

WYOMING PRIMARY SCHOOLS

Elm - Hilltop - Vermont



**HANDBOOK FOR PARENTS
AND STUDENTS
GRADES K - 4**

2018 - 2019

FORWARD

This handbook has been prepared to provide parents, students, and teachers with information concerning Wyoming Primary Schools. All policies stated herein are in accordance with those set forth by the Wyoming Board of Education and the Superintendent. In addition, the standards are set forth by the Ohio Department of Education as well as through the Ohio School Law Act as a foundation for the practices established in the Wyoming City School System. We believe you will find the handbook informative and helpful for you and your child. If you should have any questions about its content, please do not hesitate to contact us.

Mrs. LaDora Hill
Principal

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Assistant Principal

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I. INTRODUCTION

PHILOSOPHY OF EDUCATION

The District must assure the acquisition and mastery of essential learning skills by all of its students, while providing a broad view of mankind's history, achievements, and potential. In addition, educational programs must recognize individual differences in students and be responsive to their special needs so that all students reach their full potential. The school system must foster an atmosphere of mutual respect for the dignity, rights, and worth of all persons, including oneself.

Education must take place in an atmosphere that allows for creative learning and teaching, with defined goals that can be attained by both teachers and students. Teachers should be encouraged to be creative and innovative in their thinking and in their dealings with students, both in their specialized fields and in all areas of student contact. Students should be involved in the development of their educational programs to encourage them to assume responsibility for their own intellectual, physical, and emotional maturity. Teaching students to reach beyond the school for resources for learning is essential. This emphasis should be planned to foster a lifetime pursuit of learning and to promote an awareness of the students' responsibilities to the community and to society at large.

For the success of this educational process, community involvement is vital. The Wyoming Board of Education is committed to maintaining an educational program that clearly reflects the needs and interests of the total community.

Implementation of this philosophy will be enhanced by means of district goals that have been established by the Board of Education, with assistance from a committee of representative community members.

II. SCHOOL POLICY AND REGULATIONS

ACHIEVEMENT TESTS

General Information

State law requires all schools to administer the AIR English Language Arts and Math assessments to measure a child's mastery of basic skills.

Students take the 3rd grade AIR English Language Arts assessment twice during the school year - in the Fall (October) and again in the Spring (April). Additional tests to monitor student growth and achievement in grades 1 - 4 are administered throughout the school year (please see testing chart below). Notification of such tests will be sent home from the school prior to administration.

<i>Grade</i>	<i>2018-2019</i>
Kdg.	Ohio's Kindergarten Readiness Assessment (KRA)
Grade 2	TerraNova INVIEW Tests
Grade 3	AIR - Math AIR - English Language Arts
Grade 4	AIR - English Language Arts AIR - Math Terra Nova INVIEW TEST

A PARENT'S RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS OF YOUR CHILD'S TEACHERS

As a parent of a student in Wyoming City Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has earned advanced degrees and, if so, the subject of those degrees.
- Whether any aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

For information about your child's teacher, you may ask the school's principal (LaDora Hill, 425 Oliver Road, Cincinnati, OH 45215 or you may call 513-206-7270) or you may talk to your child's teacher about his/her qualifications.

ADDRESS CHANGE

Please inform the school office immediately if you have a change in address and/or telephone number. A district form must be completed by the parent/guardian.

ADMINISTERING MEDICINES TO STUDENTS

If possible, all medication should be given by the parent at home. If this is not possible, it will be done in compliance with the following:

1. The school nurse or an appropriate person appointed by the building Principal will supervise the secure and proper storage and dispensation of medications.
2. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent or guardian of the student, requesting that the district comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with state law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent, guardian, or other person having care and charge of the student must submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, if any of the information originally provided changes.

6. These procedures apply to prescription and non-prescription medications **including cough drops, antacids, topical ointments or creams, and eye drops.**
7. Medication orders are valid for the current school year. New orders are required each year.
8. **Medicines must be brought in by the parent and not the student.**
9. Controlled medications should be logged in with the office personnel.
10. Medication forms are sent home at the beginning of each school year. Additional forms are available at the office or on the school's website.
11. Medicines must be picked up by the parent/guardian at the end of each school year.

ARRIVAL TO SCHOOL

Supervision begins at 8:25 A.M. for K-4 and at 12:25 P.M. for the afternoon Kindergarten session. Children should not be on school property before these times. At dismissal, supervision concludes at 3:35 P.M.

ATTENDANCE

Policy Statement Regarding School Absence

*Every student shall attend school regularly. In many cases, irregular attendance is the major reason for poor school work.

Absences from School

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with the State law, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The State law considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home

- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

- H. such good cause as may be acceptable to the Superintendent

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the student is considered *excessively absent*. The attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken. A student will be considered *habitually truant* if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

Wyoming School District reflects state standards of 93% attendance or above for our students. In order to implement Board Policy 5200, the following procedures have been established: Absences due to school-sponsored activities or disciplinary actions do not count in defining excessively absent or habitually truant attendance. Teachers are responsible for reporting attendance and tardiness. Attendance secretaries will maintain the database for attendance. Whenever possible, interventions for attendance are provided as a

pattern of absences is developing. These may include referral to guidance counselors, attendance contracts, and/or a letter from the building administrator.

*Though suspensions are considered unexcused absences, they should not count toward truancy triggers because suspensions represent a legitimate excuse to be out of school. However, suspensions do count toward excessive absences because the definition of excessive absences does not distinguish between legitimate and not legitimate reasons for missing school.

