

MESSAGE TO PARENTS

Welcome to the Edgewood City School District. We are committed to the best education and experience for every child. The purpose of this handbook is to provide important information that may be helpful to you during the school year. Please use this student handbook as a reference, and please do not hesitate to call your child's school if you have questions. You are invited to visit your school. Please come in to help out and be involved as a part of our team in education.

MISSION, STRATEGIC OBJECTIVES AND STATEMENT OF BELIEFS

Mission

The mission of the Edgewood City School Community is to guide all students toward lifelong learning; intellectual, emotional and social growth; and personal fulfillment by providing meaningful learning experiences in a safe, academically rich environment.

Strategic Objectives

100% of our students will...

- Become confident, lifelong learners.
- Experience success daily.
- Meet local standards, which will exceed state and federal mandates.

Statement of Beliefs

We Believe That...

- ... Each person has inherent human worth
- ... Life presents opportunities for personal growth
- ... Each person is a role model whose actions influence our children
- ... The well being of family and community is dependent on the contributions of individuals
- ... Change is constant and inevitable
- ... Each person is both a teacher and a learner
- ... Each person is unique in aptitude, interests and in rate and style of learning
- ... Education improves the quality of life

DOCUMENTS FOR ENROLLMENT IN SCHOOL

All students must comply with the compulsory immunization law (ORC 3313.671 and 3701.13) which requires:

- Birth Certificate
- Social Security Number
- Emergency Notification Form
- Registration Form
- Immunization Records as required

Strongly Recommended:

- Physical Examination by Physician
- Health History Completed by Parent
- Vision Assessment
- Dental Examination
- Kindergarten students must be five (5) years of age on or before August 1
- Proof of Residency

CHILD CUSTODY ARRANGEMENT

It is the responsibility of parents to notify the school of custody situations. The residential parent of the child shall notify the school of the custody arrangements by providing the school administrator with a certified copy of the custody orders or decree. Whenever a modification of any child custody order or decree occurs, the residential parent shall provide the school with a certified copy of the order or decree that makes the modification.

CHILD ABUSE/NEGLECT

The Ohio Revised Code Section 2151.421 requires any professional school employee to report immediately incidents of suspected child abuse and neglect. Law from liability protects the reporting employee and is, in fact, liable for prosecution if the suspected abuse or neglect is not reported.

BREAKFAST AND LUNCH PROGRAMS

A breakfast and lunch program is available to all students. Application for determining free or reduced-price meals will be made available to all students. Those students eligible for a free or reduced-price lunch will qualify for the same type of breakfast. Carbonated soft drinks should not be packed.

BAD WEATHER EMERGENCIES

In the event of hazardous road conditions on a school day, the Edgewood City School District will use the following procedures:

- If the roads are impassable, school will be closed for the day. Radio stations WPFB 910AM, WMOH 1450AM, and WLW 700AM will carry the announcement as soon as a decision is reached. You can also refer to the district web site (www.edgewoodschools.com)
- If there is a possibility that roads will be cleared, schools will operate on a one or two hour delay. Please refer to your school's schedule on the back of this folder:
- ONE-HOUR DELAY
School Starts: 1 hour after your school's regular starting time.
Dismissal: At your school's regular dismissal time.

- TWO-HOUR DELAY

School Starts: 2 hours after your school's regular starting time.
Dismissal: At your school's regular dismissal time.

There will be NO Morning Preschool, PreK or Kindergarten Classes with a Two-Hour Delay.

DETENTIONS

Detentions will be used to address students who do not follow school and classroom rules. Please refer to your school's detention form for details concerning location of detention and dates/times. Parents will receive a carbon notice to be signed and returned to the school before the assigned date. Failure for a student to return a signed detention slip will result in an additional detention. Failure to serve a detention on the scheduled date may result in an additional detention. It is the responsibility of the parent/guardian to provide transportation for your child.

EDGEWOOD ELEMENTARY PARTNERS

Parents are encouraged to become involved in their school. Our parent organization is called "Edgewood Elementary Partners" (E.E.P.). The primary purpose of the group is to strengthen the bond of understanding and support between the home and the school to better enable every student to have a successful school experience.

SPECIFIC GOALS OF E.E.P.:

- To provide an avenue for discussion of important educational issues and concerns.
- To provide programs of information for parents and school community.
- To provide moral support and appreciation for the efforts of school employees.
- To assist with fundraising projects.
- To develop a united effort between the parents and the school in fostering the academic, social, emotional, and physical growth of all students.

