

# **Wynford Elementary School Student Handbook 2017-2018**



Wynford Elementary School  
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# **GUIDING PRINCIPLES- WYNFORD LOCAL SCHOOLS**

## **PURPOSE**

**To empower students to secure their dream by providing a 21st century education.**

## **VISION**

**To be recognized as an educational leader by providing innovative instructional practices and learning opportunities for all students.**

## **MISSION STATEMENT**

**EVERY CHILD, EVERY DAY, EVERY DREAM...IS OUR PASSION!**

## **VALUES**

**We value and expect**

### **CHARACTER, THEREFORE:**

We will do the right thing.

We will be professional.

We will embrace integrity.

We will cultivate a superior work ethic.

**We value and expect**

### **PASSION, THEREFORE:**

We will be driven to achieve more.

We will show empathy to all.

We will be invested.

We will foster commitment.

**We value and expect**

### **COMMUNICATION, THEREFORE:**

We will embrace collaboration.

We will build a trusting environment.

We will promote honest and open dialogue.

We will be receptive to feedback.

**We will value and expect**

### **SERVICE, THEREFORE:**

We will be student centered.

We will be approachable.

We will seek and foster relationships.

We will create and maintain a welcoming environment.

**We value and expect**

**PERSONAL RESPONSIBILITY, THEREFORE:**

We will demand the best from ourselves.  
We will respect others and ourselves.  
We will promote an atmosphere of initiative.  
We will encourage ownership.

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## **LETTER FROM MRS. NUTTER**

Dear Parents and Students:

On behalf of the Wynford Elementary Staff, we take great pride in welcoming you to our building. It is a pleasure to have you as a member of the Wynford Royal Family.

Wynford Elementary is a place where strong connections are made between home and school, and where all staff members are committed to serving the individual needs of your child's growth and development. Our students, staff and families will work together to create an environment where children are intellectually challenged in ways appropriate to their individual strengths, needs, and experiences. Our goal is to create a learning community that is committed to engaging and challenging every student, in every classroom, every day. This handbook is provided as an informational tool to help facilitate our work together.

Parents play a critical role in the success of our students. You are your child's first and most important teacher. You know your child better than anyone else and we invite you to work in partnership with your child's classroom teacher. You have a rich insight into your child's unique

needs, talents and interests. Please keep an open line of communication with us and share any information that you believe will help us increase your child's success.

We are looking forward to an exciting and productive school year. Your interest and support of our curriculum and programs are greatly appreciated. We look forward to working with each and every one of you as we embrace the new school year, continue to build towards a tradition of academic excellence and provide a positive learning experience.

We are thrilled to Unmask the Leader in Every One of our Students!

Best wishes for a successful school year!

Nelle Nutter, Elementary Principal



## **INTRODUCTION**

### **FOREWARD**

The Wynford Local School District Elementary Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students PreK-6. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child's teacher(s) or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

### **SCHOOL AND DISTRICT INFORMATION RESOURCES**

Wynford Local Schools offers a variety of ways to keep up with important news and information on our school district.

## INTERNET/SOCIAL MEDIA

Please stay current with school happenings by following our school on social media. We have both a Facebook page and a Twitter account. We will not post names with pictures of students; if you wish to opt your child out of any social media photos or publications, please submit the photography withholding form at the beginning of the year. Students using social media to harass and intimidate other students may face disciplinary action if it results in a distraction and disruption to the school environment.

### ***Social Media:***

Facebook: Wynford Elementary School

Twitter: @MrsNutter\_WES

Additional school and policy information can be found at our website:

<http://www.wynfordroyals.org>

## DISTRICT INFORMATION SOURCES

**Website:** The district's site offers a wealth of information about Wynford Local Schools, including the district's history, school closings and delays, kindergarten registration, Board of Education meeting minutes, Top News, the district Continuous Improvement Plan. To stay updated please visit regularly at [www.wynfordroyals.org](http://www.wynfordroyals.org)

## ONLINE ACCESS TO STUDENT INFORMATION

Parents and students may access student grades online at <https://pa.ncocc.net/>, any time by using an access code provided by the school.

## **DELAY AND CANCELLATION OF SCHOOL INFORMATION**

**One Call Notification System:** is a direct call to your home telephone number. It is essential that we have the most current phone number at which you can be reached.

### DELAYS/CANCELLATION OF SCHOOL:

- When it becomes necessary to close or delay school due to weather conditions, the closing or delay will be communicated to the public via radio (92.7 FM, 1490 AM, 95.9FM), internet and "one call notifications."
- For a 2-hour delay schedule, students may be dropped off between 10:15 a.m-10: 45 a.m. Students will be considered tardy if they arrive after 10:45 a.m.
  - ❖ Breakfast is not served on two-hour delay days.
  - ❖ Additionally, please be sure your child/children understand what to do if there is an early dismissal from school.

## **WYNFORD LOCAL SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

It is the policy of the Wynford Local Schools that all technology used to access the Wynford Local School's network and to access the Internet will be used in a responsible, legal and ethical manner.

The Wynford Local Schools computer network is established for a limited educational purpose, and has not been established as a public access service for a public forum. Accordingly, the Wynford Local Schools has the right to place restrictions on the use of the system, and to require users to abide by system rules. While there are many valuable resources on the Internet, there also are many sites that can be considered inappropriate for students and serve no educational value. All individuals using the Internet must use the computer network responsibly to ensure it is only used for educational purposes, and must be consistent with the academic activities of the Wynford Local Schools and will be under the supervision of the Wynford Local School staff. By using the Wynford Local Schools networked information resources, both student and adult users are agreeing to accept this policy. All users must have an Acceptable Use Policy on file with the school before accessing the Wynford Local Schools network, including the Internet.

Wynford Local Schools use a filtering system designed to prevent access to educationally inappropriate sites. However, it is important to understand that no solution is perfect and the Wynford Local Schools cannot guarantee that students might not access an inappropriate site. It is the students' responsibility to report any inappropriate site to a teacher.

Use of the Wynford Local Schools computer network, including Internet access and email, is a privilege and not a right. ***It is important for all Wynford Local Schools employees, students and the parents/guardians of students to understand that any violation of the Wynford Local Schools Acceptable Use Policy may result in the loss of Internet, computer network and/or email privilege, and/or disciplinary action, and/or prosecution under state and federal law.*** The Wynford Local Schools is not responsible for the accuracy or quality of the information obtained through or stored on the network, and use of any such information is at your own risk. The Wynford Local Schools will not be responsible for financial obligations arising through the use of the network.

