

Three Rivers Local School District
A Learning Community Committed to Excellence

Three Rivers Elementary School

Pre K- 4th Grade

56 Cooper Avenue
Cleves, Ohio 45002

Phone: 513-467-3210

Attendance Line: 513-824-7440

www.threeriversschools.org

Student Handbook 2020-2021

Dr. Mark C. Ault, Ed.D.
Superintendent

Adam Biedenbach
Principal

School Pledge

I vow to be a safe, responsible, and respectful citizen every day.

I will follow the rules and do my best.

I demonstrate Yellow Jacket Pride.

Three Rivers Elementary Daily Schedule

8:30 am: Pre K-4th Grade Students Are Permitted to Enter the Building

8:30 am: Elementary Breakfast Begins

8:50 am: Elementary Students Report to Classrooms

9:00 am: Elementary School Begins

11:45 am: AM Preschool Ends

12:45 pm: PM Preschool Begins

3:30 pm: Elementary School Ends



Character Education

At Three Rivers Elementary we are working hard to enhance our school's culture and achievement. During each school month, a selected character trait will be the focus of character building. We believe that character education helps students reach their full capacity, and provides them with a foundation for success.

Kindness: I can show concern about the feelings of others.

Cooperation: I can work with others to achieve a common goal.

Honesty: I can be truthful in what I say and do.

Respect: I can treat others with honor and accept differences.

Compassion: I can do what is necessary to heal the hurts of others.

Enthusiasm: I can express joy as I give each task my best effort.

Patience: I can calmly accept a difficult situation.

Determination: I can try to achieve something that is difficult.

Responsibility: I know and can do what is expected of me.

ACCIDENT

In the event that your child has an accident or becomes ill during the school day, we will attempt to contact the home by telephone. If your child's condition warrants further action we will use the information provided on the Emergency Medical Form on file in the office to provide the care needed. **PLEASE NOTIFY THE OFFICE WHEN YOUR EMERGENCY NUMBER CHANGES.**

ALCOHOL/ DRUG POLICY

The Three Rivers Local School District Board of Education shall not permit any student to possess, transmit, conceal, consume, nor show evidence of having consumed, used or offered for sale any alcoholic beverages, illegal drugs, nonprescription drugs, look alike drugs or any mind-altering substance while on school grounds, at school sponsored events, in any situation under the authority of the district, or in controlled vehicles. Included in this prohibition are any substances represented as controlled substances, nonalcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia. Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution.

The following policy pertains to illegal drugs and alcohol:

Any student found to be in possession or under the influence of drugs and/or alcohol at school, at a school-sponsored event or on a Board-operated transportation vehicle will be suspended from school for a period of ten (10) days and recommended for expulsion. At the building administrator's discretion and with reasonable cause, any or all of the following may be conducted: drug and/or alcohol testing, searching of the student's person and personal belongings (purse, backpack etc.), searching of the student's locker, and/ or searching of the vehicle that a student occupied to or from school.

Students who are recommended for expulsion should bring documentation of an assessment; including a drug/alcohol screening from a TRLSLSD approved drug and alcohol specialist, agency or facility. A form that authorizes disclosure of information to school authorities regarding the student's attendance and compliance to treatment recommendations must be completed as well. In addition, any cost incurred is the responsibility of the student or his/her parent/guardian. This documentation, along with a treatment plan for the student, will be reviewed by the superintendent and may result in the expulsion being conditionally held in abeyance.

In such cases, the student may be permitted to:

Complete his/her suspension in Alternative School upon receipt of an assessment and treatment documentation; return to school after the suspension is served and documentation of an assessment and treatment plan is provided.

In either of these instances, an expulsion hearing will still occur and a term of expulsion determined. Any student who is found to be in noncompliance with the recommendations of the drug and alcohol assessment and/or treatment plan will be expelled from school for the duration of his/her term of expulsion.

ATTENDANCE POLICIES AND PROCEDURES

The laws of the State of Ohio require the school attendance of every person between the ages of 6 and 18 years of age during each day the school is open.

Attendance is one of the most important parts of your child's education. Learning may not take place effectively if the child is not present daily.

RECORDING OF ABSENCES

All absences are recorded as either "excused", "unexcused", or "unauthorized".

- Students arriving after 9:00AM and before 11:00AM are counted as tardy.
- Students arriving between 11:00AM and 12:00PM are counted as ½ day AM absence.
- Students arriving after 12:30PM are counted as a full day absent.
- Students leaving between 11:00AM and 12:00PM are counted as a ½ day PM absence.
- Students leaving after 2:00PM are counted as an early dismissal which is the equivalent of a morning tardy

All excused/unexcused rules apply for the above times and absence designations

Students are encouraged to schedule doctor and dental appointments at the beginning or end of the day to avoid accruing an absence.

ABSENCE PROCEDURE

If a student's absence is unavoidable, the following steps should be taken by the parents:

1. Call the Elementary Attendance Line (824-7440) by 10:00AM and leave a message for the school secretary of the student's absence, the reason for the absence, and the expected date of return. By law the school must make contact with the home of each absentee the day of the absence. Parents who have not called the absence line will be contacted to verify their child's absence.
2. On the day following an absence, the student must bring a note, signed by the parent, stating the date(s) of the absence(s) and the reason for the absence(s). Elementary school students will give their note to their homeroom teacher.