* During a period of unexcused absence, students are held accountable for all content, assignments, and major tests.

Attendance Procedures

A parent or guardian must contact the attendance line within 24 hours of the absence. The date(s) of the absence and the reason for the absence must be provided to the Attendance Office. If that 24-hour window is missed, then the absence, regardless of the reason, is considered unexcused.

Tardiness to School

It is important for students to be on time to school every day! Relevant morning procedures, expectations, and instructions are given to the students to ensure that they begin a successful day. The bell rings at 8:30 A.M. for students to enter the building. Instruction begins promptly at 8:35 A.M. for grades one through four and morning kindergarten and 12:35 P.M. for afternoon kindergarten.

Students arriving tardy to school need a note or a phone call to the attendance line within 24 hours of the tardy explaining the reason for the tardy. If a phone call or note is not received within 24 hours of the tardy, then the tardy will be considered unexcused. A tardy outside the scope of the aforementioned reasons will be considered unexcused.

*Students with professional appointments (ex. doctor, dentist, court) need to bring a note to the school after the appointment. If a student is going to arrive late to school or leave school early, a detailed description of the absences must be provided in writing (such as a doctor's note for a doctor's appointment), or in a phone call within 24 hours of the absence/dismissal. If an excuse for an absence is not presented within 24 hours, the absence will be marked unexcused.

*Parent(s), guardian(s), or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency

telephone numbers. If parents or guardians will be out of town, it is helpful for the school to be notified of the names and phone numbers of the adults responsible for the child.

Contacting the School

A phone call from a parent or a written note are the only acceptable forms of communication. Whenever a student is absent or tardy, parents need to be specific about the reason why so the school can accurately record the type of absence (excused or unexcused). Simply saying “my child is going to be absent” or “my child has an appointment” is insufficient as it does not provide enough information to accurately record the type of absence.

Vacations

Students are able to miss school in order to take a vacation; however, **these absences are considered unexcused**, and in some cases where enough unexcused absences/hours are accumulated, can lead to the truancy process as dictated by Ohio law. Please refer to the Wyoming Primary School Truancy Process chart for more information. Whenever a proposed absence-for-vacation is requested, parents must notify the **principal** in writing. The purpose and length of the absence should be made clear. Those who would like to express their views on a potential absence must request an appointment with the **principal**.

- Vacations are documented as unexcused absences; however, students may make-up their work.

Wyoming Primary Schools Attendance Support Process

Number of Hours of Absences	School Action
19 or more unexcused/excused hours in a week	Absences will be considered unexcused after the third full-day absence in any given week without a valid note in accordance to our attendance list of legitimate absences as follows: <ul style="list-style-type: none"> A. personal illness (a written physician's statement verifying the illness may be required); B. illness in the family necessitating the presence of the child; C. quarantine of the home; D. death in the family; E. necessary work at home due to absence or incapacity of parent(s)/guardian(s); F. observation or celebration of a bona fide religious holiday; G. out-of-state travel (up to a maximum twenty-four (24) hours per school year) to participate in a District-approved enrichment or extracurricular activity; H. such good cause as may be acceptable to the Superintendent; I. medically necessary leave for a pregnant student; J. service as a precinct officer at a primary, special or general election in accordance with the program.

44 or more unexcused/excused hours	<ul style="list-style-type: none"> • A valid note is required for every absence or it is considered unexcused. • Face-to-face attendance meeting may be called with building administrator, counselor, parent and student. An attendance contract may be implemented.
With or without a legitimate excuse <ul style="list-style-type: none"> • 38 or more hours in a school month, or • 65 or more hours in a school year 	<ul style="list-style-type: none"> • Student is considered <i>excessively absent</i> • Within 7 days of the triggering absence, the school's attendance officer must notify the parent in writing of the student's absences.
Without a legitimate excuse <ul style="list-style-type: none"> • 30 or more consecutive hours, • 42 or more hours in a school month, or • 72 or more hours in a year 	<ul style="list-style-type: none"> • Student is considered <i>habitually truant</i> • Within 7 days of the triggering absence, the district will: Select an absence intervention team (AIT), and make at least 3 attempts at meaningful contact with a parent or guardian • Within 10 days of the triggering absence: The student is assigned his/her AIT • Within 14 days of the triggering absence: Absence Intervention Plan (AIP) must be developed (can include counseling and referrals to community social service agencies)
Additional unexcused hours after attendance meeting and/or breaking of attendance contract	At the discretion of administration, school privileges may be revoked (such as school dances, early release/late arrival, extracurricular activities, athletics – spectator or participation) and/or a referral for supportive services.
Juvenile Court Filing	The school district can file a charge of habitual truancy: <ul style="list-style-type: none"> • On the 61st day (or one business day after a holiday or Court closure) after the AIP was implemented if the student did not make progress on the plan or the student continues to be absent • Prior to the 61st day after the implementation of the AIP if the student is absent 30 or more consecutive hours or 42 or more hours in a month while the plan is being implemented

* Monitoring of student absences will occur weekly.

BICYCLES

Due to the possibility of theft, we ask that students lock their bicycles when parking them on school grounds. The school district is not responsible for lost or stolen items.

Kindergarten children are not permitted to ride their bicycles to school.

