unauthorized absences from class.

## **SCHOOL TRUANCY**

A deliberate, unexcused absence from school is considered school truancy. The student will not receive academic credit for work missed during school truancy. A placement in Saturday School or one day of in-school suspension will be assigned for each day truant. Truancy charges will be filed with the Franklin County Juvenile Court when any student has three or more unexcused absences. Further court action could result in a filing of parental neglect followed by a hearing before a Family Relations Court.

## **ACTIVITIES AND ATTENDANCE**

Participants in co-curricular and extracurricular activities must attend school for the entire day to participate in any event. Students who are absent from school on the day of a game/match/event will not be permitted to participate, including practice. Exceptions will be made if the excused absence does not exceed four class periods and a doctor's excuse is provided.

## **HALF DAY/FULL DAY ABSENCES**

For attendance purposes, the student's lunch block is considered the midpoint of the school day. A half day absence will be given for any absence exceeding one hour.

## **PERFECT ATTENDANCE**

Great attendance habits begin at an early age. This year our school will recognize students with perfect attendance or good attendance for each grading period and for the school year. For a student to qualify for perfect attendance, their attendance must be perfect, meaning no absences, unexcused tardies or early releases. For a student to qualify for "good attendance" the student's absence must not exceed one day, or one tardy, or one early release. We understand that some absences are unavoidable but do seek to encourage and promote positive attendance patterns.

## **ABSENCE / MAKEUP WORK (GRADES 6-8)**

Upon return to school after an absence, the student is responsible for contacting teachers to arrange a make-up schedule. Students will be allowed the same number of days to complete missed work as the absence (e.g. 4 days absent, 4 days for make-up). An exception occurs when a student attends the day prior to a test but is absent on the day of the test. In this event, the student will be expected to take the test upon return to school. Absence on the day prior to a test does not excuse the student from taking a previously scheduled test.

When a long term assignment is given, the student is expected to submit the assignment on its original due date. Even if the student is absent on the date the assignment is due, unless extenuating circumstances prevail, the assignment should be delivered to school. Long term is defined as at least 5

days and one weekend. If you have any questions or concerns regarding an assignment, please contact the teacher as soon as possible prior to the due date of the assignment.

## **TARDIES**

When a student is tardy to school, he/she must, upon arriving at school, go to the office and sign in. He must have a note or the office must receive a phone call from the parent explaining the reason for being tardy. An excused or unexcused tardy pass will be issued. For all other tardies to class, the student will sign in at the class so they will not miss any more instructional time. For a tardy to be excused, it must meet the same criteria as an excused absence.

Consequences for unexcused tardies (per grading period) are as follows:

### **Grades 4 - 5:**

4 tardies = Parent notified  
5 + tardies = may result in disciplinary consequences such as detentions, service hours or Saturday School.

### **Grades 6 - 8:**

4 tardies = Parent notified  
5+ tardies = After School Behavior detention for each tardy

### **Grades 6 - 8:**

Consequences for accumulation of behavior detentions per 9 week period are as follows:

4 detentions = Saturday School  
8 detentions = In school suspension  
9 detentions = conference with staff, parent(s) and student

## **STUDENT SERVICES**

### **LUNCH/COMMONS**

Lunch is closed at Edison Intermediate/ Middle School. The lunch block is 50 minutes in length (30 minutes to eat and 20 minutes for recess). All students will eat lunch in the commons of the multipurpose building. Students are expected to use good table manners, be respectful to all supervisory staff, and clean up after themselves.

#### **Guidelines for commons use are:**

1. When arriving in the commons, students should get in line or sit down.
2. After eating, clean your area then return to your seat and wait to be dismissed.
3. During good weather, students will go outside. (Dress for the weather).
4. All food and drink shall be eaten in the commons while the students are seated at the tables.
5. Follow all school rules.

#### **For example:**

Follow adult directions promptly  
Hands/feet to yourself  
Use appropriate language  
No running  
No line cutting

#### **Possible Consequences for Violations:**

Go to the end of the line  
Time out/isolation  
Assigned seat  
Restricted lunch  
Office referral

The following are considered major behavior violations and will result in an office referral:

- food throwing
- fighting
- profanity
- being argumentative
- disrespect
- lying

### **LUNCH DISMISSAL POLICY**

Liability issues require that our staff be aware of students' whereabouts during the entire school day, including lunch. Therefore, the following requirements are in place before any student is permitted to go off campus during lunch:

1. written permission, indicating the requested date(s), signed by the parent/guardian and turned in at the office
2. an adult present with the student during lunch period

Parents/guardians wishing to transport their child and his/her friend(s) to lunch or hosting lunch for their child and his/her friend(s) must have the following requirements completed:

1. written permission from the friend(s)' parent/guardian granting permission for his/her child to accompany the friend(s)' parent
2. written statement from the hosting parent accepting responsibility for his/her child's friend

Tardiness or other attendance problems following lunch will jeopardize the continued use of the lunch dismissal privilege.

Any student found to be off campus without appropriate permission and supervision will be referred to the office for possible disciplinary consequences.

### **PLAYGROUND REGULATIONS**

The playground is a place to have fun. However, accidents do occur. For this reason, rules are needed to ensure the children are not hurt while playing. Teachers will go over the playground rules with the children in the fall. Teachers/teacher assistants and the P.E. teacher will determine appropriate activities for the playground.

1. The horizontal ladder may only be used to go across hand-over-hand. Students are not permitted to sit on the top, ride on one another's backs, or do tricks of other kinds on the equipment. No twisting of swings or jumping from them.
2. Food is not permitted on the playground. However, the picnic tables may be used to sit and talk or play games on such as checkers, etc.
3. Students should help keep the area clean by picking up all papers, cans, etc., and placing them in the trash bins. Respect for our environment is an important character trait. The teacher or aide on duty is responsible for reminding students of this or having them pick up everything in an organized way before entering the building.
4. Students should not leave the blacktop area when the ground is wet and muddy.
5. Tackle football and other dangerous activities such as roller blades, skateboarding, piggy back riding, rock throwing, snowball throwing, etc. are not permitted. Additionally, electronic toys/games are not permitted.

## **PLAYGROUND BOUNDARIES**

1. Grades 4,5,6 annex field, blacktop, mulch.
2. Grades 7,8 annex field, field between MS - HS, blacktop, and mulch.

## **PLAYGROUND SUPERVISION**

School staff will supervise the playground during lunch and school recess. The playground is **not** supervised before or after school. For safety reasons students are expected to arrive no earlier than 7:55 a.m. and leave for home immediately following the 2:35 or 3:00 p.m. dismissal.

## **CLINIC**

The clinic is located on the second floor of Edison Intermediate. The school nurse is assigned to the Edison/Middle School complex from 10 am - 3pm three days per week.

## **INJURY/ILLNESS**

All injuries must be reported to an adult staff member. In the case of a minor injury, the student will be treated and may return to class. The office staff or nurse will determine if further medical attention is required. If the injury is considered serious, the staff will call for emergency medical assistance and notify the parent. It is, therefore, required that each student have an up-to-date completed and signed emergency release form in the office in case the emergency medical technicians determine that transport to a hospital is necessary. PLEASE PROVIDE US WITH ALL POSSIBLE PHONE NUMBERS WHERE YOU CAN BE REACHED.

Any student who becomes ill during the day should request permission from the teacher to go to the office where he/she will be directed to the school nurse if she is in attendance. Either the office or the nurse will determine whether or not the student should remain at school or go home. No student will be released from school without proper parental permission.

## **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may require compliance with a set deadline or remove the student. This is for the safety of all students and is in accordance with State law. Any questions about immunizations or waivers should be directed to Linda Jokiniemi, school nurse.