ABSENCE (EXCUSED)

Verification (other than a parent note) of reasons for absence(s) may be required by the school administration.

1. Personal Illness
2. Death in the family
3. Doctor or dental appointments (verified by the doctor)
4. Emergencies - inform the office, if possible.
5. Religious services

6. Court appearances - contingent upon administrative approval
7. Vacations/Out of Town: We do not encourage students to miss school for family vacations, but we do allow the absence to be excused and students to make up work for full credit if they meet the following conditions: (Failure to follow this process will result in the Out of Town absence(s) remaining unexcused. Other requests for excused absences must be pre arranged with the principal or assistant principal).
 - a. The administration must be notified of the absence by parental note at least 2 school days in advance of the first missed day of school
 - b. The vacation is with the student's family
 - c. The absences do not exceed five school days.
 - d. Work assigned is completed and turned in on the day the student returns to school.
8. Other requests for excused absences must be pre arranged with the principal or assistant principal.

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS:

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent you child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the Hamilton County Office of Education School Nursing Services.

- **Chicken Pox:** A skin rash consisting of small blisters which leaves scabs. A slight fever may or may not be present. There may be blisters and scabs present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.
- **Common Cold:** Irritated throat, watery discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.
- **Fever:** If your child's temperature is 100° or greater (or 1 or 2 degrees above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.
- **Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts close to the scalp. Nits are much easier to see and detect than lice. They are small white specks, which are usually found at the nape of the neck and behind the ears. Students found with head lice will be excluded from school at the time the lice are discovered. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, **AND ALL NITS HAVE BEEN REMOVED. See Pediculosis (head Lice) for additional info.**
- **Impetigo:** Blister-like lesions which later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.
- **Pain:** If your child complains, or behavior indicates that he/she is experiencing persistent pain, he/she should be evaluated by a physician before your child is sent to school.
- **Pinkeye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels, and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.
- **Skin Rashes:** Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.
- **Strep Throat and Scarlet Fever:** Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.
- **Vomiting and Diarrhea (Intestinal Viral Infections):** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until vomiting, diarrhea or fever has stopped for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.

ABSENCE (UNEXCUSED)

Absences from school for any of the following reasons shall be unexcused.

1. Truancy/Truancy Court
2. Reporting to work instead of school
3. Securing employment (job interviews or similar activities)
4. Exclusion of a pupil in order to obtain proper medical immunization or records. A student must present professional medical proof of immunization before returning to school.
5. Driving examinations.
6. Court appearances where a student is found guilty of a criminal offense.
7. Any other reason in which a parent/guardian calls to let the school know that the student will not be in school that does not fit the criteria for an excused absence

ABSENCE (UNAUTHORIZED)

Unauthorized absences occur when there is no contact or reason for a student not coming to school.

EXTENDED ABSENCE

Whenever possible, a student should inform the Main Office and make arrangements with his/her teachers about homework and assignments in advance if the student is going to be absent for an extended period of time because of medical reasons.

TARDINESS TO SCHOOL

Any student who reports to school after 9:00 a.m. and before 11:00AM is considered tardy. Students arriving between 11:00AM and 12:00PM will be counted as ½ day absent, after 12:30PM, he/she is considered one full day absent. It is the student's responsibility to arrive at school on time, and only in rare cases and with administrative approval, will exceptions be made to excuse tardiness. Oversleeping and car problems are not excused reasons for tardiness **even with a parent note**. Students who are unexcused tardy should make-up work missed during the tardy.

Habitual tardiness will result in a referral to the district's attendance and truancy officer.

EARLY DISMISSAL

A student requesting an early dismissal from school should bring a parental note to the Main Office prior to 9:00 a.m. on the day the dismissal is requested. These notes should be dated and indicate the time and reason for the early dismissal. Students must be signed out by an adult who is listed on their contact information before leaving school. Verification of doctors' visits should be turned in the next day. If the student returns to school the same day of the dismissal, he/she should report directly to the Main Office to sign back in and present a medical note.

With a parent note or a parent call to school, anyone leaving for an early dismissal at any time during the day for an excusable reason and not returning will be marked as Excused Early Dismissal for attendance. This will appear as a Tardy on report cards.

With a parent note or a parent call to school, anyone leaving for an early dismissal at any time during the day for a reason that is not excused and not returning will be marked as Unexcused Early Dismissal for attendance. This will appear as a Tardy on report cards

TRUANCY

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with student's progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable.

Truancy will be defined as including any of the following circumstances:

1. Not attending school or individual classes after leaving home to do so.
2. Being absent from school without parental and/or school permission.
3. Leaving class without permission, or not attending a class without permission of school authorities.
4. Leaving school or school grounds without permission of the principal, assistant principal, or other school authority. Students who leave school because of illness or some other reason after approval from the school nurse or a member of the administrative staff, must sign out in the Main Office. Students who fail to sign out will be counted as a truant.
5. Any other absence from class without notifying the school and receiving permission from home.