**Responsible network users will not use the Wynford Local Schools computer network, including without limitation Internet and email, for:**

- Commercial, financial and/or personal gain, including solicitation purposes of any kind.
- Political lobbying, except as expressly allowed during a school activity.
- Promoting, supporting or celebrating religion or religious institutions.
- Illegal activities.
- Posting, disclosing or otherwise disseminating personal contact information about one or other people, including name, address, telephone, school or work address, without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted.
- Posting, disclosing otherwise disseminating student record information without the prior permission of a school administrator, and the prior written permission of the student's parent/guardian unless such disclosure or dissemination is permitted by Ohio student record regulations.



- Posting or otherwise disseminating a message that was sent to them privately without permission of the person who sent the message. This provision does not prohibit a user from promptly disclosing to a teacher or school administrator any message they receive that is inappropriate or makes them feel unsafe.
- Harassing or sending offensive information to another person.
- Posting chain letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network.

**Responsible users will:**

- Never reveal personal information about any user, such as address, telephone number, social security number, unless express written permission is granted.
- Student users will never agree to meet with someone they meet online without parent/guardian approval.
- Notify a system administrator on any security problems he/she identifies on the computer network.
- Be responsible for the use of their account at all times.
- Recognize that there is no privacy expectation in the contents of email, data or personal files on the network.
- Understand the system is subject to routine maintenance.
- Realize access and monitoring of messages and files may be conducted when deemed appropriate.
- Will not attempt to disable or disable, bypass or attempt to bypass any system monitoring, filtering, or other security measures.
- Promptly disclose to a teacher or school administrator any website that is inappropriate or makes them feel unsafe.
- Not store or transfer unnecessarily large files.
- Not attempt to install any software on the computers connected to the Wynford Local Schools network.
- Not download software from the Internet.
- Not use profanity, vulgarities, obscenity or other language that is offensive and/or degrades others.
- Not share personal passwords or leave computer sessions unattended before logging out of the Wynford Local Schools network.
- Not attempt to gain unauthorized access to the Wynford Local Schools computer network or any other computer network or go beyond the user's authorized access.
- Will not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means, or otherwise vandalize, tamper with, destroy, or interfere with the computer network, with programs, data, files or any other electronic information or devices connected to the network.
- Honor the legal rights of software producers, network providers, copyright and license agreements.
- Not waste or abuse school resources through unauthorized system use (i.e. online gaming, Internet radio, downloading music, watching videos, participating in chat rooms, etc.).

## PERSONAL TECHNOLOGY DEVICES

Personal wireless devices will be provided filtered access to the Internet.

\*\*The Wynford Local Schools will not be responsible for the loss or theft of a personal wireless device (i.e. cell phone, laptop, netbook, iPad, iPod touch, etc.), nor for damage, nor unauthorized access to the device or the data that resides therein.

### **In addition:**

- The owner must take full responsibility for setting up and maintaining their personal property. The Wynford Local Schools will not provide technical support for these devices.
- When laptops are not in the owner's possession, they must be secured. Devices may not be left at school over vacations and should go home with the owner daily.
- The playing of games, music or other entertainment is prohibited at school. Electronic communication is also prohibited at school unless approved and monitored by a teacher.
- Sound must be turned off except when being used as part of a class.
- Appropriate and tasteful screensavers and wallpaper is expected.
- The Wynford Local Schools may examine the device and search its contents, if there is a reason to believe that school policies, regulations or guidelines have been violated.
- All students with personal wireless devices must use the Wynford Local Schools provided wireless network (wynwn1), which is filtered according to the Children's Internet Protection Act (CIPA) requirements. A password key will be entered into the device for wireless access after students and their parent/guardian have signed an Acceptable Use Policy.
- In addition, an updated antivirus program must be verified and/or installed on the device (if applicable).
- Students are not to use non-district wireless service providers while on school property.
- Personal wireless devices are not to be connected to the wired network – only the wireless network.

## CELL PHONE POLICY

Any use of a cell phone by students is not permitted at Wynford Elementary School during normal school hours unless: authorized by a teacher for educational purposes only. This also means no ear buds, headphones, or ear pieces of any kind are permitted unless permission granted by the specific class's teacher. Failure to follow this directive will result in confiscation of the phone by the administration.

- 1st Offense: Cell phone will be turned into the principal; student will retrieve at the end of the day.
- 2nd Offense: Cell phone will be turned into the principal; student will retrieve at the end of the day, parents contacted.
- 3rd Offense: Cell phone will be turned into the principal; student will receive lunch detention, parent must pick up from office.
- 4th Offense: Cell phone will be turned into the principal; student will receive Saturday School and phone will remain in the office until the end of the school year. A lost or stolen cell

phone is not the responsibility of the school.



## GENERAL ATTENDANCE INFORMATION

### DAILY ATTENDANCE POLICY

- Good attendance is essential for student success. Students should attend school each day unless they are ill. There is a major difference between ill and not feeling well. If your child has a fever, unexplained rash, vomiting, or diarrhea do not send them to school.
- Please notify Wynford Elementary School prior to 9:00 a.m. if your child is going to be absent from school.

\*\*If or when your child is going to be absent from school. The “Missing Children’s Act” (ORC 3313.205) requires the school to contact parents/guardians who fail to notify the school with the reason(s) for the students absence. The intent of this law is to notify parents as soon as possible that their child is not in school in case of kidnapping, truancy or other dangerous situations a child may encounter on the way to school without the parent’s knowledge.

**YOU** can help the Ohio Law protect our students in a very simple way:

- Call the school and report your child off school and the reason why.
- Send a note to school upon your child's return to school. In all cases of absence, students are required to bring a note from the parent/legal guardian explaining the absence.

\*\*If the student does not bring a parental or doctor’s note, the absence is considered unexcused until a proper note is received in the office.