## **MEDICATION**

Prescription and nonprescription medication can only be administered after the school has received signed permission from the physician and parent for the medication to be given. Form #3141.5-1 has been designed for this purpose. If a student is ill and will be going to a physician, the parent/guardian should pick up a form from the school office prior to the appointment. This will enable the doctor to complete the form and allow school personnel to administer the medication. The same information written on a prescription pad from the physician and turned in to the office will be accepted.

Medication must be brought to the office in the original, labeled container from the pharmacy. Other delivery receptacles are not permitted. Students should not take medication at school if the student's physician is able to schedule the administration of the medication outside the school day. All permission forms are valid only for the current school year. Non-oral prescription medication may be self-administered under office supervision so long as the guidelines above are followed (parent and physician statement

must be completed and turned in and medication is kept in locked storage in the office.) Inhalers and bee sting allergy medication may be kept on the student's person if the physician indicates on the form that this is necessary.

Nonprescription medication - Students needing nonprescription medication must have a physician and parent/guardian complete the regular forms for prescription medication and the staff will administer it as the physician directs. No medication will be provided by the school. **PLEASE NOTE: Nonprescription medication, such as Tylenol, Advil, etc., brought to school should be in SMALL CONTAINERS. Our locked storage cannot accommodate large bottles.** During the outdoor education program for sixth graders, the school nurse will carry, as part of the first aid equipment, a supply of generic Tylenol and sore throat lozenges. Parents will be requested to complete a permission form so that the nurse will be permitted to follow the standing physician's orders to administer these medications as needed.

## **GUIDANCE DEPARTMENT**

Students wishing to see the guidance counselors may do so by asking a secretary for a counselor appointment. Counselors welcome students coming to the office between periods or at lunchtime to arrange an appointment. If the counselors are not able to meet with the student, they will send for the student as soon as possible.

The guidance counselors are available to assist students who may have the need to plan courses of study, get career information, inquire about future education or training, discuss social or personal problems or set up a peer mediation session. Homeroom advisors also have the opportunity to act as an advocate and communicator of student concerns. The counselor coordinates student scheduling and provides individual and group counseling. The counselor communicates student progress through review of interim reports, report cards and test records.

The guidance counselor directs the testing program which includes nationally normed standardized tests of ability and achievement at seventh grade and state proficiency tests at sixth and eighth grades. Results will be sent to parents and used as a diagnostic tool by professional staff to determine student needs and effectiveness of the curriculum.

In order to provide students with appropriate educational services, it is necessary for Grandview Heights City School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be available to appropriate school personnel, accessible to the student's parent/guardian or the student in accordance with the law, yet be guarded as confidential.

Parents are encouraged to contact Mrs. Straub or Mr. Eckert if you have concerns about school and/or classroom performance.

## **ADMINISTRATION**

Mr. Bob Baeslack is the principal of Edison Intermediate/Grandview Middle School and Ms. Katie Maxfield is our district curriculum director / assistant principal. Students and parents are encouraged to stop in or contact the administrators to help answer questions and discuss issues pertaining to school.

## **LOCKERS**

Lockers are school property loaned to students for their convenience for the purpose of storing textbooks, supplies, lunches, outer clothing. Students are expected to keep their lockers clean. Items may be taped inside the lockers, but all items and tape must be removed at the end of the year. Students are not permitted to write on or tape items on the outside of lockers. By law, school officials have the authority to search student lockers and desks and their contents at any time and without permission.

### **PHYSICAL EDUCATION LOCKERS**

During physical education class, students will have use of the locker rooms for the purpose of changing clothes, if desired. These lockers may be used only during that class period due to other students using them throughout the day and after school.

### **LOST AND FOUND**

Lost and found items for grades 7 and 8 will be kept in the Main School office. Items appearing to belong to students in grades 4-6 will be housed in the hallway by the library. Students should check both places for missing items. Unclaimed items will be put on display throughout the year. Any unclaimed items still remaining at the end of the school year will be given to a charity.

### **ANNOUNCEMENTS**

All regular announcements will be made each morning during homeroom.

### **TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency students will not be called to the office to receive a telephone call or send a message. It is not possible to take all messages for students. Please remember that the delivery of messages is disruptive to class. Parents who need to contact teachers may leave a message with a secretary.

### **TEXTBOOK CARE**

The Board of Education supplies textbooks for student use. With this privilege comes the obligation for appropriate care. Books are to be covered and must be kept in good condition. At the end of the school year, students will be charged for any damage to or loss of textbooks. Students should write their name in ink in the space provided inside the front cover of each book.

### **SCHOOL NEWSLETTER**

In an effort to keep parents, students and other members of our school community informed, the Edison Intermediate/Middle School newsletter will be sent home once a month, to households that indicated their desire to have a hard copy. Each issue of the newsletters will include topics of current interest and other helpful information. Our newsletters are also sent to the Grandview Heights Senior Citizen Center and the Grandview Heights Public Library each month. The monthly newsletter can also be found on our school web site or a hard copy may be picked up in the school office.

### **LIBRARY MEDIA CENTER**

Our media center is open during school hours and is located on the second floor of Edison Intermediate School. Students are encouraged to make the best use of the library. The media specialist will review the procedures for use of the library media center with students. Students will have the opportunity to visit the library through their content area classes and at other times designated by teachers.

# STUDENT PROGRESS

## GRADING SYSTEM

Scholastic marks or grades indicate a student's academic achievement which may be determined by tests, written and oral assignments, homework, classroom work and teacher judgment. Numerical grades are used to report grades every nine weeks. The letter grade equivalents of the numerical grades are as follows:

A	94-100	4.00	C	73-79	2.00
A-	92-93	3.67	C-	70-72	1.67
B+	90-91	3.33	D+	68-69	1.33
B	85-89	3.00	D	62-67	1.00
B-	83-84	2.67	D-	60-61	0.67
C+	80-82	2.33	F	59-below	0.00

NOTE: Grades 4 and 5 do not differentiate with (+) and (-).

An average of 60% or greater for the year is necessary to pass any subject. Further, students must receive a passing grade for the second semester in each subject area in order to pass that subject for the year. An incomplete grade must be made up within ten school days of the next grading period or within 10 days after school is dismissed for the summer.

## GRADING PERIODS

Grade cards will be distributed to students about one week after the close of the first three nine week grading periods. These grade cards will be sent home with the students. The fourth and final grade card will be mailed home.

<u>Grading Period</u>	<u>End of Grading Period</u>	<u>Grade Cards Distributed</u>
1st	October 26, 2007	November 2, 2007
2nd	January 18, 2008	January 25, 2008
3rd	March 20, 2008	April 4, 2008
4th	June 6, 2008	June 13, 2008

## INTERIM PROGRESS REPORTS

In addition to the grade card, interim reports will be used to notify parents of student's performance. We hope these reports will serve a twofold purpose:

1. Compliment the student on an outstanding performance and effort for class work.
2. Act as a warning that the student may receive a below average or failing mark unless the quality of work improves.

### **Grade 4:**

Interim reports will be sent only if a student demonstrates a significant drop in grades (2 or more letter grades) or is receiving below a grade of C.

### **Grades 5 - 8:**

Interim reports are distributed to all students in grades 5-8 at the midpoint of the marking period. These interim reports will be sent home with the students on the following dates:

<u>Grading Period</u>	<u>Interims Distributed</u>
1st	October 2, 2007
2nd	December 4, 2007
3rd	February 26, 2008
4th	May 6, 2008

## **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. A brief outline for study follows:

- A. Arrange a schedule for study - a certain time of day.
- B. Arrange a place for study:
  - 1. Choose a quiet room
  - 2. Keep the room at a comfortable temperature
  - 3. Work at a table or desk
  - 4. Use sufficient light
  - 5. Sit on a hard, straight-backed but comfortable chair
- C. Procedure for study
  - 1. List subjects for which preparation must be made
  - 2. Begin work on favorite subjects first
- D. If formal homework is not assigned, it is a good idea to set aside a period of time for quiet reading and review of spelling, math, science and/or language arts.
- E. Make good use of your student planner/assignment book by copying down your assignments each day.