Habitual Truant - based on hours:

- a. Absent 30 or more consecutive hours without a legitimate excuse
- b. Absent 42 or more hours in one month without a legitimate excuse
- c. Absent 72 or more hours in one year without a legitimate excuse

Excessive Absences – based on hours:

- a. Absent 38 or more hours in one school month with or without a legitimate excuse
- b. Absent 65 or more hours in one school year with or without a legitimate excuse

When a student is habitually truant, the following will occur:

1. Within seven days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team
 - b. Make three meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

NOTE: This is based on current passed Ohio Legislation – House Bill 410.

Behavior and conduct at Three Rivers Elementary School should be based upon mutual respect among students, faculty, and administrators. All students, regardless of age, sex, race, ethnic group, religion, or special education classification, must abide by all Board policies and regulations set down in this handbook, as well as those ordained by classroom teachers or administrators during the course of the school year.

PERFECT ATTENDANCE

In order to receive recognition for perfect attendance, the student's attendance must be perfect. No student should expect to be recognized as having perfect attendance if he/she has accrued any absences, tardies, or early dismissals.

BED BUGS

Parents will be notified when their child/children are found to be infested with bed bugs – either by bites on skin or actual bed bugs on personal belongings. Students are required to be removed from school for a mandatory seventy-two (72) hour quarantine period – which includes holidays and weekend hours – and must comply with the following guidelines:

1. Parent/designee must bring a change of clothing for the child that has been in the dryer on high heat (140 degrees or higher) for a minimum of 20 minutes.
2. The student will be checked upon return to school for 3 consecutive days and all personal belongings (coats, backpacks, etc.) are to be bagged and sealed. Two (2) additional weekly checks will also be done.
3. Classrooms will be disinfected as determined by the School Nurse and Principal.

BICYCLES

Students may ride their bicycles to school. Bicycles must be parked in the designated area outside the Event Entrance and Elementary Cafetorium. It is the student's responsibility to secure his/her bicycle to the bicycle rack. The school is not responsible for lost, stolen or damaged bicycles.

BOOKS

All textbooks, supplementary materials, and library books furnished by the Three Rivers Board of Education should be returned in the condition they were borrowed. Students losing or damaging school materials will be required to reimburse the school. **Report cards are held for unpaid fees, lunch charges and library books that have not been turned in.** You are responsible for the cost of books not returned or damaged beyond repair. Unpaid fees are forwarded to the next grade level. Please see *Fees* for further details. Fees are assessed by our Board of Education.

Parents are required to supply their child with pencils, paper, pens, crayons, paste, and scissors. See *Supplies* for further details. Unpaid fees for lost or damaged materials accumulate throughout the student's educational career.

BREAKFAST AND LUNCH

Breakfast is served daily for all elementary students from 8:30 AM to 9:00 AM in our Cafetorium. The cost of Breakfast is \$1.35 and extra milk is \$.60.

. Each grade level receives a combined Lunch/Recess period of 40 minutes. The price of Lunch is \$2.55 and extra milk is \$.60. For those in need, Free & Reduced forms are available on our district web site or may be obtained in the Elementary Office.

BUS TRANSPORTATION

Bus Transportation is provided to those students enrolled in Preschool through 8th Grades. **Students who come to school on the bus must return home on the bus unless a NOTE from the parent is given to the office in advance.** Riding the bus is a privilege. Strict behavior expectations are enforced on the bus; the students are to follow the rules mailed to the homes with the bus information in addition to the school code of conduct. **To improve the delivery of students to their homes at the end of their instructional day, we no longer require that an adult be present at the stop for a student to be dropped off.** The policy on transportation states that a child must be picked up at the same address each day. The child may be transported to a different address at the end of the day; however that address must be the same each day. If your schedule is not the same each day, you must provide transportation on the odd days. **Students may not ride the bus to a stop other than their assigned stop.** Bus information is based on the child's home address unless the transportation department receives **in writing** a request for a different address for either pick-up or drop-off for the upcoming school year. **Changes must be approved by transportation. You may send the requests directly to Tim Wagner via e-mail at twagner@trlsd.org or to the Transportation office @467-3215.**

Please notify the school of any bus changes when approved by transportation: # 513-467-3215 if no answer and not an emergency please leave a message.