## ARRIVAL PROCEDURE

- Students who walk to school or are transported by their parents should not arrive at school before 8:15 a.m. Students may enter the building when the doors open at 8:15 a.m.
- Students arriving between 8:15 a.m. and 8:30 a.m. will be supervised in the multi-purpose room and will have sufficient time to be in their class and prepare to begin the school day; however, students eating breakfast should arrive by 8:30 a.m.
- The school day begins at 8:45 a.m.
- Students are considered tardy upon entering the building after 8:45 a.m. and must report to the office to be admitted to class.
- Parents dropping students off in the morning are to use the far north parking lot. Cars will not be permitted in the bus loading and unloading area.
- Please do not park along the curb in the drop off lane. If you need to come in the building, please park in the spaces provided in the parking lot.

**\*\*The school does not provide supervision of children before and after school.**

## DISMISSAL PROCEDURE

- The school day ends for the students at 3:30 p.m.
- Parent pick-up by car will take place in the rear parking lot.
- Children will be released only to the custodial parent or guardian, or to an adult designated by custodial parent or guardian on the students authorized release form.
- Wynford Local Schools will not release your child to anyone not designated on your authorization release form.
- Students who are not picked up daily must bring a note each time they are picked up. If a student does not bring a note, they will be expected to ride the bus.

## EXCUSED ABSENCES

**The following reasons for excused absence are established by state law and by regulations of the Ohio Department of Education:**

- Personal illness of the student (doctors excuse will be required by school for every absence over six days per semester.)
- Quarantine of the home by local health officials.
- Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence.)
- Observance of a religious holiday (consistent with the student's established creed or belief.)

**Wynford Local Schools may also excuse the following absence reasons:**

- Educational Trips - with principal's prior approval.
- Vacation with immediate family - maximum 5 days – with principal's prior approval.
- Out of school suspension.
- Hunting – (1 day excused if the office is notified in advance of the absence and a valid hunting license is presented.)
- Wyandot County Fair – If student is a participant in 4H activities

Other legitimate reasons which have received prior approval of the Attendance Officer (doctor, dentist, blue slip, etc.). All other absences are considered unexcused. **NOTE:** A student may make up work missed during an excused absence. However, an unexcused absence results in a “zero” for the day and the student is encouraged to make up missed work.

## UNEXCUSED ABSENCES

Unexcused Absence is defined as any absence that does not meet the above excused criteria.

- Excessive Absence is defined as the absence of a student for more than 6 days per semester or 12 days per year.
- After the 6th day of absence in a semester or 12<sup>th</sup> day of absence for the year, a student must have a doctor’s excuse or the absence will be considered unexcused.
- Any absence after the 6th day of absence in a semester or 12<sup>th</sup> day of absence for the year that is not excused by a doctor must be pre-approved by the principal.
- Students that exceed the 6 or 12 day limit may be filed upon in Juvenile Court.

**\*\*Truancy** is defined as the absence of a student for other than legitimately recognized reason for all or a part of a day when school is in session. Even when the absence occurs with parental knowledge and consent, the principal need not accept as valid the reason given for the absence.

- A student is defined as a “habitual” truant if any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, six or more school days in one semester or twelve or more school days in a school year.
- Regarding “habitual” truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent.

**\*\*The complaint** must state that the child is an “unruly child” by virtue of being a “habitual truant”, and that the child’s parent violated the School Attendance Law.

- A “chronic” truant is any child of compulsory school age who is absent without legitimate excuse for seven or more school days in one month or fifteen or more days in a school year.
- Regarding “chronic” truants, if the parent fails to get the child to school and the child is considered a “chronic” truant, the Board must file a complaint in the juvenile court jointly against the child and the parent.

**\*\*The complaint** must state that the child is a “delinquent child” by virtue of being a “chronic” truant, and that the parent has violated the School Attendance Law.

## TARDINESS

- Students who arrive at school after 8:45 a.m. are considered tardy.
- Four tardy dates will count as one unexcused day of absence from school and will prevent the perfect attendance award.

## EARLY DISMISSAL OF STUDENTS

Please try to schedule doctor appointments before or after school hours when possible. Chronic early pick-up may result in disciplinary action. Early pick-up is a distraction to the teacher and to all the other students in the classroom. Early pick-up is to be avoided unless absolutely necessary.

Any student who leaves school early will be recorded absent as follows:

- Prior to 10:45 a.m.- Full Day
- Prior to 2:15 p.m. - 1/2 Day
- Released for 2 hours
- Middle of the day - 1/2 day
- 6 Tardies/Semester - Full Day

It is the student's responsibility to report to the office upon leaving or returning to school from early dismissal and the parent or guardian must come to the office and sign the student out before a student is excused from school.

**\*\*Students will not be excused to leave the school grounds with anyone except those listed on the Emergency Medical form/Enrollment form.**

#### MAKE-UP WORK

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work before or immediately upon the student's return to school. If the dates of absence are known in advance, the teacher should be notified and planned assignments may be given. In requesting homework for absent students, please request when reporting absence for the day.

**\*\*Homework will be available at the close of the school day.**

#### ADMISSION INFORMATION

It is the policy of the Board of Education that each child who will be five years of age on or before August 1 will be eligible to enroll in kindergarten. Each child who will be six years of age on or before August 1 and has completed kindergarten will be eligible to enroll in the first grade. The Board of Education requires that each child who registers for entrance to school furnish the following:

- Birth Certificate
- Immunization Record
- Proof of residency
- Kindergarten students are to participate in the school district screening program

#### WITHDRAW/TRANSFER INFORMATION

Should it become necessary to withdraw or transfer your child during the school year, please notify the school office or teacher in advance. Several days' notice is preferred and helpful. All library fines, book fees, and lunch charges must be paid and books returned prior to withdrawal or transfer.

#### CURRICULUM, INSTRUCTION, AND ASSESSMENT

The educators at Wynford Local Schools must constantly monitor student achievement; therefore, students will be assessed using a variety of assessment types. Assessments may include, but are not limited to the following:

- NWEA Measure of Academic Progress assessments (MAP)
- Developmental Reading Assessment (DRA)
- Study Island quizzes
- AIMSweb assessment

## LIBRARY

We have a large central library as well as classroom libraries. Our students also have access to books from the Bucyrus Public Library. Students are permitted and encouraged to check out books. Books should be returned promptly when due. All students will be required to have a Bucyrus Public Library Card. Students will be responsible for replacing lost books.

## GRADING

Parents may access their child's grades online at any time using the access code provided by the school. Report cards are issued four times a year, at the end of each nine-week period. Interim reports will be available online for all students the fifth week of the grading period and will be sent home with students.