## **HOMEWORK HOTLINE**

**481-3600**

**4th Grade - Ext. 710**

**5th Grade - Ext. 712**

**6th Grade - Ext. 760**

**7th Grade - Ext. 761**

**8th Grade - Ext. 762**

**Homework hotline on the web: [www.Grandviewschools.org](http://www.Grandviewschools.org)  
Go to Edison ES for grades 4- 5, Middle School for grades 6- 8**

## **PARENT CONFERENCES**

Parents are encouraged to arrange conferences with teachers, the guidance counselor or school principal. A conference time may be arranged by calling the school (481-3632) and making an appointment. Notices for the Parent/Teacher Conference days will be sent home with students in the fall.

## **STUDENT AWARDS AND HONORS (GRADES 5-8)**

Students are recognized for achieving either the honor or merit roll. The names of these students are posted at the school, published in the Newsletter and submitted to the local newspapers.

Honor Roll	=	3.5 grade point average or better in all subjects
Merit Roll	=	3.0-3.49 grade point average in all subjects

In addition, students who may not achieve honor or merit roll status, but demonstrate strong effort and improvement in their grades, will also be recognized in a number of different ways.

## **EIGHTH GRADE RECOGNITION NIGHT**

At the close of the school year, the eighth grade class will have a special awards program recognizing the class and individual eighth grade students for their many achievements. This special evening program is followed by an eighth grade dance and celebration.

## **RECOGNITION BREAKFASTS**

At the close of the school year, all fourth through seventh grade students are invited to attend their grade level recognition program. Certificates of Recognition, Honor/Merit Roll Certificates, Attendance Awards, and a number of other awards are presented (as appropriate to their grade level) to the students during these programs.

## **CITIZEN OF THE MONTH (5-8)**

Once a month, staff select two students from each grade level as the "Citizen of the Month". These students demonstrate positive citizen practices in school by making good choices and showing a genuine interest in encouraging their fellow students. These students are treated to a special luncheon with the school administration. The Ray Buck Citizen of the Month Luncheon is sponsored by the Northwest Kiwanis.

## **STUDENT SCHEDULES AND CURRICULUM**

<b><u>Fourth/Fifth Grade</u></b>	<b><u>Sixth Grade</u></b>	<b><u>Seventh Grade</u></b>	<b><u>Eighth Grade</u></b>
Language Arts	Language Arts	Language Arts	Language Arts
Science	Science	Science	Science
Social Studies	Social Studies	Social Studies	American History
Reading	Reading	Reading	Family&Consumer Science
Math	Math	Math 7 or Pre-Algebra	Pre-Algebra, or Algebra
Physical Education	Physical Education	Physical Education	Physical Education
Art	Art 6	Art 7	Art
Music/Band	Band or Choir	Band or Choir	Study Hall
Foreign Language	Foreign Language	Spanish or French	Industrial Technology
Family & Consumer- Science	Family & Consumer- Science	Study Hall Family & Consumer- Science	(Electives) Band or Choir Spanish or French

### **8th Grade Algebra and Foreign Language**

Though taught at the Middle School level students taking these courses will earn a unit of high school credit for each course completed. Grades for these courses will be computed in the grade point average at semester time when Freshman grades are first computed and be a part of high school transcripts. However, if the course is retaken, the grade earned in the eighth grade will be removed from the transcript and from the calculation of the GPA.

### **FEES**

Each year the district sets student fee schedules for consumables every student uses. Students will pay other fees based on elective courses they select. These fees may be paid to the school office. Please make your checks out to Grandview Heights City Schools.

### **WITHDRAWAL FROM SCHOOL**

Withdrawals will be made through the office. Any student planning to transfer from Grandview Heights City Schools should notify the school office at least one week before he/she plans to withdraw from school.

### **EXTENDED LEARNING SERVICES**

The Grandview Heights City Schools offer a gifted education program for identified students in grades five and six. Students who meet the state eligibility criteria for the “superior cognitive” classification can receive services through the Extended Learning Class (ELC). “Superior cognitive ability” is defined as achieving a standard score of 127 or above on an approved test of intellectual ability or a percentile score of 95 or above on a battery of achievement tests (core total). Superior performance in academic settings must also be documented.

### **SPECIAL EDUCATION SERVICES**

It is the policy of Grandview Heights City School District that ongoing efforts will be made to identify, locate and evaluate children below twenty-two years of age, who reside within the District and have a confirmed or suspected disability in accordance with all Federal regulation and State standards. For information regarding these special services, contact the district office of Pupil Services, 481-3634.

### **VOLUNTEERS**

Parent volunteers are considered a very special resource. Parents are encouraged to help in classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can donate to make our school a better place for students to learn and grow.

Parents volunteer at the beginning of the school year to serve as a room parent for each classroom. Room parents assist with the Valentine and Halloween parties, assist on field trips and help organize telephone committees for special needs. Parents who are interested in serving may use the sign-up form in the first issue of our school newspaper or send a note to the teacher or to the PTO. Your help as a room parent benefits all children in our school by creating a more positive helpful atmosphere.

# **STUDENT RESPONSIBILITIES**

## **ARRIVAL AT SCHOOL**

The school day begins at 8:00 a.m. with students allowed in the building at 7:55 a.m. When the tone sounds at 7:55 a.m., students may go to their lockers and then report to homeroom. Once students arrive on school grounds, they are expected to stay on school property until the end of the school day unless they are accompanied by a parent/guardian.

## **DISMISSAL**

Usual dismissal time is 2:35 p.m. for grades 4 & 5 and 3:00 p.m. for grades 6-8. On certain occasions, it becomes necessary to dismiss classes at 2:00 p.m. or 2:30 p.m. These dates will be listed each month in our school newsletters.

Only those students attending supervised activities should be in the building after school. These students must be with a coach, teacher or advisor. Those students not participating in any activity should leave the building after going to their lockers.

## **AFTER SCHOOL ACTIVITIES**

Guidelines for after-school activities are as follows:

1. Only Edison Intermediate/Middle School students may attend (excluding athletic events).
2. Students will not be permitted to leave the activity prior to the ending time unless the parent/guardian personally picks up the student.
3. Inappropriate dress will result in refusal of admission to the event.
4. The school discipline code is in effect during all activities. (See pp. 25-29)

## **BIKE RIDING, WALKING, SKATE BOARDING, ROLLER BLADING**

In order for all our students to arrive at school safely, they are to obey all traffic signals and rules. Bicycles are to be locked in the bike rack and are not to be ridden during the school day on school grounds.

Skate boards and roller blades are not permitted to be used on school grounds between the hours of 7:00 a.m. and 4:00 p.m. Students should be aware that there is limited storage for items such as roller blades and /or skateboards. Lockers are the only available option and are too small to accommodate such items in addition to textbooks and school materials. The Grandview Heights City Schools is not responsible for the security of such personal items.

All students who walk to and from school are to cross streets at intersections or crosswalks. Students must use public walkways and not cut through or damage private property.

## **BOOK BAGS**

Book bags should be properly cared for. Due to limited space in classrooms they are to be kept in lockers and not left lying in hallways, cafeteria or other areas of the building.

## **PERSONAL ITEMS**

Students should not bring personal items not related to their education. There should be no distractions from the student's "job", which is school. Toys, trading cards, games, electronic devices (TV's and laser pointers) are prohibited and are examples of personal property not permitted at school unless requested by a teacher for a special project. If such items are brought to school, they may be kept by a teacher or the principal until the end of the day or until a parent picks up the item.