COMPUTERS / INTERNET USE / BRING YOUR OWN DEVICE

The Three Rivers Elementary and Three Rivers Local School District and Extended Computer Network is defined as not only all of the computers, network wiring and network wiring located within the Three Rivers Elementary and the Three Rivers School District, but also any equipment with which the school and district computers may connect electronically. Therefore, when a student uses a Three Rivers Elementary computer, iPad, iPod, or other device brought from home to connect through the Internet to another computer, no matter where in the world that device is located, those become part of the Three Rivers Elementary and Three Rivers Local and Extended Network. Computers and devices that are outside of the buildings of the Three Rivers District that connect into our system are also considered part of our network. Students should be aware that the list of rules below governing the use of computers and devices in the Three Rivers Elementary and Three Rivers Local and Extended Computer Network are also enforced through state and federal laws. In addition, any act by a student on a device connected to the Three Rivers Network is subject to disciplinary action from the student code of conduct. To use any device and the internet service on the Three Rivers Campus,

each student's parent must sign the "Responsible Use Guidelines" found in Final Forms. The user is held responsible for her or his actions and activity on the Internet no matter what device that student is using, be it a computer, iPad, or cell phone allowed by the teacher. The Three Rivers Local School District Code of Conduct applies to all student users. Unacceptable uses will result in the suspension or revocation of internet and BYOD privileges or more serious penalties. A person responsible for *accidental* damage to a school owned device shall pay up to \$75.00 for parts and labor to repair or replace equipment. A person responsible for *purposeful* damage shall pay the full cost for parts and labor to repair or replace the equipment. **Full disclosure of the Three Rivers Responsible Use Guidelines can be found on the district website** <http://www.threeriversschools.org>.

STUDENT RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY

Access to the District's computer/network/Internet and using BYOD is a privilege, not a right. Every computer/network/Internet and BYOD user within the District is expected to act in a responsible, ethical and legal manner. In accordance with Three Rivers Responsible Use Guidelines for Technology, the purposes of the other networks they use on the Internet, and the laws of the states and the United States. To have access to the District network and use BYOD (Bring your own Device), students under the age of eighteen (18) must obtain parent permission and must sign and return the STUDENT RESPONSIBLE USE GUIDELINES FOR TECHNOLOGY form where it is kept on file for the current school year. The user is held responsible for her or his actions and activity on the Internet no matter what device that student is using, be it a computer, iPad or cell phone allowed by the teacher. Unacceptable uses will result in the suspension or revocation of internet and BYOD privileges or more serious penalties. A person responsible for *accidental damage* to a school owned device shall pay up the fee for parts and labor to repair or replace equipment. A person responsible for *purposeful damage* shall pay the full cost for parts and labor to repair or replace the equipment. Full disclosure of the Three Rivers Responsible Use Guidelines can be found on the district web site <http://www.threeriversschools.org/FormsLinks.aspx>.

CONFERENCES

Parent-Teacher conferences are very desirable because they give the parent an opportunity to become familiar with the teacher and with their child's progress. Teachers are available for conferences, upon request. Parents wishing to have a conference are asked to call the office or write directly to the teacher. Conferences are scheduled in October and February. Further information concerning conferences will be sent home during the 1st and 2nd semester.

CONDUCT

A sound educational program cannot be carried out without discipline. Each student is expected to conform to social and school rules. Respecting classroom and school rules and regulations leads to good citizenship. Self-discipline is one of the most important things to be learned in life.

During the first few weeks that your child is in school, your child's teacher will send home copies of his/her discipline plan. Please familiarize yourself with your teacher's discipline plan and our Code of Conduct (See Agenda).

It is important that students realize that breaking a rule could result in corrective actions. Our goal is not to punish, but to emphasize the fact that we all must live together. Those who choose to disregard rules that were designed to protect the safety and rights of all students and faculty will be dealt with firmly.

The Three Rivers School District is currently implementing a district-wide positive behavior support system. All staff will teach the 3 district behavior expectations at the beginning of the year: Be Responsible, Be Respectful, and Be Safe. Positive reinforcement will be given to the students on a regular basis to encourage them to act appropriately and follow the rules in each area of the building.

HAZING AND BULLYING

Harassing, hazing, intimidating and/or bullying by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and /or expulsion from school. Harassment, hazing, intimidation and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publications; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop, or off of school premises, if the educational process or operation is disrupted.

STUDENT CONDUCT ON SCHOOL BUS

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the students board the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established procedures for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges only for a period of up to one school year. The only due process required is notice to the student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens. The administrator's decision is final.

CELL PHONES

Students in Pre-School through 4th Grades are NOT permitted to bring cell phones to school.

CHEATING POLICY

Cheating is defined as any of the following, which occurs during a testing situation or any other conditions defined by the individual

teacher: (1) any transfer of information between students; (2) allowing the transfer of information; (3) using any extraneous sources of information; (4) failure to turn in a test paper when requested; and (5) plagiarism.

Below is an outline of how cheating will be dealt with:

- a. The teacher will notify the student's parents and/or guidance counselor.
- b. The student will be counseled at school by the teacher and/or counselor.

DIRECTORY INFORMATION

If you do not wish to allow Three Rivers Local School District to use your child's picture and name in any publication for the school, district, or community (including the yearbook), you must notify the Principal in writing that you do not want your child pictured in ANY publication. This notice must be sent to the Principal within two weeks of the beginning of school.

DRESS CODE POLICY

Students at Three Rivers Schools are expected to adhere to the following dress code policy. The Objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of students. There is appropriate and inappropriate attire for all of life's activities. Keeping these ideas in mind, please help your student adhere to these guidelines. The Administration will make the final determination regarding violations of the Dress Code Policy.