Grades will be reported by grade level. All students will receive a grade card at the end of each nine-week grading period.

- A - Excellent (92-100)
- B - Above Average (83-91)
- C - Average (74-82)
- D - Below Average (65-73)
- F - Not Passing
- M – Meeting Expectations
- P – Progressing Towards Expectations
- N – Not Meeting Expectations
- – An empty box indicates that area was not evaluated this grading period.

## GRADING PROCEDURES BY GRADE LEVEL

### **Kindergarten:**

- Kindergarten students will be graded using M, P, N.

### **Grade One:**

- A, B, C, D or F will be given for Reading, English Language Arts, and Math.
- M, P or N will be given for Science, Social Studies, Art, Physical Education and Music.

### **Grades Two through Six:**

- A, B, C, D, or F will be given for Reading, English Language Arts, Math, Science and Social Studies.

- M, P or N will be given for Physical Education, Art, Music, Technology, and Instrumental Music.

## HONOR/MERIT ROLL

### **Honor Roll Qualifications:**

1. Student earned: All A's
2. Student receives at least M or P. (No N's)

### **Merit Roll Qualifications:**

1. Student earned at least: All A's and B's
2. No evaluation other than M or P. (No N's)

## CONFERENCES

- Scheduled conferences will be held twice during the school year. If you wish to schedule a conference at other times during the year, please contact your child's teacher to schedule an appointment. Our teachers will work hard to communicate in the most convenient way for you.

## PROMOTION/RETENTION

Upon completion of the school year, student's progress will be evaluated on an individual basis to determine their status in regard to one of the following categories:

- **Promotion** - The student has successfully demonstrated mastery of a particular grade level and goes on to the next grade.
- **Retention** - The student has not successfully demonstrated mastery of a particular grade level and will repeat this grade in the coming year.

No child should be retained more than twice in the elementary grades. A child receiving failing grade averages in Reading or Math, or any two of the following subjects may be retained: Social Studies, Science, English and Spelling. Students may be retained upon the parent's request, if the teacher and the principal believe the reasons presented are in the best educational interest of the child.

Placement - The student has not successfully completed the year's work but goes on to the next grade level in the coming year. Placement may be made with or without conditions. A student may be placed in the next higher grade because of age, previous retentions, social or emotional development, IQ, or if it is felt a child cannot profit from being retained.

## OHIO'S THIRD GRADE GUARANTEE

The ability to read is the foundation of learning. Research shows that children who are not reading at a third grade level by the end of grade three, will likely have trouble learning in all classroom subjects throughout higher grade levels. Ohio's Third Grade Guarantee ensures that every struggling reader receives the support he or she requires to learn and achieve. Therefore Wynford Local Schools, will evaluate all children in kindergarten through grade three in reading. If it appears a student is falling behind in reading. The school will immediately start a reading



improvement plan for the student.

#### READING IMPROVEMENT PLAN

This plan will address the student's unique reading issue(s). The school will monitor the plan to ensure the student is improving in reading. Furthermore, the school will work closely with parents to help create a remedy and plan for parents to assist in supporting their student.

#### ADVANCING TO FOURTH GRADE

As the Ohio Department of Education releases updates to the Third Grade Reading Guarantee, this information will be shared with parents.

#### PROGRESS MONITORING

Parents/Guardians may access their student's grades online at any time using the access code provided by the school. Report cards will be issued four times during the school year, at the end of each nine week period. Interim reports will be available online for all students the fifth week of the grading period.

#### GIFTED STUDENT IDENTIFICATION ASSESSMENT

The district must follow policy and procedures established in Ohio Administrative Code 3301-51-15. In compliance with Ohio's gifted operating standards, students in specific grades will be tested for gifted identification in the following area:

The Board of Education shall ensure that procedures are established to identify all gifted students in grades kindergarten through twelve and ensure that identification is done annually thereafter.

**Definition of Gifted:** Gifted students perform or show potential for performing at remarkably high levels of accomplishment when compared to same age peers. Through assessments approved by the Ohio Department of Education students must exhibit one or more of the following abilities:

- A. Superior cognitive ability, as demonstrated, within the preceding twenty-four months, by the following:
  1. Scoring two standard deviations above the mean, minus the standard error of measurement, on an approved individual standardized intelligence test administered by a licensed psychologist.
  2. Scoring two standard deviations above the mean, minus the standard error of measurement on an approved standardized group intelligence test.
  3. Performing at or above the 95<sup>th</sup> percentile on an approved individual or group standardized basic or composite battery of a nationally normed achievement test.
  4. Attaining an approved score on one or more above-grade level standardized nationally normed approved tests.

- B. Specific academic ability, as demonstrated by performing, within the preceding twenty-four months, at or above the 95<sup>th</sup> percentile at the national level on an approved individual or group standardized achievement test of a specific academic ability in the field. A “specific academic ability field” means one or more of the following areas of instruction: mathematics; science; reading, writing or a combination of these skills; social studies.
- C. Creative thinking ability, as demonstrated by scoring, within the preceding twenty-four months, one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and by either attaining a sufficient score, established by the Department of Education, on an approved individual or group test of creative ability, or exhibiting sufficient performance, as established by the Department of Education, on an approved checklist of creative behaviors.
- D. Visual or performing arts abilities, as demonstrated by both of the following:
- Demonstrating remarkably high level ability through audition or exhibition in a visual or performing arts area.
  - Exhibiting sufficient performance, as established by the Department of Education, on an approved checklist of behaviors related to a specific area.

**Identification:**

- Assessments are chosen from the current “Chart of Approved Gifted Identification/Screening Instruments” from the Ohio Department of Education and take into account students who are culturally diverse, economically disadvantaged, and/or have limited English proficiency. Students with disabilities receive any accommodations during testing that are implemented on a daily basis, on the IEP or 504 Plan.
- Every attempt is made to ensure that the student receives the assessment in his or her native language through the use of interpreters.
- Every attempt is made to ensure that students with physical and/or sensory disabilities receive all IEP modifications during assessments to reflect an accurate aptitude/achievement.
- Assessments are administered by qualified personnel.
- Parents will receive written notification of screening/identification results within 30 days of scoring the assessment.
- The NWEA map score report will serve as written notification for the Fall and Winter testing cycle.
- All NWEA Map qualifying score notifications from fall, winter and spring will be sent home after the spring administration cycle.
- Students transferring into the district are assessed within 90 days of the transfer at the request of the parent.
- The district accepts scores on assessment instruments provided by other school districts or trained personnel outside the school district provided the assessment instruments are on the list approved by the Department of Education under section 3324.02 of the Revised Code.