## **CHANGING CLASSES**

Classes are dismissed by the teachers. Between each class there are two minutes which will allow plenty of time to reach any section of the building. Students are expected to be in their designated classroom at the beginning of the period.

## **ASSEMBLIES**

At various times during the year the school will conduct assemblies. Student behavior will depend on the type of assembly being held. For example, students will be encouraged to participate vocally in pep assemblies, but asked to be quiet and respectful during presentations by their fellow students or guests.

## **VISITORS**

Parents and other community members are encouraged to visit school. Visitors should report first to the office to sign in and receive a visitor name tag. Parents may visit classrooms as long as they do not interrupt or interfere with the conducting of the classes.

Students from other districts who wish to shadow an Edison Intermediate/Middle School student must have permission from the principal and provide a written explanation from the parent regarding the request for visitation.

## **COMPUTER PRIVILEGES**

**Students and parents must sign the district's Acceptable Use Policy before students are permitted to use the Internet at school.**

- Students are not permitted to send or receive e-mail on school computers.
- Students are not permitted to use on-line chat rooms or instant message services.
- Students should not give out any personal information or fill out any forms while using the Internet.
  
- Students are not permitted to download any images, music, software or plug-in unless they have received permission from a teacher.
- Students may not access the Internet on any school computer without permission from a teacher who is present in the room.
- Password security, if in place, is the responsibility of the student. The password should never be given out.
- Students shall not copy, without authorization, any software from school computers.
- Students shall not delete any file without authorization.
- Students engaged in unacceptable behaviors are subject to losing their computer and/or Internet privileges.



## **STUDENT SAFETY**

### **EMERGENCY MEDICAL FORM**

Student safety is a responsibility of the staff. State law requires that all students must have an emergency medical form completed, signed by a parent/guardian and kept on file in the office. A student may be excluded from school until this requirement has been fulfilled. From time to time, changes occur in residential address or home or work telephone numbers. Any such change must be reported to the office immediately in order for the school to have immediate access to a parent/guardian in an emergency situation. Further, an alternate contact must be named in the event school personnel are unable to contact the parent/guardian.

### **CONCERNED PERSON FORM**

These forms are available from staff members and outside the main office door. Students are encouraged to fill out one of these forms and drop it in the concerned person form box outside the main office for any of the following concerns:

1. I am concerned about a friend or fellow student who may be at risk of harming himself, herself, or another person.
2. I am concerned because of something dangerous or illegal that has happened, is happening or about to happen.
3. I am concerned because a fellow student is being picked on, bullied, or harassed.

### **FIRE DRILLS**

During fire drills, students are to follow the teacher's directions and use the exit route posted in each room, walk quickly without running and move in an orderly fashion to exit the building, not stopping in front of doors or on steps. Students are to remain quiet so that directions can be heard.

### **TORNADO DRILLS**

Tornado drills will be conducted as required by law. Certain areas are designated as "safe" areas. Teachers will give instructions to the students to move into these areas and to assume the proper position for maximum safety.

### **CRISIS PLAN**

A crisis plan has been developed by the Safe Schools Audit Committee. This plan provides for the safety of students and staff in the case of some unforeseen emergency situation. Students and staff will practice the proposed safety procedures for various possible emergencies.

### **EMERGENCY SCHOOL CLOSING**

If it is necessary for Grandview Heights City Schools to be closed due to weather, power failure, etc., all after-school activities for that day will be canceled. For information about school closings, listen to local radio and TV stations.

# **STUDENT ACTIVITIES**

## **SCHOOL-SPONSORED**

Edison Intermediate/Middle School provides students the opportunity to broaden their learning through grade level appropriate curricular-related activities such as Bobcat Leadership Advisory, Science Olympiad, Winners' Choice, Power of the Pen, Math Counts, Lego League, Adventure Club. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

Extracurricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional enrichment activities such as sports, drama, community service. All students are permitted to participate in the activities of their choosing if they have been chosen after tryouts and meet the eligibility requirements. In some cases, 7th & 8th grade students participating in a sport may not be permitted to also participate in another school related extra- curricular activity due to the scheduling conflicts.

## **FIELD TRIPS**

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. A small amount of money may be requested from each student to help defray costs. Parents may be invited to attend field trip outings with their children.

Parents are asked to sign a "walking slip" each year. This form gives permission for any walking trip within the Grandview City limits.

If you child will be attending an overnight, school sponsored field trip, the Assumption of Risk Field Trip Permission Form will be sent home prior to the trip for you to complete and return.

## **NON-SCHOOL SPONSORED**

Non-school sponsored student groups organized for religious, political or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated and conducted by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

## **ATHLETICS (7TH AND 8 GRADE ONLY)**

Seventh and eighth grade students have the opportunity to participate in interscholastic sports. Ohio High School Athletic Association guidelines prohibit sixth grade students from participating in interscholastic sports and defines rules and eligibility of student participation.

The time involved is demanding in practice and contests. Students need to organize their time wisely to maintain their academics and family activities during the season.





**GRANDVIEW HEIGHTS CITY SCHOOL DISTRICT**  
**STRATEGIC PLANNING COMMITTEE**  
**MISSION STATEMENT**

**TO MAXIMIZE AND PERSONALIZE EVERY STUDENT’S LEARNING**

**GOALS:**

1. IMPROVE ACHIEVEMENT FOR ALL STUDENTS IN READING.
2. IMPROVE ACHIEVEMENT FOR ALL STUDENTS IN MATH.
3. CONTINUALLY IMPROVE THE LEVEL OF QUALITY LEARNING.

**DISCIPLINE POLICY**  
**CODE OF CONDUCT**

**DISTRICT BEHAVIORAL EXPECTATIONS**

The Successful Behaviors Committee for Grandview Heights City School District adopted the following expectations for all students, kindergarten through twelfth grade:

**As members of the Grandview Heights City School District, we will:**

1. **Accept responsibility for our actions.**
2. **Respect learning and the educational process.**
3. **Respect others.**
4. **Respect property.**
5. **Respect ourselves.**

# **STUDENT RIGHTS AND RESPONSIBILITIES** **AS DEVELOPED BY THE** **SUCCESSFUL BEHAVIORS COMMITTEE**

## **STUDENT RIGHTS**

You have the right to attend school in an atmosphere of mutual respect. You have the right to learn and be provided with extracurricular activities in a safe environment.

## **STUDENT RESPONSIBILITIES**

1. **Attending school and school related functions**
  - attend school every day unless you are otherwise excused
  - attend all classes on time
  - respect students' and others' personal space and community rights to time and property
  
2. **Preparing for school**
  - bring books, papers and other supplies to class
  - complete assignments (even when absent) and turn them in on time
  - be prepared mentally and physically to learn
  
3. **Participating in classes and activities**
  - participate fully in class discussions and activities
  - ask for help from the teacher when you don't understand something
  - participate in after-school activities according to the guidelines and requirements of these activities
  - listen respectfully to peers and adults
  - complete quality work to student's best ability
  
4. **Preventing and resolving problems**
  - do your own work to the best of your ability
  - follow class and school rules
  - behave in a safe manner
  - ask for assistance if there is a problem
  - use appropriate verbal and nonverbal communication
  - be honest
  - exercise tolerance
  - approach problems directly - go to the source
  - take responsibility for own actions and recognize consequences
  - meet academic and social expectations of the school district
  
5. **Modeling**
  - demonstrate community involvement
  - show respect for property and others
  - exhibit appropriate habits for lifelong learning
  - use appropriate language
  - wear appropriate dress

# **PARENT RIGHTS AND RESPONSIBILITIES** **AS DEVELOPED BY THE** **SUCCESSFUL BEHAVIORS COMMITTEE**

## **PARENT RIGHTS**

You have the right to be informed of your child's academic progress and behavior and may visit your child's school. You have the right to be consulted when decisions are made that affect your child. Furthermore, you are to be immediately informed of all serious disciplinary actions concerning your child and may exercise your right to appeal suspensions and expulsions.