The specific Dress Code requirements are as follows:

1. All clothing must be of appropriate size and fit neatly (Skin Tight Pants are not permitted, including yoga pants, tights, and leggings).
2. Oversize clothing, saggy or baggy pants, low necklines and midriff shirts will not be permitted.
3. Tops and bottoms must overlap at all times, including when arms are raised.
4. Shorts or skorts, dresses, and skirts must be mid-thigh length or longer.
5. Shirts must have sleeves.
6. All tops should be of an appropriate size and fit. Low, scoop, plunging or revealing necklines will not be permitted.
7. Any material that is sheer or lightweight enough to be seen through will not be permitted.
8. Chains (non-jewelry) or chain wallets are not to be worn in school.
9. Clothing that is distressed or that has rips or holes in it is not to be worn in school.
10. Visible body piercings other than ears is not to be worn at school or school activities.
11. Unnaturally colored hair that is distracting to the education process is not permitted. Examples of unnatural hair colors could include, but are not limited to, blue, green, red, purple, orange, etc.
12. Articles of apparel, clothing, or accessories that present a hazard to the individual or to other people will not be permitted.
13. Clothing that promotes drugs, alcohol, tobacco, sex, or is offensive or degrading is not to be worn in school.

EARLY CHILDHOOD PROGRAM

The Early Childhood Program consists of both handicapped and non-handicapped students (age 3 to 5). Children will attend class Monday through Thursday 9:00 a.m. to 11:45 a.m. or 12:45 p.m. to 3:30 p.m. This program will follow the Three Rivers Local School District Calendar.

EARLY CHILDHOOD HEAD START PROGRAMS

The Hamilton County Educational Service Center offers a morning and an afternoon class for preschool children in the Three Rivers Schools. These programs are available for income eligible children. The Head Start program consists of two sessions; one in the morning and one in the afternoon that follows the school building hours. The Head Start classroom provides a comprehensive child development program that is developmentally appropriate and is based on the Ohio Department of Education preschool standards. Our goal is to provide learning opportunities and activities that help children enter kindergarten ready to succeed. For additional information, contact the Enrollment Center of the Hamilton County Head Start office at 513-802-6977.

ELECTRONIC DEVICES

Students in grades Pre-K through 4 are **NOT** allowed to bring personal technology devices for academic classroom use unless determined by the classroom teacher. Students will **NOT** be allowed to use devices during the passing of classes or in the cafeteria/recess setting.

EMERGENCY SCHOOL CLOSING

In the event that it becomes necessary to delay or close school due to inclement weather the following procedure will be followed:

- All public announcements will be made through our All Call System, our Website banner, APP notification and TV or radio stations as soon as the decision has been made. Please do not call the school.
- On a TWO-HOUR DELAY, Morning Pre-School, Head Start and half day Kindergarten are cancelled. **Breakfast is served.** All other grades will begin at 11:00 a.m. Students may enter the building at 10:30 AM. **All afternoon sessions/programs will be held as usual.**

ENTRANCE AGE

Any child enrolling in Kindergarten must attain the age of five by August 1. If early entrance testing is desired, contact the school

office.

FEES

Fees are assessed for all grades. The purpose of these fees is to offset the cost of consumable materials and supplies not provided by the Three Rivers Local School District. The amount of these fees is determined by our Board of Education and is included in your Welcome Back letter. Unpaid fees will result in the holding of information sent to other schools and agencies. All unpaid fees are cumulative throughout a student's educational career in the Three Rivers Local School District and could affect a student's eligibility to receive his/her diploma from Taylor High School. Board Policy-Student Fines, Fees and Charges, indicates that report cards are held for students with unpaid school fees. Progress Reports are published to Progress Book for all students. Students with unpaid fees, who re-enroll after withdrawing must still pay all unpaid fees as well as new pro-rated fees.

FIELD TRIP GUIDELINES

Grade levels may choose to take field trips off school grounds. These trips are educational in nature and are designed to meet specific curriculum standards.

To ensure the safety, success, and positive image of our school, students may be prohibited from attending field trips based on their disciplinary and attendance record. Each case will be reviewed on an individual basis by the school administration and staff.

FIRE, TORNADO, SHELTER-IN-PLACE AND LOCKDOWN DRILLS

Fire, tornado, shelter-in-place and lockdown drills are held during the school year. The emergency plan posted by the entrance of each room provides for the maximum safety of all the children.

If danger threatens at the time of dismissal, students will be kept inside until the danger has passed.

During fire, tornado, shelter-in-place and lockdown drills students are asked to move quickly and quietly and respond immediately to all directions given by school authorities.

FOOD ALLERGIES

The number of students with life-threatening allergies, especially food allergies, has increased substantially in recent years.

Allergic reactions vary among students and can range from mild to severe and life-threatening anaphylactic reactions. Anaphylaxis refers to a collection of symptoms affecting multiple systems in the body, the most serious of which are breathing and a drop in blood pressure. Both are potentially fatal. Anaphylaxis can occur immediately or up to two hours after allergen exposure. Some students, who are very sensitive, may react to just touching or inhaling the allergen.