- Parents may request additional testing above and beyond any grade-level/school wide screeners up to two times per school year.
- Parents may appeal any decision about the results of a screener, procedure or scheduling of children for assessment. To appeal, contact the building principal.

#### **Services:**

- Models for gifted services may change based upon staffing and areas/grade levels that show the greatest need.
- All identified students, meeting district criteria are equally eligible for services.
- Students may withdraw from gifted programs or services with written notification from parents and agreement from school administration, teaching staff, and any other necessary school official.
- Parents have the opportunity to appeal any decision about the placement of a student in any program for the receipt of services. To appeal, contact the building principal.
- Mid-year entrance into a gifted program will not be allowed unless one of the following occur:
  - Testing is done and results show grade level acceleration or subject level acceleration would be a good fit for the students, based upon team recommendations.
  - A student moves into the district and already meets the eligibility requirements.

#### **Services and Eligibility:**

Class size and/or caseload size policy will be followed in accordance with Ohio Revised Code. When gifted identification exceeds caseload capacity, eligibility for entrance into gifted programming will be determined in the following order (at each grade level):

- Superior cognitive identification plus four subject areas
- Superior cognitive identification plus three subject areas
- Superior cognitive identification plus reading and math
- Superior cognitive identification plus reading
- Superior cognitive identification plus math
- Superior cognitive identification plus science or social studies
- Superior cognitive identification only
- Four subject area identifications
- Three subject area identifications
- Reading and math identification
- Reading identification
- Math identification
- Science and social studies identification
- Science identification
- Social studies identification

#### **Written Education Plans and Written Acceleration Plans:**

- The WEP is designed to provide a description of services provided.
- Individual goals are written for the student in each serviced area.

- Methods for evaluating progress toward goals specified are described on the WEP.
- Methods and schedule of reporting progress to parents is provided on the WEP.
- Staff responsible for ensuring delivery of each service is listed on the WEP.
- Policies regarding waiver of assignments and tests are noted on the WEP.
- The WEP is reviewed within one calendar year of the WEP being written.
- Copies of the WEP are provided to parents and staff responsible for providing services listed.
- WEP's will be written for all students receiving services.
- WEP's will not be written for students identified but not receiving services.
- WAP's will be written for any student with a formal acceleration (whole grade or subject)
- Any student on a WAP will also have a WEP in place.
- Copies of the WAP are provided to parents and staff responsible for providing services listed.

\*\*If you believe your child may be gifted in a specific academic ability, please provide written consent for your child to be tested in that area.

#### CLASS ASSIGNMENTS

School personnel devote much time and give much thought to the best possible placement for each child. Many factors must be taken into consideration and assignments are based on the individual's needs as well as the needs of the other children.

#### **Some of the criteria used for class assignments are:**

- The individual students ability and performance
- Student's social and emotional development ability.
- Individual student's domestic situations.
- Student's specific learning disability.
- Overall personalities of teachers and pupils.
- Wide-ranging combinations of students.

Assignment is not by a random method; however, parents with specific classroom requests should submit their request, in writing, to the principal by May 1 prior to the upcoming school year. All requests will be considered but may not be able to be honored.

#### **HEALTH POLICIES AND PROCEDURES**

Wynford Local Schools has a school nurse that is shared district wide. The nurse is responsible for coordinating screenings, providing needed in-services, and ensuring student health records are current. Furthermore, the district nurse is on call as needed throughout the entire district.

#### IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against polio myelitis, measles, diphtheria, rubella,

mumps, pertussis, and tetanus in accordance with state statutes, unless specifically exempt for medical or other reasons.

**Required immunization prior to entering school:**

- DPT - 4 doses required (should have 5) (Grades K - 5)
- Polio - 3 doses required (should have 4) (Grades K - 4)
- Measles/Mumps/Rubella - 2 doses required, both after child's 1st birthday & 28 days apart (Grades K, 1st and 2nd)
- Hepatitis B Vaccine - 3 doses required for all students entering Kindergarten (Grades K, 1st and 2nd)

**Upon enrollment and admittance, the Wynford Board of Education policy states that no student shall be admitted to school unless:**

- The student provides written evidence of proper immunization.
- The student has begun a progressive program toward completion of the immunizations that are required.
- The student's parent or guardian has signed a waiver objecting to immunizations.
- The student provides a written statement from a physician indicating that the immunizations may be harmful to a student's health.

\*Children who do not have evidence of proper immunization will be excluded from school after fourteen (14) days.

**DISPENSING OF MEDICATIONS**

Many students are able to attend school regularly only through the effective use of medication for treating certain disabilities or illnesses that will not hinder the health or welfare of others. Parents should administer medication at home, when possible. If this is not possible, medications administered at school in accordance to the following:

1. A statement and written orders from a physician including the name of the drug, the dosage, the times to be given and the reason(s) for the medication's use. The school office must receive and retain this statement that complies with Ohio Revised Code 3313.713. Additional forms may be received from the school secretary.
2. Written permission from a parent or guardian allowing the school to comply with the physician's orders.
3. No medication will be administered unless it has been purchased for that student and must be delivered to school in the original container from the physician or pharmacist.
  - All medication is to be given by the principal, the nurse, the secretary, or the teacher.  
**\*\*Students are not permitted to carry medication in school.**
  - Students requiring medication daily should bring one week's supply to school at a time.
  - Students taking medication on a short-term basis should bring one day's dosage each day.
4. Nonprescription medication such as Aspirin, Tylenol and cold medicines cannot be given

by the school without prior written permission of the parent or guardian. Forms are available in the school office.

5. Students are permitted to carry prescribed inhalers provided the completed form is on file with the school nurse.
6. Any unused medication left at school will be disposed of two weeks past the expiration date and/or at the end of the school year.

New request forms must be submitted each year and anytime a change in medication is ordered.

## ILLNESS/INJURY

Recess/Physical Education - If illness requires a student to miss recess or Physical Education class, a doctor's excuse will be required.