BULLYING AND AGGRESSIVE BEHAVIOR

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District,

including activities on school property or while en-route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school approved, or school related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. To access the entire Board of Education policy on *Bullying and Other Forms of Aggressive Behavior*, please see the district website under Policies or see the posting in district buildings

CELL PHONES/IPODS/SMART WATCHES

If a parent permits a primary student to bring a cell phone/iPod/smart watch to school, the cell phone/iPod/smart watch must be turned off during instructional day (8:35-3:30). If a student uses a cell phone/iPod/smart watch during this time, the cell phone/iPod/smart watch will be sent to the office for the remainder of the school day. It is the student's responsibility to claim the cell phone/iPod/smart watch at the end of the school day. After the first occurrence, the parent will be contacted and asked to claim the cell phone/iPod/smart watch.

Electronic devices are not permitted in school. A classroom teacher may request students bring devices to school for special projects.

CODE OF REGULATIONS FOR CONDUCT OF PUPILS

This Code of Regulations is adopted by the Wyoming Board of Education pursuant to 3313.661, Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, or removal from curricular or extracurricular activities pursuant to Ohio Revised Code 3313.661.

1. Damage or destruction of school property, on or off school property.
2. Damage or destruction of private property on school premises or in areas controlled the school.
3. Assault on a school employee, student, or other person on school premises while in the custody or control of the school, or in the course of a school related activity.
4. Use, possession, sale or distribution of a firearm or other dangerous weapon on school property, in a school zone, or in any other area controlled by the school.
5. Any item that resembles a firearm, but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance, (i.e. toy guns, cap guns, BB guns, pellet guns, etc.)
6. Fighting.
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Any disruption or interference with school activities.

10. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school administrators or teachers.
11. Leaving school during school hours without permission of the proper school authority.
12. Distribution of pamphlets, leaflets, buttons, insignia, etc., without the permission of school administrators or teachers.
13. Demonstrations by individuals or groups causing disruption to the school program.
14. Disrespect to a teacher or other school authority.
15. Skipping detention.
16. Refusing to take detention or other properly administered discipline.
17. Falsifying information given to school authorities in the legitimate pursuit of their jobs.
18. Use, possession, sale, or distribution, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any alcoholic beverages, illegal drugs, nonprescription drugs, look-alike drugs, or any mind-altering substance while on school grounds or facilities, at school-sponsored events, in situations under the authority of the school, or in school-controlled vehicles. Included in this prohibition are any substances, nonalcoholic beers, steroids, tobacco, and tobacco products, and drug paraphernalia.
19. Sexual harassment.
20. Turning in false fire, tornado, bomb, or disaster alarms.
21. Placing signs or slogans on school property without the permission of the proper authority.
22. Extortion of a pupil or school personnel.
23. Forgery of school-related documents.
24. Cursing.
25. Truancy.
26. Cheating or plagiarizing.
27. Hazing.
28. Gambling.
29. Tardiness.
30. Improper or suggestive dress.
31. Engaging in sexual acts on school premises.
32. Publication of obscene, pornographic, or libelous material.
33. Use of indecent or obscene language in oral or written form.
34. Indecent exposure.
35. Unauthorized use of fire.
36. Theft.
37. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by the administration or the Board of Education.
38. Failure to abide by rules and regulations set forth by the administration for student parking.
39. Disobedience of driving regulations while on school premises.

40. Presence on school property with a communicable disease.
41. Willfully aiding another person to violate school regulations.
42. Refusal to provide required documentation to school regulations.
43. Threatening staff or students.
44. Any type of prohibited activity listed herein engaged in by student on premise, on a school bus or while in the control or custody of the District regardless of whether on or off school premises, or at a school-related activity regardless of location.
45. Any other activity by a student which the student knows or should know will disrupt the academic process or a curricular or extra-curricular activity while on school premises, or while in control or custody of the District regardless of whether on or off school premises, or at a school-related activity regardless of location.
46. Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, Juvenile Code and/or any Municipal criminal or juvenile ordinance.

Permanent Exclusion

When a student commits one of several serious crimes which are specified by law, the Superintendent may seek to have that student permanently excluded from school. The offenses for which permanent exclusion is authorized are as follows:

1. conveying deadly weapons onto school property or to a school function;
2. possessing deadly weapons on school property or at a school function;
3. carrying a concealed weapon on school property or at a school function;
4. trafficking in drugs on school property or at a school function;
5. murder or aggravated murder on school property or at a school function;
6. voluntary or involuntary manslaughter on school grounds or at a school function;
7. assault or aggravated assault on school grounds or at a school function;
8. rape, gross sexual imposition or felonious sexual penetration on school grounds, at a school function or when a victim is a school employee and;
9. complicity in any of the above offenses, regardless of location.

CURRICULUM

1. Kindergarten

A comprehensive educational program that engages children in age-appropriate activities through the use of high interest materials across the content areas. Subject areas are taught in a cross-circular method according to the Ohio state standards and the Wyoming courses of study.

2. Reading/Language Arts:

A balanced literacy approach which combines phonemic awareness activities and phonics instruction with guided, shared, and individual experiences in reading and writing. Reading Workshop and Writing Workshop have been implemented in grades K- 4.

3. Math:

The program is based on the enVision Math series which emphasizes hands-on activities and experiences where skills build upon each other in the areas of counting, patterns, sorting, measurement, graphing and estimation.

4. Science:

Inquiry based instruction utilizing teacher generated materials, books, and FOSS kits in the areas of Earth and Space Sciences, Life Sciences, Physical Sciences, and Science and Technology.

5. Social Studies/Social Skills:

Students learn to use important social skills while acquiring knowledge of people, history, and places locally, nationally, and around the world.