The most common causes of anaphylaxis in children include allergies to:

- Foods (most commonly peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish and shellfish)
- Insect stings (yellow jackets, bees, wasps, hornets)
- Medications
- Latex

The school nurse/health aide will obtain medical orders for the student to have 1 EpiPen, if possible. Exceptions will be made on an individual basis. One EpiPen is to be kept locked in the nurse's office. Students must be transported to the hospital by ambulance if epinephrine is given.

FREE & REDUCED LUNCH

Free and reduced lunch applications are available on our school website at www.threeriversschools.org or also in the school office upon request. Completed applications can be returned to the school, faxed to (513) 367-2287 or emailed to twagner@trlsd.org. Applications completed online are usually approved within 24 hours. Summer Food Service is available in our area. See www.threeriversschools.org for details.

GRADING SCALE

A	93.0-100	4.0
A-	90.0-92.9	3.7
B+	87.0-89.9	3.3
B	83.0-86.9	3.0
B-	80.0-82.9	2.7
C+	77.0-79.9	2.3
C	73.0-76.9	2.0

C-	70.0-72.9	1.7
D+	67.0-69.9	1.3
D	63.0-66.9	1.0
D-	60.0-62.9	0.7
F	Below 60	0.0

HEALTH

Maintaining good health is extremely important to each child's progress while in school. If your child shows signs of illness (fever, vomiting, etc.) please keep him/her home.

The school should be notified if your child contracts a contagious disease. The child must remain at home until your Doctor states, in writing, a date to return to school and that your child is no longer contagious. The nurse will send notices to all parents whose children have come in contact with a contagious disease.

The Health Aide is in our building every day of the week. If you have any questions concerning your child's health, please call the school.

You may refer to the "General Guidelines for Keeping Children Home from School Due to Illness:" list under the attendance section of this handbook for more detailed information on Student Health issues.

HOMEWORK

Homework that is assigned meets one or more of the following objectives:

- To practice and reinforce skills and concepts taught in the classroom;
- To provide an opportunity to extend learning beyond the classroom;
- To provide enrichment about a subject taught;
- As an opportunity for creative expression and to encourage analysis, synthesis, and evaluation of a lesson and/or.
- To complete unfinished classroom work or work that was missed due to absence.

The number, frequency and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account the other responsibilities which make a legitimate claim on the student's time.

Homework assignments should never be the reason a student fails a course.

No required summer work shall be assigned by the classroom teacher. Students may be encouraged to read, write and learn independently and with their parents/family.

LATEX BAN

People with allergies to latex may develop life-threatening reactions when exposed to latex products. These people are in fact, reacting to the protein found in natural rubber latex. Natural rubber latex can be found in many common products such as balloons, rubber-bands, adhesive bandages and latex gloves. Latex balloons and latex gloves pose a special hazard because when a balloon deflates or gloves are removed from hands, rubber protein particles are released into the air. This is a hazardous situation for people with latex allergy. We **DO** have students with latex allergies in the Three Rivers School District and are requesting that **no latex balloons** be brought into the buildings. Mylar balloons are acceptable as an alternative.

For more details contact the School Nurse @ (513) 824-7500.

LOST AND FOUND

Many items are lost and found during the year. Articles such as coats, hats, gloves, umbrellas, lunch boxes, sweaters, shirts and pants are placed in the "lost and found" located inside the cafetorium. Smaller items such as watches, rings, pens, etc. can be recovered in the main office. Items not claimed by the last day of school will be given to a charitable organization.

MEDICATION PROCEDURES:

Students at Three Rivers Elementary School who have a need to take prescription or over-the-counter medication as treatment for an acute illness must follow these procedures: Over the counter medications such as cough drops, antibiotic ointment and Oragel are not provided by the school.

- **ALL medication is to be taken to the office by an adult. NO non-prescription or prescription medication is permitted on the student's person.**
- Non-prescription and prescription medication must be in the original container and be properly labeled with the student's name and address, name of medication, the dosage, the time of administration and the prescribing physician.
- An authorization form, completed and signed by the attending physician must accompany all medication to school.
- A parent or guardian must sign a permission slip giving school personnel the authorization to administer the medication to their child.
- At the prescribed time to take the medication, as indicated by the written instructions from the prescribing physician, the student will report to the office where the medication will be administered.
- A written log will be kept for each time medication is administered.
- If it is necessary for the medication to be taken home, an adult will retrieve the medication and container after dismissal at the end of the day.

In addition, those students who have chronic health impaired conditions such as, but not limited to, a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, or diabetes may receive their medication during school hours if

the condition has been duly documented by a practicing physician and the physician has stated that it is necessary for this student to have medication during school hours in order to function in the school. Parents of students with chronic health problems should contact the school nurse to get the necessary forms that are to be completed before the school can administer medication.

PARKING

Visitors to the Three Rivers Elementary School are asked to park in the Visitor Parking area located in front of the Elementary Entrance. Please do not park in the numbered spaces located in the outer parking lots. Parking in the playground area is prohibited during school hours.