FIRE DRILLS AND BUILDING EVACUATION PLANS

- Fire drills are held in accordance with State regulations.
- Fire drill directions and fire routes are posted in each room.
- At the signal, all students are to line up and pass in a single file from the building in an orderly manner along their designated routes.
- Teachers will carry classroom rosters and check attendance during the drill.

- **IN CASE OF AN EMERGENCY EVACUATION: BABECK WILL BE HOUSED IN TRENTON FIRST BAPTIST CHURCH ON 305 CYPRESS AVENUE, BLOOMFIELD WILL BE HOUSED IN THE TRENTON CHURCH OF THE NAZARENE ON NORTH MIAMI; SEVEN MILE WILL BE HOUSED IN THE SEVEN MILE PRESBYTERIAN CHURCH.**

TORNADO DRILLS

- Tornado drills are conducted in accordance with State regulations.
- When the signal is given, all students are to line up and walk quietly to their designated area in the interior hallway on the first floor.
- Students will get down on their knees and bend forward. They shall cover the back of their heads with their hands and wait for further instruction.

NUISANCE ITEMS

Personal items should not be brought to school without the teacher's approval. Dolls, toys, cars, candy, electronic games and other items are tempting and often cause the child to get into trouble. **Footballs are not allowed at school because of the increased risk of injury to the many small children present.** We urge parents to limit the amount of money brought to school.

SCHOOL PARTIES

Children will have the opportunity to participate in a Christmas and Valentine's Day Party. Parties are usually held the last forty-five minutes of the school day. These parties are planned and organized by the homeroom teacher and his/her students. **Parents should not send Birthday Treats and/or gifts to school. Treats and gifts will not be delivered to the classroom and will not be permitted on the bus. Please note: deliveries, such as flowers, for students will not be accepted by the school.** This denies students instructional time and may cause some children to feel badly if they cannot bring treats. **There will be no gift exchange among pupils at school.**

SAFETY HABITS

Please teach your child the following safety habits:

- Learning his/her full name, parents' names, address, and telephone numbers.
- Knowing where his/her parents work.
- Going home promptly and avoiding strangers.
- If he/she walks to and from school: learning the safest way, staying on the sidewalks, crossing only at corners, and looking both ways before crossing the street.
- Learning what the colors on the traffic signals mean.
- Understanding the dangers of throwing rocks, dirt, sand, glass, or other objects.

DRESS

- We urge parents to cooperate with the school in requiring proper clothing and grooming. The way children dress for school is very important. Their appearance has an impact on their conduct and attitude toward learning.
- Our regulations pertaining to dress are aimed at eliminating conditions which interfere with instruction or create problems of conduct and adversely affect pupil relationships.
- Children should dress in neat, clean clothes, proper for school and the type of activities involved in school. We ask that children do not dress in the extremes of rough play clothes, fancy dress clothes, halter tops, sun suits, long dress, short shorts, and unsafe shoes. This type of clothing can easily create problems and should not be worn to school.
- Gym shoes are to be used in motor skills class.
- Boots, coats, mittens, and other wearing apparel should be marked with the student's name so that it can be easily identified. This prevents misunderstandings and the loss of valuable clothing items. Zippers, buttons, snaps, etc. should work properly so small children can operate them themselves.

MEDICAL EMERGENCIES AT SCHOOL

According to Ohio Law 3313.712, you will receive an Emergency Medical Authorization Form to fill out for your child. It will be necessary for the following pertinent information to be given to the school:

- Emergency phone numbers (home, work, and 2 close friends or relatives)
- Name of family physician and dentist
- Name of preferred hospital (in case of emergency)
- Student's medical history

- Consent for emergency medical treatment

SICK CHILDREN - WHEN TO KEEP YOUR CHILD HOME

For the welfare of your child and others, you are urged not to send your child to school if he/she has a cold, runny nose, cough, sore throat, runny eyes, upset stomach, headache, skin rash or elevated temperature. Please keep your child home for 24 hours after the temperature returns to normal (98.6). If you suspect a contagious disease, excuse your child until a diagnosis is made and the child becomes symptom-free. If you have questions pertaining to the return of your child to school, please contact the school office.

EMERGENCY CONTACT

An emergency contact form is kept for each child. Parents are asked to notify the school when changes in address, phone or contact persons occur. Whenever a child becomes ill or is injured at school, we will make every effort to contact the parent. If this fails, then the person designated on the emergency form will be contacted. If the illness or injury is serious and requires immediate care, the principal may send a child to the hospital. The emergency medical authorization form will accompany the child.