DISCIPLINE

Effective discipline, which requires respect for the rights of others, is necessary for all students to attain a quality education. The Wyoming Board of Education delegates to school officials the authority to enforce district policies and regulations and school rules governing pupil conduct.

The Wyoming Board of Education believes that the teacher-student relationship in the classroom, halls, and on school property is important and should be one of mutual respect. The teacher will be recognized as the person in authority at all times.

The Wyoming Board of Education has adopted a *Code of Regulations for Conduct of Pupils*. This Code of Regulations was adopted by the Wyoming Board of Education pursuant to 331.61, Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed above is subject to expulsion, suspension, or removal from curricular or extracurricular activities pursuant to Ohio Revised Code 3313.661 of the Wyoming Board of Education.

DRESS CODE

Students are expected to attend school neatly dressed, well groomed in a manner appropriate for school, and conducive to a healthy, safe and orderly environment. We rely on the good judgment of our parents to see that their children leave home each morning dressed in a manner that will not detract from the learning activities in their classrooms.

Inappropriate dress is deemed such because it either (1) interferes with the students' health and welfare or that of other students; (2) causes disruption or interferes with the educational process; (3) is excessively revealing or expresses suggestive or inappropriate language, symbols or messages; or (4) promotes, advertises, etc. the use of tobacco, drugs, alcohol or similar substances.

Due to the varying stages of development of our primary students, the following **examples** of student dress (but not limited to) have been deemed unacceptable:

1. hats inside the building;
2. exposed midriffs, halter tops, tube tops;
3. open-mesh or sleeveless jerseys, and cut-off tee shirts;
4. heavy coats being worn during class time

Students arriving at school dressed inappropriately will be required to call home to **arrange** for suitable clothing.

EARLY DISMISSAL

Board of Education policy requires that the following guidelines be followed for early dismissal of any student.

- A. Only Principals may release a student from school before the end of the day.
- B. Principals may release students before the end of a school day only upon presentation of a written, face-to-face, or phone call request from the child's parent or for emergency reasons.
- C. Requests for early dismissal should be submitted to the principal as early in the school day as possible.
- D. Students may be released only to a parent or to a properly-identified person authorized in writing by the parent to act on their behalf.
- E. A student may be released "on his/her own" only with verified parental permission.

When a child must leave school before the regular dismissal, parents/guardians must write a note to the child's teacher. The child will be called to the office once his/her parent or guardian arrives to the school.

Parents/guardians must come to the school office and sign the child out and meet their child in the office.

EMERGENCY PROCEDURES SCHOOL CLOSING/DELAY

In case of inclement weather or other emergencies, parents should listen to the radio or television or check the Wyoming City Schools website for announcements regarding the operating status of Wyoming City Schools.

A **delayed opening** means that school will open later than usual at the discretion of the Superintendent of schools.

A **closing** means that schools will not be in session that day.

On the delayed schedule, buses too will operate on a delay.

Families will receive an automated phone message from the superintendent. Please be sure contact numbers are current.

One station has provided a means for superintendents to call directly to the station; therefore, we suggest you listen to “**WLW**” 700 on the AM dial. This station will be called directly with information regarding Wyoming Schools’ delay or closing.

EMERGENCY PROCEDURES (TORNADO/FIRE)

Tornado, fire, and school safety drills are held regularly throughout the school year.

In case of a TORNADO WATCH, classes continue as usual.

In case of a TORNADO WARNING, students will take shelter in their designated areas.

If a TORNADO WARNING is in effect at the regular dismissal time, school will NOT be dismissed. A parent reporting to school during a WARNING period must report to the emergency command post. Children who must leave the school during time of emergency will be released to their parents/guardians only.

ENTRANCE REQUIREMENTS

The Board of Education establishes the following entrance age requirements for students, which are consistent with statute and sound educational practice, and directs that all eligible students be treated in an equitable manner.

Kindergarten

A child is eligible for entrance into kindergarten if s/he attains the age of five (5) on or before September 30th of the year in which s/he applies for entrance. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in an approved public or chartered non-public school kindergarten before transferring to this district.

First Grade

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before September 30th of the year in which s/he applies for entrance and has completed the kindergarten program of this district or an equivalent program elsewhere and has been recommended by the teacher for advancement to the first grade. This requirement may only be waived if the acceleration evaluation committee decides it is appropriate for the child.

Required Documents

Each child entering the District’s kindergarten or first grade program for the first time must be properly screened by their physician for any medical or health problems as well as those related to hearing, vision, speech and communications. The cost for such screening shall be paid by the parents.

Any parent may provide the District with a written statement not to have his/her child screened. Appropriate medical forms are on the Wyoming City Schools’ website.

FEES AND FINES

An annual student fee is established at the beginning of each school year. This fee is used to help defray the cost of consumable materials and supplies used in the instructional program. The amount of the fee is established each year by action of the Board of Education. The student fees for the 2018-2019 school year will be in the amount of \$35.00.

Other fees and admission costs for special events, such as field trips, programs, etc., may also be collected from participating students.

When school property, equipment and/or supplies are lost or damaged, a fine or replacement fee will be assessed. The amount of the fee will be reasonable, seeking only to compensate the school for the loss.

Restitution for damage to another student's personal property is the responsibility of the student. Fair and considerate compensation will be expected.

FIRST DAY PROCEDURE

The classroom teachers will meet the children outside the school building.

When the bell rings, the teachers will escort the children into their classrooms.

Parents are asked **not** to enter the classrooms with their children.

Dismissal arrangements should be made with the child to avoid confusion at dismissal time.