## **PARENT RESPONSIBILITIES**

You are expected to know and support the students' rights and responsibilities. You should help your child meet these expectations by:

1. **Setting goals with your child**
  - cooperate with school to support appropriate discipline
  - expect your child to achieve in school to the best of his or her ability
  - set up home rules and expectations that support the school
  
2. **Communicating with your child and the school**
  - meet your child's teacher(s) and find out what is expected
  - tell your child that you expect him or her to attend school every day,
  - complete schoolwork, cooperate with school staff and work toward high quality in every in every class
  - attend meetings and conferences when scheduled
  - inform school of unusual circumstances that may affect your child's learning and/or behavior
  
3. **Helping your child learn**
  - provide a regular place to do homework
  - help your child learn how to organize schoolwork and time
  - expose your child to learning opportunities
  - ask the school staff for assistance if needed
  
4. **Encouraging and praising your child**
  - recognize (praise/reward) your child's efforts, improvements and achievements
  - tell your child what he or she does both right and wrong
  - help your child develop pride in self, school and community
  
5. **Monitoring your child's education**
  - discuss school with your child everyday
  - establish and maintain communication with faculty and staff
  - review your child's schoolwork
  - make sure your child takes proper materials to school each day
  
6. **Modeling**
  - demonstrate community involvement
  - show respect for property and others
  - use appropriate language
  - wear appropriate dress

# **FACULTY RIGHTS AND RESPONSIBILITIES** **AS DEVELOPED BY THE** **SUCCESSFUL BEHAVIORS COMMITTEE**

## **FACULTY RIGHTS**

You have the right to be supported by administrators, staff, students and parents to establish and maintain a safe environment where all may learn and achieve.

## **FACULTY RESPONSIBILITIES**

You are expected to meet the educational standards of Grandview Heights City School District. Help students achieve by:

1. **Preparing**
  - prepare and deliver daily lessons that are consistent with the guidelines according to district wide curricula/and state standards.
  - provide makeup assignments for absent or suspended students
  
2. **Creating the learning environment**
  - establish and maintain an environment where all may learn
  - work with your students to set forth classroom behavioral rules
  - encourage students to discuss classroom rules with their parents
  - enforce classroom rules impartially and consistently
  - adhere to the district code of behavior and each building's discipline plan
  
3. **Evaluating**
  - recognize and work with the various learning styles of students
  - evaluate student performance in a variety of formal and informal ways
  
4. **Communicating with parents, staff, administrators and students**
  - keep parents informed of the academic progress and behavior of their child through interims, report cards and/or conferences
  - it is essential that parents/guardians are informed of any significant drop or negative change in academic progress, completion of assignments, behavior, attitude, effort or motivation.
  
5. **Modeling**
  - demonstrate community involvement
  - show respect for property and others
  - exhibit appropriate habits for lifelong learning
  - use appropriate language
  - wear appropriate dress

## **ADMINISTRATOR RIGHTS AND RESPONSIBILITIES** **AS DEVELOPED BY THE** **SUCCESSFUL BEHAVIORS COMMITTEE**

### **ADMINISTRATOR RIGHTS**

You have the right to be acknowledged as school leader. You have the right to the support and participation of parents, students, teachers, staff and community as school decisions are made. You have the right to a well-trained, self-motivated, professional corps of faculty and staff.

### **ADMINISTRATOR RESPONSIBILITIES**

You are expected to meet educational standards of Grandview Heights City School District. Help students achieve by:

1. **Creating a safe and positive learning environment**
  - ensure consistent adherence to the district code of behavior as well as to the standards set by each school so as to maximize safety and orderliness
  - work in collaboration with faculty, staff and other administrators to improve learning
  - inform parents and students regarding the district code of behavior and the building code of conduct
  - promote an atmosphere of mutual respect
  - provide extracurricular activities for the students
2. **Providing instructional leadership**
  - provide instructional leadership in conjunction with faculty members
  - work with teachers as colleagues and recognize and encourage their instructional leadership roles
  - empower staff through participatory decision-making
3. **Providing supervision**
  - organize and supervise the work of teachers and staff both in and out of the classroom to ensure that appropriate levels are maintained
  - facilitate policies which promote a safe environment
4. **Providing positive interactions with all students**
  - seek out opportunities to recognize positive actions of students
  - maintain social contact to promote student morale
5. **Modeling**
  - demonstrate community involvement
  - show respect for property and others
  - exhibit appropriate language
  - wear appropriate dress

# **STUDENT CONDUCT**

## **DEFINITION**

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment. The effectiveness of the educational program is, in part, reflected in the behavior of the students. The best discipline is self-imposed. Therefore, students should learn to assume responsibility and be accountable for their own behavior and to accept the consequences of their actions.

Each student in this district is required by the Board of Education to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are assigned for any infraction of rules. Rules regarding student conduct and possible consequences which may be imposed for any breach are published and available at the middle school office.

The Board of Education recognizes its responsibility to cooperate with law enforcement agencies. Under Board policy, law enforcement officers shall be informed when the following incidents occur:

- A.** any felony offense (i.e. robbery, burglary, kidnapping, extortion);
- B.** threats of serious physical harm, causing the victim to fear for his/her physical safety, including all threats with reference to a weapon;
- C.** unauthorized touching, where a person attacks another person and causes physical injury requiring medical attention, and such attack does not result in the victim engaging in a mutual altercation;
- D.** unauthorized touching, where two or more persons mutually engage in an altercation resulting in serious physical injury requiring emergency medical attention to any person;
- E.** theft offenses, resulting in a substantial loss;
- F.** possession of a weapon (for the purposes of this policy, a "weapon" is defined as any object designed, used or intended to be used to injure, threaten or intimidate another person);
- G.** criminal sex offenses (i.e. rape, sexual battery, corruption of a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, public indecency, felonious sexual penetration, soliciting/prostitution, disseminating or displaying matter harmful to juveniles);
- H.** use or possession of alcohol or illegal drugs, or being under the influence of either, on school premises;
- I.** inducing panic (i.e. false alarms, bomb threats);
- J.** malicious destruction of property resulting in a substantial loss;

Law enforcement officers may not remove a student from a school building for questioning while the student is properly in attendance without the permission of the parent/guardian unless the officer has a warrant for the student's arrest or an order signed by a judge. If a crime has been committed on school premises, students may be questioned in the school without parental consent.