- First aid given at school is that of cleaning and bandaging. If a child comes home with a cut received while at school, parents should examine it and apply medication if they feel it is necessary.
- If an injury appears to need more than first aid, parents will be called to make a determination as to how it should be handled.

## FEVER POLICY

It is the recommendation of the ODH (Ohio Department of Health) and our School Physician that a temperature over 100 degrees Fahrenheit be considered a fever. A fever is your body's natural way of dealing with an infection. If a student has a temperature greater than 100 degrees Fahrenheit, he or she will be sent home from school. This is not only to give the student time to return to a healthy state, but also to protect other students and school faculty from becoming sick as well. The student should not return to school for 24 hours AFTER their temperature has returned to normal (98.6 degrees) without the use of fever reducing medications such as Tylenol or Ibuprofen. The child's exposure to others should be limited while they have a fever and they should cough into their elbow and wash their hands frequently. Hand washing is the best prevention for spread of infections and germs.

## LICE POLICY

Children with a live lice infestation will be sent home. Children may return to school after proper treatment and after being examined by the school nurse. The student must be examined and be nit free before being allowed to return to the classroom.

# CONDUCT EXPECTATIONS

## DAILY CONDUCT EXPECTATIONS

1. Students will respect themselves and others and take pride in their learning.
2. Students will respect and obey all adults.
3. Students will use appropriate language and behavior at all times.
4. Student will not bring toys to school. These include radios, handheld games, tape players, CD players, etc. (Electronics permitted by the bus driver must be left in book bag during school hours.)
5. Students will not use cell phones at Wynford Elementary School or on the bus.
6. Students will not fight, wrestle, bully or harass other students.

7. Students may not demonstrate public display of affection.
8. Students will walk to and from buses and in hallways.
9. Students will not deface or destruct school property.
10. Students will not bring guns, knives, explosives, or any other type of weapon to school.  
Possession of these items will result in an immediate suspension.
11. Students will not use or have in their possession tobacco, drugs or alcoholic beverages. Any student who breaks this rule will be suspended. Repeated violation may result in expulsion.

#### POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS PLAN

In accordance with Ohio Revised Code, we will be implementing a PBIS plan. Our Positive Behavior Intervention Support plan includes the use of a building-wide behavior monitoring plan using a clip-chart. Each child will use a clothespin to monitor their behavior; they will start the day on the color green. “Clipping up” will represent positive reinforcement of good choices. Students who clip up will be rewarded. Poor choices and negative behaviors will result in clipping down the color chart. Students who clips down can always redeem themselves by clipping back up as a result of a positive behavior. Each child’s reward or consequence will be based on the placement of the child’s clothespin at the close of the day. However, if a child clips all the way down, he/she may not earn an opportunity to clip back up.

**To help you track your child’s behavior, our building-wide color system will be:**

Royal Blue: This is the highest level of recognition a student can earn for their daily choices. It will result in a positive visit to the principal’s office!
Pink
Purple
Green: Every child starts here!
Yellow
Orange: Students who end their day here will have a consequence resulting in loss of privileges.
Red: Students who end their day here will have a consequence resulting in loss of privileges.

#### DISCIPLINE POLICY

The primary objective of our school is the establishment of an instructional program that strives to meet the needs of each student. We assist the individual to the best of his/her capabilities and develop within him/her positive attitudes and actions of self-discipline. Students are expected to conduct themselves in a way that will contribute to their own education, safety, and wellbeing. At no time should the actions of one student infringe upon the rights of others to have the same privileges.

Most children are able to resolve their difficulties in acceptable ways. This is a mark of their

becoming responsible citizens and leaders. Those who find it impossible to conduct themselves in acceptable ways will be confronted with the logical consequences of their behavior.

**In determining logical consequences, we will:**

1. Consider each child as a unique individual.
2. Consider each situation in terms of its individual merits.
3. Encourage the child to decide what to do about solving the situation.

Students who choose to not follow our school rules, violate the rights of others, or disturb the normal progress or conduct of the school will be subject to disciplinary action. Our school has a consistent building wide discipline plan for students who choose to misbehave.

**Actions will include, but not be limited to, the following:**

- Counseling
- Denial of privileges such as recess
- Lunch detention
- Saturday School
- In-school suspension
- Emergency removal from classroom
- Out of School Suspension

In order to assure the best school environment for your child, we need to act as a team. By supporting each other, your child will receive the direction needed to be a self-confident and self-disciplined young citizen.

**HARRASSMENT, INTIMIDATION, & BULLYING**

The Wynford Local School District prohibits acts of harassment, intimidation, or bullying.

Our complete policy can be found online at the Wynford website using the following web address: [www.wynfordroyals.org](http://www.wynfordroyals.org)

**DRESS CODE**

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable.

**THEREFORE:**

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. Dress and grooming will not be such as to disrupt the teaching and learning process.
3. Tank-tops, spaghetti straps, sleeveless shirts with large arm holes, tube tops, bare shoulders, bare midriff tops, see-through tops, pajama pants and short shorts are not allowed.
4. Students will not be permitted to wear any attire that advertises alcohol, tobacco, drugs, sex, or



- any organization or group promoting illegal activities.
5. No coats, hats, bandanas, sweatbands, or other head coverings may be worn during school hours.
  6. For safety reasons flip flop shoes are not permitted. All sandals must have a strap at the back.
  7. The final decision of what constitutes reasonable, appropriate or immoral shall rest with the principal.

## SUSPENSION INFORMATION

The principal has been empowered by the Board of Education to out-of-school-suspend students who continually violate the follow school rules and disrupt education processes.

### **Disrupting the educational process may be defined as, but not limited to the following:**

1. Fighting or intent to harm another individual.
2. Using profanity or the use of obscene gestures.
3. Writing profanity on school or personal property.
4. Bullying/Cyber-Bullying/sexual harassment.
5. Disobedience, back talk, insubordination, and disrespect.
6. Not complying with school dress code.
7. Failure to serve an assigned detention.
8. Continued tardiness, lack of cooperation, or truancy.
9. Gambling.
10. Posing a physical threat towards others.
11. Making verbal threats, written threats, and/or making threatening gestures; making indirect threats through others.
12. Destruction of private or public property.
13. Theft.
14. Unauthorized use of fire alarms or fire safety equipment.
15. Smoking and/or possession of tobacco, or a tobacco substance on school grounds.
16. Leaving school grounds without permission.
17. Possession of, or use of, alcohol, drugs, look-alike drugs, or other mind-altering substances.
18. Carrying a weapon or any form of ammunition, including fake weapons or ammunition.
19. Repeatedly disobeying the building and classroom rules.
20. Racial or Harassing Comments

**Note:** if a student doesn't attend an assigned "in-school suspension" it converts to an "out of school suspension" and work may not be made up.