COMMUNICABLE DISEASES

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated. A school nurse or public health nurse examines any student suspected or reported to have a communicable disease. Upon the recommendation of the school nurse, the student may be excluded from school. Readmission is dependent upon a decision of a physician, school nurse or public health nurse. In case of doubt, the school nurse is consulted. Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs and symptoms can be observed and appropriate preventive measures can be instituted.

STUDENT ABSENCES AND EXCUSES

The Edgewood City School District has adopted an attendance policy that coincides with state law. Please keep the following information in mind:

- Your child is limited to six (6) days of absence per semester that may be excused by a note from home. After six (6) days, a note from a physician, dentist, or other medical professional is required in order for the absence to be excused. Please contact the building principal in the event of special or unusual circumstances.
- If your child has been under a doctor's care, a note from the doctor may constitute the excuse for absence. Such a statement may be especially valuable if it contains recommendations affecting the child's activities at school.
- In special cases such as having limbs in a cast or recuperating from surgery, children may need special consideration; otherwise, they are expected to take part in all activities including motor skills and recess.
- The district's attendance officer will be notified when a student has excessive absenteeism or tardiness. Three unexcused tardies equal one unexcused absence.
- **Reporting absence from school**

1. Absence from school should be reported to the school office by 9:00 a.m. on the day of the absence. If the school does not receive a call from the home, the school will contact the Parent/Guardian at home or at work. Should the school be unable to reach the parent, a written notice of the child's absence will be mailed to the residence.
2. Legal reasons for absence are illness, death in family, inclement weather, certain religious holidays and court summons. Necessary absence for other reasons should be cleared by the principal prior to the date of the absence.
3. Parents need to complete a 'Vacation Request Form' in the event a student will miss school as the result of taking a family vacation during the school year. If the required paperwork is turned in, the student's attendance record will show "vacation", which is considered an excused absence provided a student does not have excessive absenteeism. In the event the vacation form is not submitted prior to the student's absence, the student's absences will be considered unexcused.

EDGEWOOD CITY SCHOOL DISTRICT MEDICATION POLICY

Edgewood City Schools strongly discourages the administration of medications during school hours. Parents are urged to discuss with their child's physician alternatives, which will avoid the administration of medication during school hours. If the administration of medication during school is determined to be a necessity, the following guidelines shall apply.

- The Edgewood City Board of Education is responsible for identifying school employees designated to administer medications in the schools. The individuals designated will include the district nurse, the school administrators and may include the school secretary and/or the school instructional aides.
- Individuals designated to administer medications in school must successfully complete an education program provided by the district nurse to prepare the designated employee for the task of administering medication. The building administrator with the assistance of the district nurse is responsible for determining the work assignments of designated employees administering medications.
- The district nurse shall be responsible for the medication education program. The supervision and evaluation of the administration of medicine by designated employees is also the responsibility of the district nurse.
- Before any medication (prescription as well as nonprescription) can be administered in school, the school medication permit must be completed by the child's physician and parent. A copy of this form shall be made available to the designated employee administering medications. A new form must be submitted with a change of physician prescription. A new form must be submitted each new school year. Only one medication may be addressed on a school medication permit.
- All medications (prescription or nonprescription) must be received in the school office directly from a parent/adult guardian. Medications must be received in the original container, properly labeled, and include the child's name. Prescription drugs must be received in the container dispersed by the pharmacist and the most current prescription. Controlled substances, such as

Ritalin or narcotics, must undergo a 'pill count'. The delivering parent/adult guardian must remain to complete the "pill count" with the receiving designated employee.

- Medications shall be kept in a locked cabinet. Medications requiring refrigeration shall be kept in a refrigerator not accessible by students.
- All medications shall be administered by, or in the event of physician instructions for a student to self-administer, under the direct supervision of a designated employee. Self-administered medications shall be stored with the other medications, according to Policy 5-11.7.
- Documentation of medications administered shall be maintained. The designated individual administering medications to students will initial and sign the Medication Administration Record in his or her own handwriting. Students who self-administer medication are required to co-initial and cosign the Medication Administration Record.
- Revised: 06-27-97

VISITING YOUR ELEMENTARY SCHOOL

We encourage you to call or visit your school to learn more about the school program and to inquire about your child's progress in school. The home/school relationship needs to be strong and supportive for your child's best interest. We will do all that we can to help your child make the necessary adjustment and have a successful school experience. Parents are welcome to eat lunch with their child. Fast food lunches are not permitted in the school cafeteria.