## **RULES FOR STUDENT CONDUCT**

A major intent of the code is the establishment of a standard for acceptable behavior. Violation of rules in the Code of Student Conduct may result in disciplinary action including, but not limited to, suspension and/or expulsion from school (Ohio Revised Code 3313.20, 3313.66, 3313.61)

- A.** The purposes of listing rules for student conduct and disciplinary action which may be taken for violators are as follows:
- 1.** To inform students what is considered unacceptable behavior, and
  - 2.** To inform students the possible consequences of unacceptable behavior
- B.** Violation on the part of a student on any one or more of the following rules of conduct shall result in disciplinary action. Record of disciplinary actions shall be maintained at the school of attendance. Action may include but not be limited to verbal and/or written reprimand, detention, Saturday School, work detail, community service, confiscation of items not appropriate for school, loss of extracurricular activity privileges, loss of leadership positions, loss of privileges to attend and participate in assemblies, banquets/ceremonies, loss of academic credit (grades), loss of awards, letters, or recognition, diversion program, in-school suspension, out-of-school suspension, emergency removal, intervention referral, expulsion, permanent exclusion and/or referral to appropriate legal authorities.
- C.** The Code of Student Conduct governs student behavior at all times, on or near school grounds, while riding school transportation and during all curricular and/or extra-curricular activities in any location. Further, it includes those students who assist or in any way participate in the violation of this rule.
- 1. ATTENDANCE**  
A student shall not fail to comply with school regulations regarding attendance.
  - 2. TOBACCO**  
The use, possession or co-possession of tobacco in any form by students on or near school property, on school transportation, or on school-sponsored field trips is expressly prohibited. The student shall not use, possess or co-possess tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, rolling papers, look-alike tobacco products, chewing tobacco, snuff or any other tobacco in any area under the control of the school district. Included in this prohibition are those students who assist or in any way participate in the violation of this rule.
  - 3. ALCOHOLIC BEVERAGES AND HARMFUL DRUGS**  
A student shall not possess, use, transmit, attempt to transmit, or be under the influence of any illegal/harmful drug, alcoholic beverage (including substances containing any measurable amount of alcohol, such as "near-beer", inhalants, mood altering chemicals, or substances represented as a mood altering substance. A student shall not possess or transmit drug paraphernalia and/or instruments, including rolling papers.
  - 4. DAMAGE TO SCHOOL PERSONNEL'S PRIVATE PROPERTY**  
A student shall not damage, attempt to damage or indirectly through any overt action, bring about damage to any school personnel's private property.

**5. DAMAGE TO SCHOOL PROPERTY**

A student shall not damage, attempt to damage or indirectly through any overt action, bring about damage to school-owned premises or property. A student shall not set an unauthorized fire, initiate without cause a fire alarm or report a fire, impending bombing or catastrophe. Students and their parents or guardians will be held responsible for any vandalism, damage, or destruction that the student commits on school property. Remuneration for the complete restoration of the damage will be required.

**6. DANGEROUS INSTRUMENTS/WEAPONS**

A student shall not possess, handle, transmit or conceal any dangerous object on school premises or at any school function, including, but not limited to guns, knives, fireworks, explosive devices, propelled objects, thrown objects, gas, acid, clubs, tools or other objects deemed dangerous by school personnel. This includes any toy that is presented or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another.

**7. RESPECT**

A student shall not demonstrate disrespect toward an individual. Prohibited actions include verbal or nonverbal disrespect, psychological, physical or material abuse.

**8. DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, deceit, withholding of information or through any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. A student shall not initiate or circulate a report or warning of an alleged or impending fire, explosion, crime or other catastrophe knowing that such a report or warning is false. Included in this prohibition are those students who assist or, in any way, participate in the violation of this rule.

**9. DISHONESTY**

Students shall not engage in any dishonest behavior, including, but not necessarily limited to, cheating on tests, plagiarizing reports, providing false information or misuse of technology. Included in this prohibition are those students who assist or in any way participate in the violation of this rule.

**10. FORGERY OR IMPERSONATION**

Students shall not forge parent or teacher signatures on school forms, attendance notes, or any other document, nor impersonate parents or teachers for the purpose of deceiving school officials. Included in this prohibition are those students who assist or in any way participate in the violation of this rule.

**11. FIGHTING, HITTING, UNAUTHORIZED TOUCHING OF THREAT OF BODILY HARM**

A student shall not cause physical injury, menace, intimidate, or behave in such a way that could threaten or cause physical injury to another person. A student shall not assemble to observe nor encourage an assault or fight nor inhibit school personnel from intervening when a fight or assault occurs.

**12. PROFANE, VULGAR, OR OTHER IMPROPER LANGUAGE**

A student shall not use profane, vulgar or other improper language or gestures including but not limited to racial or ethnic slurs.

**13. HARASSMENT/BULLYING**

**a. Anti-Harassment and Relational Aggression Policy**

Harassment, intimidation, or bullying of any student on school property or at school sponsored events is prohibited. Harassment, intimidation, or bullying means any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once. The behavior will be deemed a violation if it causes physical or mental harm to the other students and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

A student shall not harass, bully, intimidate, disparage, incite, provoke, stalk, or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes slurs, profanity, written information, denigrating remarks or actions, obscene gestures, the wearing or display of insignia, signs, buttons, clothing or apparel or other verbal or physical conduct including but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age, or sex that have the purpose or effect of: (1) causing or intending to cause any other student or school employee to be reasonably placed in fear of his or her personal safety, (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student or employee, (3) causing or intending to cause material disruption of the educational process, (4) unreasonably interfering with a student's curricular, co-curricular or extra-curricular performance, or (5) otherwise unreasonably having an impact on a student's educational opportunities.

**b. Sexual Harassment**

Sexual harassment is strictly forbidden. Sexual harassment includes unwelcome sexual advances, sexually oriented speech or physical contacts of a sexual nature which place any school personnel, visitor or student in an embarrassing or compromising situation, or when such conduct has the purpose or effect of unreasonably disrupting learning or creating an intimidating, hostile or offensive learning environment.

**14. HAZING**

Board of Education policy specifically prohibits hazing as follows:

"It is the policy of the Grandview Heights Board of Education and school district that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times, on or off school property.

"Hazing is defined as any action taken or situation created by a student or group of students relating to the status or membership in a club, team, class, or other formal or informal group that causes or is reasonably likely to cause bodily danger, physical harm, serious or emotional harm, extreme embarrassment or ridicule, personal degradation or loss of dignity.

"Examples of hazing include but are not limited to: beating or paddling; personal servitude; lewd behavior involving nudity; ingestion of alcohol or unusual/unpleasant substances; throwing or pouring foul or unpleasant substances on a person; causing a person to falsely believe that a close friend or relative has been harmed; subjecting athletes to unusual physical contact at practices; and removing clothing from an individual for public viewing."

**15. INSUBORDINATION**

A student shall not repeatedly fail to comply with a reasonable request made by teachers, student teachers, substitute teachers, teacher assistants, secretary, principal or other school personnel during any period of time when the student is properly under the authority of school personnel. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

**16. PUBLICATION AND/OR DISTRIBUTION OF UNAUTHORIZED MATERIAL**

A student shall not publish and/or distribute unauthorized material.

**17. RESPECT FOR PRIVATE PROPERTY**

A student shall not steal, damage, attempt to damage or indirectly through any overt action damage private property during a school activity, function, or event on or off school premises.

**18. RESTROOMS**

Restrooms are restricted to entrance and use by the sex for which designated.

**19. PHYSICAL DISPLAYS OF AFFECTION**

Physical displays of affection between students are not permitted. Included in this prohibition are those students who assist or in any way participate in the violation of this rule. Students shall not engage in a forceful or compatible sexual act or an illegally defined sexual act as noted by county codes.

**20. GAMBLING**

Gambling or the possession of gambling devices (for example, but not limited to dice) is prohibited. Included in this prohibition are those students who assist or in any way participate in the violation of this rule.

**21. MERCHANDISING**

Students shall not offer any items for sale to other students without the approval of the building principal. Included in the prohibition are those students who assist or in any way participate in the violation of this rule.

**22. ELECTRONIC COMMUNICATION DEVICES**

During the school day 7:55-3:15pm a student shall not use electronic communication devices that are not related to the academic process including but not limited to, pagers and cellular phones, unless permission is given by a staff member or an emergency exists. Provided that they are not out and used during the time frame of 7:55 - 3:15pm, students may bring IPOD/CD players to school. The security of such devices is the total responsibility of the student. If necessary students may use cell phones after 3:00pm dismissal.

**DRESS AND APPEARANCE**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when those choices disrupt the educational process or present a risk to themselves or others.