HEALTH AND IMMUNIZATION REQUIREMENTS

- A physical examination is required for initial enrollment in *Kindergarten or 1st Grade*. **New Students** in other grades must provide a recent physical exam or prior physical exam report from previous school.
- A dental examination is required for initial enrollment in *Kindergarten or 1st Grade*. New students in other grades must provide a recent dental exam or prior dental exam report from a previous school.
- The Ohio Department of Health has established minimum requirements for immunization of pupils in public school. Minimum state-required immunizations are as follows:
 - 4 doses of DTaP/DTP/DT (diphtheria, pertussis, tetanus) (5 doses if the 4th was received before the 4th birthday)
 - 3 doses of OPV or IPV (the final dose must be administered on/or after the 4th birthday for **grades K-8**)
 - 2 doses of measles vaccine (on/or after the 1st birthday)
 - 2 doses of mumps vaccine (on/or after the 1st birthday)
 - 2 doses of rubella vaccine (on/or after the 1st birthday)
 - Series of 3 Hepatitis B vaccines (**K-12**)
 - 2 Varicella (chicken pox) vaccine required for **grades K-8**
 - 1 Varicella (chicken pox) vaccine required for **grades 9-12**

Tuberculin (TB) skin testing (Mantoux) is required for all students new to Wyoming City Schools from outside the continental United States, including foreign exchange students or

immigrants to this country. Testing must be performed within ninety (90) days prior to the first day of school, or within two weeks after their first day of school. **A history of BCG vaccine does not eliminate the need for TB testing.**

Failure to comply will result in a loss of participation from school until all items are satisfactorily completed.

Screening Requirements

Students in grades Kindergarten, 1st, 3rd, and all new students in other grades will have vision and hearing screening performed.

HEALTH/SAFETY

Throughout Wyoming City Schools, there are students with various special health concerns. One of these major concerns is a food allergy. Students with food allergies can experience reactions ranging from hives to asthma attacks to severe and potentially fatal allergic reactions. Such reactions can be triggered by ingestion (eating) or even by close contact.

We ask your cooperation in providing a safe and healthy atmosphere for all our students. When the occasion arises that food will be brought into the classroom, for example, a class party, we ask that you check with the classroom teacher **in advance** of the event as to the appropriate choice of food. Although “dropping in” with special foods at times is well intentioned, it could prove life threatening for any child who has a food allergy. Please see “Food in the Classroom Guidelines” at www.wyomingcityschools.org/parents/.

If your child has been ill, particularly with a fever, vomiting, or diarrhea, please keep him/her home at least **twenty-four** hours after the last fever episode or bathroom emergency. Children need that time to recuperate so that they are fully ready to return to school for a productive school day.

The same twenty-four-hour guideline applies to antibiotic therapy. If antibiotics have been prescribed for your child for such illnesses as “pink-eye” or strep-throat, Wyoming City Schools’ procedure is exclusion until **twenty-four** hours of antibiotic treatment has been completed.

HOMEWORK GUIDELINES

Quality homework assignments are an extension of the classroom. The amount and consistency of homework depends on the subject or unit being studied, and of course, the grade level.

Promptness is important and expected in completing homework assignments. Homework assignments at the primary level vary at each grade level.

Generally, **first, second, and third graders** have thirty minutes (or less) per day.

Fourth graders may have approximately thirty to forty-five to sixty minutes depending upon individual assignments and class projects.

School work will **NOT** be sent home when a student is absent for **one** day due to illness. It is more beneficial if the classroom teacher or the resource teacher works individually with the child when he/she returns to school.

Since most work at the primary level is teacher-directed, it may be difficult for a child to complete work sent home without prior classroom instruction. When a child is absent more than one day, parents/guardians may request schoolwork by contacting the school office. School work will be available in the office **at the end of the day.**

INTRADISTRICT OPEN ENROLLMENT

Parents of a primary-age child may request that their child attend a different school than the one to which he/she has been assigned; however, a number of factors will be considered in reaching a decision on the request:

1. The Wyoming Board of Education requires that the class size for the primary grades shall range between 19 and 28 students. (Thus, the maximum enrollment of any building would be the number of classrooms multiplied by 28; however, this represents the maximum number of children per building and not the optimum number.)
2. A disabled student may be required to attend the school where special education services are available or where his/her physical condition requires specific access.
3. An appropriate racial balance in the classroom of the three schools must be maintained.
4. Students residing in a school's normal "attendance zone" will be given preference in assignment over applicants for transfer from another school building.
5. Consideration will be given to the educational and social needs of the student as well as to the peer environment in which the student finds himself/herself.
6. Transportation to the "alternative school" must be provided by the parents unless the student can be picked up and dropped off at a regular school bus stop in accordance with the Board's transportation policy (or unless the student is disabled).

In addition, a transfer may occur if:

1. a change of address occurs during the school year. Permission may be granted for the student to remain in the current school for the balance of the school year or;
2. a student has school discipline problems or is in need of a different educational setting, as determined by the Primary Principal and/or the Director of Special Services.

Transfers may be temporary and may be rescinded when the conditions for which transfer was granted no longer pertain or for other good and sufficient reason.

The final decision will be made by the **Primary Principal**.

Each school year, **in February**, parents are invited to attend an intradistrict meeting. An intradistrict enrollment letter is sent home to all families.

LOST AND FOUND

Lost and found articles are kept in the office area of each primary building. It is recommended that parents label the child's clothing (jackets, coats, boots, and sweaters) and personal belongings (lunchboxes, backpacks, etc.). Please check for lost items on a regular basis. Quarterly, clothing will be collected and donated to Valley Interfaith Food & Clothing Center, 420 W. Wyoming Avenue, Lockland, OH.