### **The suspension procedures are as follows:**

1. No suspension will exceed ten (10) school days.
2. The principal shall give written notice of the intent to suspend and the reasons why to the student and to the parent or guardian.
3. The student will have an opportunity to appear at an in- formal hearing before the principal, superintendent, or his designee, and has the right to challenge the reasons for the intended suspension or explain his/her actions. This hearing may take place immediately after presentation of the "Intent to Suspend".
4. Within 24 hours of a suspension, notification will be made in writing to the parent or guardian of the student, superintendent, and treasurer of The Board. This notice shall include the

reasons for the suspension and the right of the student or parent to appeal it to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing or appeal be held in executive session.

**In school suspensions may not be appealed.**

**EXPULSION INFORMATION**

The term expulsion means the exclusion of a student from all school attendance and related activities for a period of 80 days as a maximum. If, however, the expulsion is for possession of a weapon at school or school related activities or for inflicting serious physical harm to person(s) or property, then the expulsion may be up to one calendar year.

1. Only the superintendent may expel.
2. The superintendent must give the students and parents written notice of the intended expulsion.
3. The notice will include the reason for the intended expulsion and the time and place to appear for a hearing between 3-5 days after the notice is issued.
4. Parents and students may appear before the superintendent to challenge his actions or to explain the student's actions.
5. Within 24 hours of the expulsion hearing, the superintendent will notify the parent and the board treasurer of the action to expel. The notice will include the reason, the right to appeal, the right to be represented at the appeal, and the right to request the hearing to be held in executive session.
6. A parent or student requesting the appeal should do so in writing within 48 hours.

Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in public session. The decision of the Board is further appealable to the Crawford County Court of Common Pleas.

- Students will respect themselves and others and take pride in their learning.
- Students will respect and obey all adults.
- Students will use appropriate language and behavior at all times.
- Student will not bring toys to school. These include radios, handheld games, tape players, and CD player's etc. (Electronics permitted by the bus driver must be left in book bag during school hours.)
- Students will not fight, wrestle, bully or harass other students.
- Students may not demonstrate public display of affection.
- Students will walk to and from buses and in hallways.
- Students will not deface or destruct school property.
- Students will not bring guns, knives, explosives, or any other type of weapon to school. Possession of these items will result in an immediate suspension.
- Students will not use or have in their possession tobacco, drugs or alcoholic beverages. Any student who breaks this rule will be suspended. Repeated violation may result in expulsion.

## **BUSSING INFORMATION**

Each student will be assigned to a specific bus; students must ride the bus they are assigned to, as many of our buses are filled to capacity. In specific situations, students going home with another student will be able to ride an alternate bus. The Transportation Director will issue bus passes. Parents should contact the transportation director at least 24 hours prior to any needed arrangements to check on the availability of a bus pass.

### **BUS REGULATIONS**

Bus transportation is provided to and from school for those students who live more than one mile from school. Students are asked to be ready to board the bus when it arrives at their home or pick-up point. Buses cannot wait for late students.

Rules for the safety of all students have been adopted and all students are expected to be courteous and cooperate at all times with the bus driver.

If a student continuously misbehaves and is reported by the bus driver, the parents will be notified that the student is in danger of losing his/her privilege of riding the bus. If the student loses bus privileges, the parent must provide transportation to and from school.

1. Always enter and exit the bus in a safe manner.
  - Wait in a safe spot (at least 10 feet away) for the bus to stop and open the door, be sure the driver can see you stay away from the danger zone, 10 feet all around the bus.
  - If you cross the road at your stop, wait for the driver to signal and walk in front of the bus 10 feet away from the front.
2. Arrive at the bus stop before the bus is scheduled to arrive.
3. Good behavior at school bus stops is expected. Fighting, bullying, kicking and horseplay which endangers other students will not be tolerated.
4. Go directly to your assigned seat and stay in it. Students must remain seated with their feet on the floor, keeping exits and aisles clear.
5. Obey the bus driver. Students who repeatedly are unruly and discourteous to the driver are subject to suspension from the bus.
6. Use of profanity is strictly prohibited.
7. Students must refrain from eating and drinking and chewing gum on the bus.
8. Keep hands and arms inside the bus.
9. CD players and video games may be allowed. (This is the bus driver's decision.) At the end of the bus ride these items are to be put in a book bag. The school will not be responsible for loss or damage.
10. All basketballs, footballs, etc. must be in a book bag or gym bag and cannot be loose on the bus.
11. Live animals, glass containers, flammable liquids, and other dangerous substances are not allowed on the bus.
12. Possession of drugs, alcohol, tobacco, or any other controlled substance on the school bus will result in an immediate suspension.
13. Possession of firearms, knives, weapons of any kind or explosives will result in immediate suspension.

## **LUNCHROOM/CAFETERIA EXPECTATIONS**

Students are required to eat either a cafeteria lunch or bring a packed lunch from home; the school has a closed lunch period. Students are not to leave for lunch unless the proper authorization has been given, in which case students should provide a written note. Milk can be purchased in the cafeteria for a packed lunch. No fast food, soda pop, or carryout lunches are permitted. Glass containers are discouraged. The cafeteria is also a place where good social relations can be developed. Each student is expected to use good manners and follow the directions of the cafeteria supervisor.

### **Students are expected to:**

- Observe good dining manners.
- Leave the table and floor clean, by putting trash in proper containers.
- Not take food from the cafeteria not bring pop to school.

## **LUNCH PRICING/ACCOUNT INFORMATION**

All students have a cafeteria account they may deposit money in. Students buying lunches may pay daily, weekly, or monthly. It is encouraged to pay in advance by the week or month to eliminate loss of instructional time on daily collections. Students are encouraged to deposit money in their account the first day of the week. Students may also pay for an entire month if they prefer.