1. All clothing will be clean and without holes and tears; pants will fit (not be saggy) and be

- worn at or just below the waist at all times; clothing will not constitute a threat to students' health or safety; it will not damage school property.
2. Any type of dress or appearance constituting a disruption/distraction of education will not be permitted. Gang symbols such as pant leg(s) pulled or rolled up, pocket chains, chain belts or other such paraphernalia are not permitted.
  3. Students are permitted to wear shorts but the length of the shorts must appropriately cover the student's body. The following style of shorts are not permitted: gym shorts, short shorts, or swimsuits.
  4. Tank tops, bare midriffs, crop tops, low necklines and tops with spaghetti straps are not permitted. Muscle shirts are not permitted unless worn over a t-shirt. In grades 7-8 all shirts must have sleeves and must overlap the top of one's pants at all times or be tucked in, including when arms are raised.
  5. Undergarments are not to be visible outside or through the outer garments.
  6. Students are permitted to wear shoes without socks, shoelaces are to be kept tied.
  7. Any student representing Edison Intermediate/Middle School in an activity may be required by a coach, advisor or teacher to adhere to a more rigid and specific appearance pattern; thus it would remain the student's choice as to whether he/she wants to participate under these circumstances.
  8. In keeping with our prohibition on harassment or actions which are offensive and/or disruptive to the learning environment, students may not wear clothing which exhibits violent, sexual or obscene statements or which portrays alcohol, drug and/or tobacco products.
  9. Students are not permitted to wear hats, head coverings or headbands in the school building, (some exceptions may apply).
  10. Unless designated as a special dress up day, students are not permitted to wear pajamas or slippers at school.

## **CONSEQUENCES FOR VIOLATING SCHOOL RULES**

### **1. Detentions**

School detentions are to be served on the day they are received. The parent or guardian will be contacted to confirm that the student will be serving a detention. A student who fails to stay for detention will be assigned an additional detention as a penalty. Detentions may be postponed with parental request but only for doctor appointments and other family priorities or emergencies. Detention is from 3:05 p.m. until 3:35 p.m. and will be supervised by an assigned faculty member.

### **2. Saturday School**

The goal of Saturday School is to provide a disciplinary procedure in lieu of in-school or out of school suspension and serves as a deterrent against violations of the GHMS Code of Conduct. Students are to arrive on the assigned Saturday by 8:55 a.m. and will remain until 12:00 noon. They are to have necessary supplies and textbooks to complete assigned schoolwork. A certified teacher will serve as monitor and will collect all work and deliver this work to the student's advisor. Students not reporting or fulfilling the requirements of Saturday School will be assigned one day of in-school suspension and reassigned another Saturday School.

### **3. In-School Suspension**

All students assigned to an in-school suspension shall report to the middle school office by 8:00 a.m. and shall not leave until 3:00 p.m. The students must bring textbooks and other materials needed to work on schoolwork. The appropriate teaching team will provide the student with assigned class work which is to be completed during this time.

The students will need to bring a lunch or money for lunch. Students assigned to an in-school suspension may neither practice or participate in school events on the day of the suspension.

**4. Community Service at School**

Community service may be assigned when, in the opinion of the principal or grade level team, the student would benefit from an opportunity to perform service at the school. This service may include cleaning chalk or marker boards, desks/chairs, tables, floors, windows, walls; emptying trash; cleaning up the grounds around school; assisting school personnel with various tasks; or other tasks under the direct supervision of a school employee.

**5. Community Service in the Community**

Under Board policy, community service may be assigned in lieu of out of school suspension. The school will make contact with the community business or agency but the parent is responsible for all transportation to and from this facility. Students not reporting to this assignment will be subject to further consequences. These assigned days count as days absent. See Board policy "Community Service Requirements with Suspension or Expulsion".

**6. Suspension**

**A.** The superintendent of schools or the principal may suspend a student from school for not more than ten (10) school days. No student shall be suspended unless prior to the suspension the superintendent or principal:

- 1.** Gives the student written notice of the intention to suspend and the reasons for the intended suspension;
- 2.** Provides the student an opportunity to appear at an informal hearing before the principal, superintendent or the superintendent's designee and challenge the reason for the intended suspension or otherwise to explain his/her actions.

**B.** It is the student's responsibility to stay current on all assignments given during the period of suspension. All assigned work is due on the first day of return at the beginning of each period, or zeros will be assigned. Written tests/quizzes must be made up within two days after returning or zeros will be assigned. (The schedule and location for these make-ups is at the discretion of each classroom teacher.) Any major reports or term papers due during the period of suspension must be delivered to the school by someone other than the student when due to receive full credit.

**C.** Students suspended out of school must not enter Grandview Heights School District property during the period of suspension.

**D.** Suspended students may not participate in extracurricular activities during the period of suspension.

**7. Expulsion**

**A.** Consideration for expulsion from the current semester will result from the student's violation of the Grandview Heights City School District Middle School Code of Conduct. The decision to recommend expulsion will be determined by the severity, the frequency and the circumstances of the pupil's violation including:

- 1.** The safety of students, staff and the pupil involved;

2. The frequency of the violation;
3. The school record of the individual - grades, attendance, attitude; cooperation, potential, and stability, and
4. The extenuating circumstances surrounding the incident.

B. The superintendent of schools may expel a student from school. No student shall be expelled unless prior to his or her expulsion, the superintendent:

1. Gives the student, parent, guardian, custodian written notice of intention to expel the student;
2. Provides the student, parent, guardian, custodian or representative an opportunity to appear in person before the superintendent or superintendent's designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions, and notification of the time at the request of the student, guardian, custodian, or representative. If an extension is granted after giving the original notice, the superintendent shall notify the student, parent, guardian, custodian or representative of the new time and place to appear.

**8. Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place within a classroom or elsewhere on the school premises, the superintendent or a principal may remove a student from curricular and extracurricular activities, and a teacher may remove a student from curricular or extracurricular under his/her supervision, without the notice and hearing requirements of suspension or expulsion. As soon as practicable after making such removal, the teacher shall submit in writing to the principal the reasons for such removal.

If a student is removed under the division from curricular and extracurricular activity or from the school premises, written notice of the hearing and of the reason for the removal shall be given to the student as soon as practicable prior to the hearing which shall be held within seventy-two hours from the time the initial removal is ordered. The hearing shall be held in accordance of the code unless it is probable that the student may be subject to expulsion, in which case a hearing in accordance with 7-A of the code shall be held, except that the hearing shall be held within seventy-two hours of the initial removal. The individual who ordered, caused or requested the removal to be made shall be present at the hearing.

**9. Notification**

**A. Suspension**

The superintendent or principal shall, within twenty-four hours after the time of a student's suspension, notify the parent, guardian or custodian of the student, and the treasurer of the Board of Education, of such suspension. The notice shall include the reason for the suspension and shall also include notification of the right of the student or his parent, guardian or custodian to appeal such action to the superintendent or designee of the Board of Education and to be represented in all such appeal proceedings, to be granted a hearing before the superintendent or designee in order to be heard against such suspension.

**B. Expulsion**

The superintendent or principal shall, within twenty-four hours after the time of a student's expulsion, notify in writing the parent, guardian or custodian of the student, and the treasurer of the Board of Education of such expulsion. The notice shall include the reasons for the expulsion and shall also include notification of the right of the pupil or his her parent, guardian or custodian to appeal such action to the Board of Education or to its designee and to be represented in all such expulsions and to request that such hearing be held in executive session.

- C.** A student, parent, guardian or custodian may appeal the expulsion to the superintendent or designee in order to be heard against such expulsion. At the request of the student, parent, custodian or attorney, the Board or designee may hold the hearing in executive session, but shall act upon such expulsion only at a public meeting. The Board may appeal the expulsion or may reinstate such student or otherwise reverse, vacate or modify the order of the expulsion.

**10. Notice and Hearing**

Notice and hearing as defined above is not required in the case of normal disciplinary procedures in which a pupil is removed from a curricular or extracurricular activity for a period of less than twenty-four hours and is not subject to suspension or expulsion.