PEDICULOSIS (HEAD LICE):

Students found with head lice will be excluded from school at the time the lice are discovered. (The day student is sent home and one day following will be an excused absence-all additional days will be unexcused)

A child may return to school the morning after initial treatment if the following conditions are met: 1) a parent must accompany the child and provide proof that treatment has taken place (the box from the treatment used, a letter from a physician or some other acceptable proof) and 2) the parent must wait until the checkup is completed.

The school nurse will be assigned to recheck the child's head. If nits are found, the parent will be required to take the child home for additional treatment.

When more than six students in the building have Pediculosis at any one time, a letter shall be sent to all parents advising them of the problem. If more than two infested pupils occur in a given classroom, all pupils in the class will be screened and a letter will be sent to all parents in that classroom.

PERFECT ATTENDANCE

In order to receive recognition for perfect attendance, the student's attendance record must be perfect. This means that the student can have **no absences, no days tardy to school or no early dismissals.**

PROMOTION AND RETENTION OF STUDENTS

The promotion of each student is determined individually. The decision to promote or retain a student in a grade is made on the basis of the following factors. The teacher takes into consideration: reading skill, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Administrative guidelines must be developed and reviewed and may include the following elements.

1. A student receiving passing grades in the core courses is promoted.
2. A student having failing grades in the core courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
5. No student having passing grades, "D" or above, throughout the year is failed.
6. No student should be retained more than twice in the elementary grades, kindergarten through eighth grade.
7. Documentary and anecdotal evidence should be available to justify retention.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared," means that the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is capable of progressing through and successfully completing work at the next grade level.

REPORTING/GRADING PROCEDURES

Your child's teacher will explain their grading system at the beginning of the school year. Grades are based on daily work, quizzes, tests, returned homework, workbook assignments, observations, classroom assignments, independent work, unit tests and weekly assignments.

Report cards are sent home at all grade levels four times a year. Interim progress reports are published on Progress Book at the end of the fifth week in each grading period. Should you have any questions concerning your child's progress, please call his/her teacher. Report cards must be signed and returned to the homeroom teacher as soon as possible.

Grades on report cards are based on grade-level standards established for each subject area. The ratings indicate your student's progress in relationship to the end-year standard. Parents of students experiencing academic or behavioral problems will be contacted as soon as practical with details of the problem areas. Parent communication can take place through written notes, email, telephone, notes in the student's planner, and/or face-to-face conferences.

SPECIAL SERVICES

The need for special help is sometimes discovered by the parents, teachers, or administrators. Referrals may be made to the principal by the parent or the teacher. In cases where students are screened, they must qualify for the special service desired.

Special services include: speech and hearing therapy, specific learning disability and developmentally handicapped programs, Title I Remedial reading, psychological and educational testing, and counseling.

SUPPLIES

The Three Rivers Local School District no longer supplies such materials as crayons, pencils, pens, paste, scissors, paper, etc. A grade level and teacher supply list will be handed out at the beginning of each school year and are available on the district website.

TELEPHONE

Use of the telephone by students is limited to school business or emergencies. Permission from the teacher, secretary, or authorized adult must be obtained to use the phone.

TEST SECURITY

Many times in your student's school years he/she will be taking tests. You should know that all tests and examinations are considered "secure." That means that we keep them locked up until they are given to him/her and that no school employees (including teachers) are permitted to let you know questions or answers to questions ahead of time.

Proficiency tests, achievement tests and ability tests are given special protection. If there is evidence to conclude that cheating took place, the papers in question will be disqualified and disciplinary action may be taken.

These procedures are for the student's protection to make sure that everyone who takes these tests does so in a fair and equal manner. District Policy 6405 gives details of our Test Security Provisions.

Title I SCHOOL-PARENT COMPACT

The Three Rivers Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school compact is in effect during the school year 2020-2021.

School Responsibilities

Three Rivers Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - Students who are "not on track" in reading in grades K-3 will be placed on a Reading Improvement Monitoring Plan (RIMP) that will include a detailed list of services the child will receive at school and expectations for parents.
 - All other students will be monitored periodically to ensure they remain on track. Additional services may be provided in weak skill areas.
- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**
 - Any student placed on a RIMP will have a scheduled conference time or phone conference during the October and February conference dates. Any family may request a conference with the teacher(s) during the conference periods.
- 3. Provide parents with frequent reports on their children's progress.**
 - All students will receive a quarterly report card and mid-term progress report.
 - Other assessment information may be sent home (i.e., unit tests, other graded work)
- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents.**
 - Parents are provided general telephone information and should also be provided with their teacher's extension number(s). Teachers do not usually answer their room phone when students are present, so your phone call may be returned before or after student hours. Every teacher shall provide their email address as well.
- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities as follows:**
 - We have a very active PTO which parents are encouraged to join. Many volunteer opportunities are available through PTO. Parents may contact their classroom teacher or an administrator if they wish to volunteer in other ways.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance. Regular attendance is necessary for children's success.
- Making sure homework is completed.
- Volunteering or coming to school for special events whenever possible.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.

Staying informed about my child's education and communicating with the school by reading all notices from school or school district, received either by paper coming home with child; phone; or mailed information.