- Lunches are \$2.60 for a Type A lunch.
- Milk is \$0.50.
- Breakfast is served each morning; the cost is \$1.50.

## **RECESS POLICY/PROCEDURES**

Weather permitting; students are given outside recesses each day. Decisions to have outside recess during cold weather depend upon a 20-degree temperature, or a 20-degree wind chill factor. Students should always dress for outside recess. All students must be on the playground during recess. Students will have supervised free time indoors on days when bad weather prevents outside activities.

## **RECESS/PLAYGROUND EXPECTATIONS**

### **To insure the safety of all students:**

Students will show respect by:

- Following all normal game rules
- Allowing open participation in all games. (Any and all students will be allowed to play)
- All equipment will be used in a safe and appropriate manner.
- Students will not be permitted to jump off playground equipment, stand on swings, go down the slides feet first, or push others on the monorail.
- Students will stay in the designated playground area.
- Once outside, students may not enter the building without permission of the educator on duty.
- There is to be no contact play. Games requiring pushing, shoving, kicking, wrestling, or riding piggyback are not permitted.
- No throwing of mulch, dirt or rocks will be permitted.

- Students who take playground balls out are responsible for returning them.
- Students will respect and obey the educators on recess duty.

## **GENERAL INFORMATION**

### **FEDERAL/STATE/LOCAL COMPLIANCE INFORMATION**

The Wynford Local School District complies with federal laws that prohibit discrimination in programs and activities receiving federal assistance. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. The Age Discrimination Act of 1975 prohibits discrimination on the basis of age. Wynford Local Schools also complies with the Family Education Rights and Privacy Act of 1994 and grants parents/guardians the right to examine children’s official school records. Inquiries regarding unlawful discrimination may be directed to the principal of the building or the district compliance officer.

### **SEARCH AND SEIZURE POLICY**

When necessary, the administration reserves the right to search students’ lockers and belongings. The Wynford Local Board of Education, in compliance with the Ohio Revised Code, addresses the issue of student lockers and personal items: “The right of inspection of student’s school lockers or articles carried upon their person or vehicles parked on school property is inherent in the authority granted school boards and administrators and should be exercised so as to assure that the school, in exercising its “in loco parentis” relationship with their children, will employ every safeguard to protect the well-being of those children. Nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. Therefore, that authority is to be exercised sparingly.... To aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility.”

### **EMERGENCY INFORMATION**

Parents are responsible for completing an Emergency Medical Form on an annual basis. It is also the parent’s responsibility to keep all information current. All changes must be made in person. This form is sent home with each student on the first day of school. In case of emergency, each student is required to have on file at the school office the following information:

- \*Parent(s) or guardian(s) name(s).
- \*Complete and up-to-date address (es).
- \*Home phone and parent(s) work phone.
- \*Emergency phone numbers and address(es) of at a minimum(3) friends or relatives.
- \*Your child will be released only to the persons listed.
- \*We cannot release a student to someone who is not on the list, even if we get permission over the phone.

## PARENTIAL CUSTODY INFORMATION

Parents have an obligation to inform the school anytime the custody of a child changes. School officials will need to see and copy court orders pertaining to a child's custody.

## CHANGE OF ADDRESS/TELEPHONE (EMERGENCY INFORMATION)

It is essential that every parent maintain an up to date address and telephone number on record for their child in the school office. Immediately notify the school in person if you have a change of address, telephone number, employment, marital status, sitter, or emergency contacts during the school year. The school routinely sends automated telephone calls, so it is important that your contact information is current.

## FEE COLLECTION AND FEE WAIVERS

Students will be assessed fees for workbooks and supplies. Fees for the 2016-2017 school year are \$7.50 per student. Students who receive approval for free lunches can qualify for a waiver of school fees by signing a release of information form that is included with your acceptance letter.

## LOCKER ASSIGNMENTS

Children will be issued a locker to keep their gym shoes, coats and school belongings. Students in grades 3-6 may bring a lock to school to use to keep their belongings safe. All locks must be approved by the teacher (long-necked locks are necessary) and the combination or an extra key must be given to the teacher so that the locker can be accessed at any time.

## PRIVATE PARTY INVITE POLICY

In order to avoid embarrassing situations and hurt feelings, it would be appreciated if party invitations were not sent to school and distributed in the classroom, unless all children in the class are invited.

## BIRTHDAYS/FLOWER & BALLOON DELIVERIES

Deliveries of flowers and balloon bouquets for students will not be accepted at school. They cannot be taken home on the bus and often cause disruption in the classroom. If you would like to provide a birthday treat for your child's classroom, please contact your child's teacher. Birthday treats are welcome provided the student's teacher is informed and all treats are prepackaged, individually wrapped, and store bought. The school encourages healthy snacks.

## TELEPHONE CALL PROCEDURES

To emphasize the importance of student responsibility, we will try to minimize the use of the phone for forgotten items needing brought to school. Students who have forgotten their lunch will be allowed to charge.

Messages from parents for students will be taken and delivered at the end of the school day (or sooner if the situation warrants). Arrangements for after-school transportation or visits with friends must be made prior to coming to school. If you have an emergency change in your child's dismissal plan, please contact the office prior to 3:00 p.m.

## PARENTS/VISITORS ENTERING THE BUILDING

Parents are to drop off and pick-up students at the front door. Parents are not permitted to enter the school due to building and student security unless the adult has official school business. All persons entering the building or on school grounds are required by law to report to the office to sign in and get a visitor's pass.

**Important:** Parents are not permitted to walk their children to class. Parents needing to speak with the classroom teacher must schedule an appointment with the teacher.

Students are not to bring friends or visiting relatives to school. Middle and high school siblings are not permitted in the schools. Classroom visits by parents must be prearranged with the teacher. Prolonged and frequent visitation will be discouraged.



## WYNFORD ELEMENTARY SCHOOL FACULTY AND STAFF 2017-2018

### ADMINISTRATION STAFF:

Nelle Nutter – Principal  
Andy Johnson – Assistant Principal  
Jeanne Thompson – Guidance Counselor  
Amy Taylor-Sheldon-Special Education Supervisor

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johnson.andy@wynfordroyals.org  
thompson.jeanne@wynfordroyals.org  
taylorsheldon.amy@wynfordroyals.org

### OFFICE PERSONNEL:

Sarah Shifley  
April Shroll

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