PLEASE CALL THE SCHOOL TO SCHEDULE A VISIT. WHEN YOU ARRIVE, SIGN IN AT THE OFFICE BEFORE VISITING. OUR DISTRICT POLICY REQUIRES THAT VISITORS TO THE BUILDING MUST LEAVE THEIR DRIVER'S LICENSE AT THE OFFICE AND WEAR A VISITOR ID BADGE WHILE YOU ARE IN THE BUILDING.

NONDISCRIMINATION POLICY

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, gender, economic status, age and/or disability.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination/harassment of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination/harassment does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination/harassment of an individual; or because he/she has opposed language or conduct that violates this policy.

BABECK DAILY SCHEDULE

7:50 a.m.	Teachers' workday begins
8:00 - 8:25 a.m.	Breakfast is served
8:25 a.m.	Bell rings, students dismissed to classrooms
8:35 a.m.	Tardy bell rings/school begins
3:05 p.m.	Student dismissal
3:25 p.m.	Teachers' workday ends

- **Students are to go directly home at dismissal and are not permitted to go to the playground.**

ONE-HOUR DELAY

School begins:	9:35 a.m.
Dismissal:	3:05 p.m.

TWO-HOUR DELAY

School begins:	10:35 a.m.
Dismissal:	3:05 p.m.

BLOOMFIELD DAILY SCHEDULE

7:55 a.m.	Teachers' workday begins
8:00 - 8:30 a.m.	Breakfast is served for students
8:40 a.m.	Tardy bell rings/school begins
Students arriving after 8:40 a.m. must report to the office to sign in and will be counted tardy.	
11:10 a.m.	A.M. PreSchool, PreKindergarten and Kindergarten dismissal
12:40 p.m.	P.M. PreSchool, PreKindergarten and Kindergarten begins
3:10 p.m.	Student dismissal, grades PreK - 5
3:30 p.m.	Teachers' workday ends

- **Students are not permitted to arrive at school before 8:10 a.m.**
- **P.M. PreSchool, PreKindergarten and Kindergarten students are not permitted to arrive at school before 12:25 p.m. due to supervision.**
- **Students are to go directly home at dismissal and are not permitted to go to the playground.**

ONE-HOUR DELAY:

School begins:	9:40 a.m.
Dismissal:	3:10 p.m.

TWO-HOUR DELAY:

School begins:	10:40 a.m.
Dismissal:	3:10 p.m.

There will be no Morning PreSchool, PreKindergarten and Kindergarten Classes with a Two-Hour Delay.

SEVEN MILE DAILY SCHEDULE

8:10 a.m.	Teachers' workday begins
8:30 - 8:45 a.m.	Breakfast is served
8:55 a.m.	Tardy bell rings/school begins
3:20 p.m.	Students are dismissed for the day
3:45 p.m.	Teachers' workday ends

ONE-HOUR DELAY

School begins:	9:55 a.m.
Dismissal:	3:20 p.m.

TWO-HOUR DELAY

School begins:	10:55 a.m.
Dismissal:	3:20 p.m.

- **Students are not permitted to arrive at school before 8:30 a.m.**
- **Students are to go directly home at dismissal and are not permitted to go to the playground.**

EDGEWOOD CITY SCHOOL DISTRICT BUILDING ADDRESSES/TELEPHONE NUMBERS

Edgewood Board of Education 3500 Busenbark Road Superintendent Trenton, Ohio 45067 (513) 863-4692	Mr. Tom York, Superintendent Mr. Larry Knapp, Asst.
Edgewood High School 5005 State Route 73 Trenton, Ohio 45067 (513) 867-7425	Mr. Bob Buchheim, Principal
Edgewood Middle School 3440 Busenbark Road Hamilton, Ohio 45011 (513) 867-7430	Mrs. Judy Scherrer, Principal
Seven Mile Elementary 200 West Ritter Street Seven Mile, Ohio 45062 (513) 726-6234	Mrs. Alesia Beckett, Principal
Babeck Elementary 100 Maple Street Trenton, Ohio 45067 (513) 988-0111	Mr. Patrick Cifuentes, Principal
Bloomfield Elementary 300 N. Miami Street Trenton, Ohio 45067 (513) 988-6385	Mr. Steve Miller, Principal

We invite you to visit our web site:

www.edgewoodschools.com