MESSAGES AND ANNOUNCEMENTS

Incoming phone messages for students and teachers will be handled by the school secretary and transferred to the appropriate teachers' voice mail.

Teachers should not be called at their homes except in cases of emergency.

NON-SERVICE ANIMALS IN SCHOOLS AND ELSEWHERE ON DISTRICT PROPERTY

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

PARENT-TEACHER COMMUNICATION

Effective parent-teacher communication fosters a positive school experience for your child.

An Open House is held early each school year to give parents an opportunity to meet their child's teachers.

A parent-teacher conference day is scheduled in November. You are encouraged to take advantage of this opportunity to discuss your child's progress.

Either parent or teacher may request additional parent-teacher conferences. Parents may arrange an appointment with their child's teacher by calling the school office, emailing the teacher directly, or leaving a voice mail at the teacher's extension. The teacher will return the call to schedule a mutually convenient time.

Newsletters are sent home on a regular basis. Parents are encouraged to read these informative bulletins for special activities, calendar events, and other important information.

PERSONAL BELONGINGS

Many children have similar, if not identical, clothing. Parents are asked to have all clothing items marked with your child's name.

PRIMARY SCHOOL ATTENDANCE AREAS

In accordance with its philosophy, the Board affirms the following principles as guidelines for primary education in the District:

1. Educational research has shown conclusively the importance of small, balanced classes in the primary grades on student achievement, teacher effectiveness and school adjustment.
2. The educational, socialization and security needs of primary-aged children are met most effectively in small primary schools containing multiple grade levels.
3. While the Board supports the concept of neighborhood schools, it believes the small community of Wyoming is one neighborhood, and in order to achieve its goal of small, balanced classes, the Board will direct the school administration to adjust school enrollment areas annually to achieve balanced classes. If district enrollment and other educational factors necessitate six or more sections, the district's priority will be an equitable distribution of students and resources in all primary buildings. Consequently, each primary school will have at least two sections, unless there are other overriding circumstances. ***Accordingly, community residents should not anticipate assignment to any one primary school. School assignments will be determined by enrollment and other educational program considerations such as:***
 - . student assignment to special educational programs;
 - . racial balance in the primary schools;
 - . school assignment of school-aged siblings; and
 - . the influx of students new to the District.
4. Education is enhanced when parents are actively involved with their child's education. The Board encourages involvement and support of the schools.

In following the directives, the administration will include the following considerations and activities:

1. The general principle of school attendance areas will be following, i.e., students will generally attend the neighborhood schools closest to their home; however, the following factors, which must be considered, will create exceptions to this principle:
 - A. student assignment to special educational programs;
 - B. racial balance in the primary schools;
 - C. school assignment of school-aged siblings; and
 - D. influx of students new to the District.
2. The administration is expected to provide an annual notification of this information to parents of primary school children.
3. Area realtors will be informed periodically of this information.
4. Parents of kindergarten students will be advised of this policy at the kindergarten information meeting. Parents will be advised of first grade assignments as early as possible.

PROMOTION/RETENTION RULES

Promotion to the next grade level is based on a comprehensive review of a child's progress, achievement, and maturation during the school year. Retention will be invoked if it is believed that promotion would be detrimental to the child's future educational, social, and emotional growth and development. While these decisions are made with the involvement of the teacher, parent, principal, and student, the following administrative rules have been established to facilitate the procedure:

A. Rationale (One or more may qualify for retention.)

1. Social, emotional, or developmental delays;
2. Inability to grasp and understand reading and mathematical concepts on grade level;
3. Frequent absenteeism;
4. Late birthdays, i.e., late September.

B. Criteria (One or more may qualify for retention.)

1. Consistently below grade level on reading and math curriculum mastery tests and score seventy percent or below;
2. Reading significantly below grade level;
3. Ability to express one's thoughts in written language is significantly below grade level;
4. Unsatisfactory grades two or more quarters in reading, mathematics, or language.
5. Poor work/study habits;
6. Social, emotional, or developmental delays based upon teacher observation;
7. Requires tutoring in reading and mathematics.

C. Process

1. Parent-teacher conference prior to *March 1* with concern for lack of achievement and possibility of retention expressed. Subsequent conferences as needed. The appropriateness of a multifaceted evaluation, including an explanation of handicapping conditions, will be evaluated and discussed with parents prior to a final decision to retain any student;
2. Parent-teacher-administrator conference at spring conference to recommend retention;
3. A statement completed and signed by the teacher and administrator will finalize the building assignment for the next school year.

PUPIL INFORMATION

A child's academic, health, and personal records are located in each school office of the Wyoming Primary Schools. All student records are confidential and may not be released without written permission of parent/guardian. Parents/guardians may review their child's record by calling the Hilltop Office (206-7270) for an appointment.

At the start of each school year, parents/guardians are required to fill out two Enrollment Cards. This information is necessary in the event of an emergency (as described in the Emergency Procedures section).

Directory information may be released by the school district without written consent of parent/guardian, provided such information will not be used in a profit-making activity.

Parents/guardians should notify the school office **immediately** of any change in address, telephone number, or other pertinent information. A district form must be completed.

Parents/guardians should contact the school office in advance of a child's withdrawal from school. School records will be forwarded **only with a signed consent form**.