TOYS

In addition to electronic devices, Toys & Trading Cards are NOT permitted at school unless permission is given by the teacher. Toys or Trading Cards brought to school will be confiscated by the teacher and returned to the student at the end of the day. A second occurrence will result in confiscation of the Toy and parent having to pick up the Toy or Trading Card at school.

VISITORS

Parents and visitors must first report to the main office when entering the building. If a visitor is dropping off deliverable items, the secretary will take those and distribute them to the student's classroom. If a visitor is a volunteer, or attending a classroom event, the individual will need to sign in at the main office and get a visitor's pass, unless otherwise specified. School personnel reserve the right to deny any visitor access into the building.

On special occasions, we allow families to participate in lunch with their child(ren). However, for the safety of our students and staff, we are unable to allow family members to participate in recess.

VOLUNTEERS

Volunteers are always needed in a school setting. Volunteers are asked to sign in at the office and obtain a Visitor's Badge before going to their work area.

Classroom teachers will review with parents their specific needs and procedures for signing up at the beginning of the school year. Additional volunteer opportunities will be provided under the Parent Resource tab on the district website.

WITHDRAWAL PROCEDURES

In order to withdraw a student from Three Rivers Elementary, you must:

1. Notify the office of withdrawal and complete a withdrawal form. *This does not officially withdraw a student from the Three Rivers School District.*
2. Pay any outstanding school fees, lunch fees, return all books and clean out lockers/cubbies. *Unpaid school fees will result in withholding grades to other schools and agencies.*
3. Enroll the student in their new school as soon as possible. *Your student will not be officially withdrawn from the Three Rivers Schools until a Request for Records is received from the new school. Your student is required to attend Three Rivers' school until fully enrolled in a new school. Failure to enroll your student in a new school will result in a referral to the district Truancy Officer of the Three Rivers School District.*

CODE OF CONDUCT FOR PUPILS

Any student engaging in the types of conduct either specifically or generally like the kinds of conduct listed herein is subject to expulsion, suspension, emergency suspension or removal from curricular or extracurricular activities pursuant to the Ohio Revised Code 3313.66.

Types of conduct prohibited by this Code of Conduct are as follows:

1. Damage or destruction of school property, property of school employees, or property of other students, on or off school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault or threat of assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting, hitting or unauthorized, unwelcome touching.
6. Hazing, bullying, taunting, or ridiculing (to persecute, harass or humiliate another student and/or employee). Two incidents by one student towards another will result in reporting and labeling a student to the Board per O.R.C. 3313.666.
7. Chronic misbehavior which disrupts or interferes with any school activity, including throwing of objects.
8. Disregard of reasonable directions, rules or commands by school authorities including administrators and teachers.
9. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention or other assigned discipline.
13. Falsifying information given to school authorities in the legitimate pursuit of their jobs or withholding information from them, including one's identity.
14. Forgery or altering school-related documents.
15. Cheating, plagiarizing, or stealing.
16. Gambling
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, mace, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks screwdrivers, knives, etc.
22. Buying, selling, transferring, using or possession of any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
23. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
25. Buying, selling, transferring, using, or possessing any drugs or alcoholic paraphernalia to include instruments, objects, papers, pipes,

containers, etc.

26. Violation of the school Cell Phone/Electronics policy.
27. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
28. Cursing or use of foul, profane, or offensive language.
29. Use of indecent or obscene language in oral or written form; indecent or obscene gestures or conduct.
30. Publication or possession of obscene, pornographic or libelous material.
31. Placing of signs and slogans on school property without the permission of the proper school authorities.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc. without the permission of the proper school authorities.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy.
35. Tardiness.
36. Leaving school premises during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by the administration of the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Turning in false fire, tornado, bomb, disaster or other alarms or any other activity that induces panic defined as:
 - a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report is false.
 - b. Threatening to commit an "offense of violence" or
 - c. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
44. Presence on school property with a communicable disease.
45. Failure to abide by the rules and regulations set forth by administration for student parking.
46. Disobedience of driving regulations while on school premises
47. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
48. Sell, order to sell, or possess a controlled substance on school premises or at a school-related function (trafficking in drugs).
49. Carrying concealed weapons.
50. Aggravated murder.
51. Murder.
52. Voluntary manslaughter.
53. Involuntary manslaughter.
54. Felonious assault.
55. Aggravated assault.
56. Rape
57. Gross sexual imposition.
58. Felonious sexual penetration.
59. Any disruption or behavior, which could or does interfere with school activities.
60. Willfully aiding another person to violate school regulations.
61. Any type of prohibited activity listed herein taking place on a school bus shall be reason for expulsion, suspension or removal from the bus or school.
62. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
63. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
64. Any other activity including, but not limited to Baccalaureate and Graduation which pupils know or should know will disrupt the academic process or a curricular or extracurricular activity either on the school premises or on premises where a school-related activity is taking place.
65. Misuse of a computer as outlined in the District Policy.
66. Students are not permitted to ride skateboards on Three Rivers School property.
67. Violation of any Board rule, regulation and/or policy.