## SUPPLY LISTS 2007-2008

### Grade 4

1	Art Smock
1 box	Colored Pencils (sharpened)
1 box	Crayons (64 count)
1	Eraser (large block)
1 pkg.	Erasers (pencil cap)
5	Folders (with pockets) NO TRAPPER KEEPERS
1	Glue Stick (large)
1 bottle	Glue (Elmer's, 8 oz)
2	Highlighter markers
1 box	Markers (Crayola)
10	Markers, Dry Erase (black, fine point + old sock to erase)
2	Markers (permanent, fine point, black)
1	Mouth Guard for Physical Education
1 pkg.	Notebook Paper (wide lined, 200 sheets)
3	Notebook (1 subject spiral)
1	Paints (watercolors with brush)
1	Pencil pouch (at least 6" x 13")
1	Pencil sharpener (small, hand held)
36	Pencils (#2, sharpened)
1	Recorder (PTO will sell for \$3.50)
1	Ruler (12", clear plastic, marked in inches and centimeters)
1 pair	Scissors (sharp point)
1 pair	Tennis shoes (for Physical Education)
1 boxes	Tissues
1 roll	Scotch tape

### Grade 5

1	Box for supplies (Plastic, shoe box size)
1	Calculator, Texas Instruments (TI-15) This is required no substitutions
1 box	Colored pencils (sharpened)
1 box	Crayons (64 count)
1	Eraser (large block)
1	Glue Stick (large)
1 bottle	Glue (Elmer's, 8 oz.)
2	Highlighter markers (yellow)
2 pkg.	Index cards (unlined, 3" x 5", pkg. of 100)
1 box	Markers (Crayola)
2	Markers (Dry Erase, black, fine point + old sock to erase)
3	Markers (Black, permanent, fine point)
2	Markers (Washable, fine point, 1 @ red and black)
1	Mouth Guard for Physical Education

- 2 pkg. Notebook paper (wide lined, 200 sheets per pkg.)
  - 1 Pencil pouch (at least 6" x 13")
  - 12 Pencils (#2, with erasers, sharpened)
  - 1 Ruler (12", clear plastic, marked in inches and centimeters)
  - 1 pair Scissors (sharp point)
  - 1 roll Tape (masking for boys, clear Scotch for girls)
  - 1 pair Tennis shoes for Physical Education
  - 1 boxes Tissues
  - 1 White board (small white board slate)
  - 1 Small poly binder
  - 5 Poly Pocket Pages
  - 2 D Cell batteries
  - 2 9 Volt batteries
  - 1 Paper towel (Bounty)
  - 4 Spiral bound notebooks (the ones that have lined paper)
- NO TRAPPER KEEPERS or LARGE BINDERS

#### Grade 6

- 1 Binder (2.5" D-ring binder)
- 1 Calculator (Texas Instruments, TI-15 Math Explorer)
- 1 box Colored pencils (12)
- 1 Composition book
- 1 Graph paper composition book
- 1 Gluestick
- 1 pkg. Graph paper (1/4" graph, 8.5 x 11)
- 1 Highlighter Marker
- 1 set Markers (assorted colors)
- 1 Mouth Guard for Physical Education
- 4 pkg. Notebook paper (wide ruled, needed all year)
- 1 Pencil pouch to fit in binder
- 2-3 box Pencils, #2
- 3 Pens
- 1 Ruler (12", marked in inches and centimeters)
- 1 Sharpmarker (black, fine point)
- 1 pair Scissors
- 1 pkg. Subject dividers (with tabs)
- 1 boxes Tissues
- 1 Science goggles
- 1 Spiral notebook
- 1 Pocket folder with fasteners
- 1 pack 3x5 lined index cards

\*PLEASE BRING ALL MATERIALS TO CLASS ON THE FIRST DAY. WE WILL ASSEMBLE AND ORGANIZE BINDERS TOGETHER.

## Grade 7

2	2 " notebooks
1	Set of subject dividers
1 box	#2 pencils
Pens	Writing pens - blue/black (erasable pens are a good choice too)
1	Colored pencils
1	Markers (20 colors)
1	Hi-lighter
1	Sharpie black, fine point
1pkg	Post-its (3x3)
1	Wide ruled loose leaf note paper
1	Composition book (Language Arts)
1	Spiral bound notebook (Science)
4	Folders w/fasteners (Science)
1	Standard ruler w/standard and metric scales
1pair	Scissors
1	Gluestick
1pkg	Index cards
2 boxes	Kleenex (turned into homeroom)
1	Scientific calculator - TI 30x II s
1	Mouth protector for phys. ed

\*Subject area teachers may request additional supplies

## Grade 8

2	Two subject spiral notebooks (REPLENISH AS NEEDED)
4	1.5 inch binders or 2 (3 to 5 inch binders)
Pens	Grading pens- red or green or purple
	Writing pens- blue/black (erasable pens are a good choice too)
1box	#2 pencils
1	Pen/pencil pouch to fit in binder
1	Wide ruled loose leaf notebook paper
1	Scientific calculator TI 30x II s math explorer (7th/8th grade)
1	12 inch ruler with standard and metric scales
1	Protractor - clear plastic
1	Compass
1pkg	Colored pencils (12)
2pkg	Index cards
2	Family/full size box of tissues
2	Hi-lighters
2	Expo markers - math class (small dry erase marker)
1	Spiral bound notebook (graph paper) - math notes

1pkg

Subject dividers

1

Mouth protector for physical education classes

\*RECOMMENDED - 1 graphing calculator (TI-84 Plus S.E) for

Algebra class

Book covers (four free bookcovers will be provided)

Additional covers may be purchased for .25 each

\*Special area teachers may request additional supplies

# Time Schedules 2007 - 2008

## 7TH GRADE

Period

	8:00-8:05	Homeroom/Advisory
1	8:08-8:58	Class/Core 1
2	9:01-9:51	Class/Core 2
3	9:54-10:44	Special area class
4	10:47-11:37	Music/Special Area Class
5	11:37-11:57	Lunch
	11:57-12:24	Recess
6	12:24-1:14	Class/Core 3
7	1:17-2:07	Class/Core 4
8	2:10-3:00	Extended/Core Supplemental

## 4TH GRADE

8:00-9:01	Class
9:01-9:51	Special Area Classes
9:51-11:00	Class
11:00-11:24	Lunch
11:25-11:50	Recess
11:55-1:30	Class
1:30-1:50	Recess
1:50-2:35	Class

## 5TH GRADE

8:00-8:05	Homeroom
8:05-8:58	Special Area Classes
8:58-9:55	Class
9:55-11:00	Class
11:00-11:25	Lunch
11:25-11:50	Recess
11:50-12:30	Flex Time
12:30-1:30	Class
1:30-2:30	Class

## 8TH GRADE

Period

	8:00-8:05	Homeroom/Advisory
1	8:08-8:58	Class/Core 1
2	9:01-9:51	Class/Core 2
3	9:54-10:44	Class/Core 3
4	10:47-11:37	Music/Special Area Class
5	11:37-11:57	Lunch
	11:57-12:24	Recess
6	12:24-1:14	Special Area Class
7	1:17-2:07	Class/Core 4
8	2:10-3:00	Extended Core/Foreign Language

## 6TH GRADE

Period

	8:00-8:05	Homeroom/Advisory
1	8:05-9:00	Music Block
2	9:00-9:50	Class/Core 1
3	9:50-10:40	Class/Core 2
4	10:40-11:30	Class/Core 3
5	11:30-12:20	Class/Core 4
6	12:20-12:45	Lunch
	12:45-1:10	Recess
7	1:15-2:07	Special Area Classes
8	2:10-3:00	Extended Core