RECESS RULES AND PROCEDURES

Vision

The Wyoming Primary Schools playgrounds are safe, fun, friendly and noncompetitive environments where all interactions between students and adults are respectful. Recess is a privilege to be enjoyed by students honoring the *Code of Regulations for Conduct of Pupils* as prescribed by the Board of Education. Students who choose to ignore the *Code of Regulations for Conduct of Pupils* may lose the privilege of recess.

REPORT CARDS

Progress reports are issued twice a year – at the end of first semester and at the end of second semester for **kindergarten** students. The progress report is a continuously developing document that affords the opportunity to chart student progress from the first to the second semester. The report includes your child's progress through multiple areas including: reading readiness, written expression, mathematics, science, social studies, special areas and social skills. These areas are examined thoroughly by each kindergarten teacher to ensure that your child's progress report reflects his/her true academic progress.

Progress reporting is as follows:

Achievement Grades:

M – Mastered **D** – Developing **N** - Not Satisfactory

Promotion to the next grade level is based on a comprehensive review of the child's progress, achievement, and social and emotional maturation during the school year.

Computerized report cards for **grades one through four** are issued quarterly. The report cards indicate a child's achievement and effort in each subject area.

Achievement grades (grades one, and two) are coded as:

S Satisfactory

P Progressing

N Needs Improvement **X** Not Applicable

Grades three and four

Achievement grades are coded as:

- A** Excellent
- B** Very Good
- C** Satisfactory
- D** Below Average
- √ Needs Improvement

Effort grades are coded as:

- O** Outstanding
- S** Satisfactory
- I** Improving
- N** Needs to Improve
- CA** Curriculum Adjustment

NOTE: Personal and social development is also evaluated.

Promotion to the next grade level is based on a comprehensive review of the child's progress, achievement, and social and emotional maturation during the school year. Refer to Promotion/Retention Rules.

ROOM PARENTS

If you are interested in volunteering as a room parent, contact your child's teacher. Two room parents are appointed for each classroom. The room parents assist the teacher by organizing and arranging classroom parties and recruiting membership in the PSA.

SCHOOL EXPECTATIONS

1. I am respectful.
2. I am responsible.
3. I am safe.

Wyoming Primary has an unwavering belief in the ability of Every Student to achieve success. By developing **Positive Behavioral Interventions and Supports (PBIS)**, we have a range of systematic and individualized strategies for achieving positive social and learning outcomes in our school community.

Wyoming Primary is consistent in acknowledging expected behavior and correcting behavior errors through active supervision and positive incentives and reinforcement.

SCHOOL HOURS

The bell rings at 8:30 A.M. for students to enter the building. Instruction begins promptly at 8:35 A.M. Students should not report to school before 8:25 A.M. at which time supervision is provided.

Students are dismissed at 3:30 P.M.; bus riders at Elm and Vermont Schools will be dismissed slightly earlier. The children are expected to leave school promptly unless they are participating in a supervised after-school activity.

Morning kindergarten is from **8:35 A.M. to 11:30 A.M.**; afternoon kindergarten is from **12:35 P.M. to 3:30 P.M.**

The school office hours are 8:00 A.M. until 3:45 P.M. during the school year. All schools are closed during the month of July.

Incoming phone messages for students and teachers will be handled by the school secretary and transferred to the appropriate teachers' voice mail.

SCHOOL RECORDS

In the primary schools, academic and health records are located in the school office of the child's school. If a student has been evaluated by the Department of Special Services, additional records may be located in the Director of Special Services' office at the Board of Education, 420 Springfield Pike.

The principal is responsible for all students' records in the primary buildings.

All students' records are confidential and may not be released without written consent of parents or legal guardians.

Directory information may be released by the school district without written consent of parents provided such information will not be used in a profit-making plan or activity.

Directory information includes:

Pupil's name

Address

Telephone number

Major field of study

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Date of graduation

Awards received

You are herewith informed that your right regarding access to and release of school records are described fully by Congress in Title 20, U.S.C. 513232(9), known as the Family Educational Rights and Privacy Act (FERPA).

SPECIAL EVENTS

Throughout the school year, special events are planned. These events help maintain positive relationships between home, school, and community.

Enrichment activities for the children are scheduled throughout the year. Student assemblies, dramatic, musical, and artistic programs add another dimension to the child's school experience.

STANDARDIZED TESTS

An ability test (INVIEW) and an achievement test (Terra Nova) are administered to second graders. Fourth graders participate in INVIEW and Terra Nova testing for gifted identification.

State assessments are administered to third and fourth grader students. AIR English Language Arts and Math assessments are given to both grades.

STUDENT CONDUCT ON SCHOOL BUSES

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

Responsibilities of Students in Grades K-4

Students have duties and obligations, which will contribute to a safe and orderly bus ride, and therefore, are responsible for complying with the following rules:

1. All students who cross the roadway to board or depart from the bus shall wait for the driver to signal them to cross. The student shall then cross and stay at least 10 feet from the front of the bus.
 2. Immediately upon entering the bus, pupils shall take regularly assigned seats.
 3. Students shall not be loud or use improper language.
 4. Windows and vents shall not be adjusted without permission of the driver, and students shall not stick any object or part of their body out the bus window at any time.
 5. No student shall attempt to get on or off the bus until it has come to a complete stop. Students shall remain seated while the bus is in motion.
 6. Students should be at the assigned bus stop five minutes prior to the established pick up time.
 7. Students should not talk to the driver unless necessary while on the route.
 8. Students should not stand in the middle of the road. Students should respect the property of others while waiting for the bus.
 9. Students shall conduct themselves on the bus as they would in an orderly classroom. Reasonable conversation is permitted.
 10. Students are never permitted to transport animals, glass objects or other potentially dangerous objects on the school bus. No balloon bouquets shall be permitted on the bus.
 11. There shall be no talking or other noise at railroad crossings.
 12. Eating, drinking or chewing gum on the bus is not permitted by state law.
 13. Waste paper and trash should never be dropped on the floor of the bus. It may be deposited in the provided receptacle.
 14. Use of tobacco products or lighting matches is absolutely prohibited on the bus.
 15. No student will enter or exit from the bus through the emergency door unless specifically instructed to do so by the driver. The exit must always remain free of obstructions.
 16. No possession of and/or lighting of firecrackers and/or explosives on the bus.
 17. After a student has entered a bus, he/she may not leave the bus without permission. The student must get off at their assigned stop.
 18. Students are to board their bus immediately following dismissal from school. Once the bus doors are closed permission to board the bus will be denied.
- DO NOT RUN AFTER THE BUS.**
19. Students may carry on the bus only objects that can be held in their laps

(i.e. large musical instruments such as the cello or bass are at the discretion of Queen City Transportation.).

20. Students must remain seated keeping aisles clear.
21. Students must not have alcohol or drugs in their possession on the bus. Prescription medication required for students may not be transported on the bus.
22. Students must remain seated until the bus comes to a complete stop.
23. Students are prohibited from bringing any weapons on the bus.
24. No skateboards, scooters or hockey sticks on the bus.
25. All rules in the “Student Code of Conduct” apply to students while they are on a school bus.

Riding the bus to school is a privilege and convenience. The failure of a student to follow these regulations may result in the loss of bus privileges.

Students will be picked up and dropped off at their appointed bus stops.

Arrangements for a different pick-up or drop-off are not permissible. If there are extenuating circumstances, changes in bus transportation must be pre-approved through building administration. Notes written to the bus driver will not be accepted.

Bus Discipline

When discipline problems with individual students arise, the following procedure shall be applied:

1. The driver will handle the problem, if possible.
2. If the driver is unable to solve the problem, the driver will report it as a discipline conduct report to the principal. The disciplinary disposition of the case will be by the principal of the school (see bus misconduct procedure).
3. Cases that cannot be solved through the courses outlined above will be referred to the Superintendent.
4. Students waiting at school for pickup will be the joint responsibility of the administrator of that school and the school the student attends. Students should arrive at pickup points no more than **10 minutes** prior to scheduled time of the arrival of the school bus.

Bus Misconduct Procedure

When a student misbehaves on the school bus, the driver will report the incident in writing to the transportation manager:

- | | |
|-------------------------------|---|
| 1st offense | conduct report along with a letter will be sent home to parents and to the student’s school |
| 2nd offense | conduct report along with a letter will be sent home to parents and to the student’s school |
| 3rd offense | 3 days suspension from bus transportation |
| 4th offense | 5 days suspension from bus transportation |
| 5th offense | 10 days suspension from bus transportation |

Please be advised: each offense will be investigated and major infractions will be dealt with more severely. A student may be removed from the bus for the remainder of a school year following due process. (On the third, fourth, and fifth offenses, student transportation services will be reinstated following student's attendance in school.)

Responsibilities of Bus Drivers

1. Regular bus drivers shall conform to all requirements of the State Code, and shall be properly licensed and certified.
2. Drivers shall maintain a time schedule and conform to it as closely as traffic conditions and safety conditions will permit. Drivers will maintain a list of students assigned to ride their bus on a regular basis. Drivers will also have an assigned seating chart for students riding to school in the morning and at dismissal, as required by law.
3. The bus driver is responsible for the proper behavior of pupils on the bus during regular runs. Teachers have the first responsibility in maintaining discipline when they are with their pupils on a bus. The bus drivers must insure the safe transportation of all riders.
4. The driver of a school bus involved in an accident shall see that the transportation office and local police are notified immediately. The driver shall remain with the bus and keep the pupils under proper control until they can be safely removed. An accident report form must be filled out for each accident, regardless of how minor it may appear. Drug testing may be required.
5. All safety precautions must be taken in loading and unloading students in an orderly manor. Students are to remain seated until it is their turn to depart.
6. Driver shall assign seats to students on the bus. Drivers may change students' assigned seats on the bus.
7. The driver is responsible for keeping bus clean.
8. The driver is to report all needed repairs in writing to the bus maintenance garage.
9. Bus drivers will conduct themselves in a professional manner at all times.
10. Students must be seated prior to starting the bus in motion. Students are to remain seated until the bus comes to a complete stop.
11. Bus Drivers are expected to be consistent in the enforcement of rules and regulations.
12. Drivers are expected to pick-up students at assigned stops. All bus stops must be approved by the transportation manager and designated on the route sheets. Drivers may not create additional stops without the approval of the Transportation Manager. Exceptions may be made in cases of inclement weather.
13. During any school-approved field trips, the teacher/chaperone is primarily responsible for maintaining appropriate student conduct.

TELEPHONE USE

Outgoing telephone calls are restricted to emergency or necessary situations only. The school secretary will handle incoming phone messages for teachers and students.

(see reference to Cell Phones/iPods/Smart Watches)

TRANSPORTATION

To ensure the safe arrival and departure of children to and from school, certain procedures must be followed:

1. Children walking to or from school must follow common safety rules and obey the traffic guards along the route. Fighting or harassing behavior will not be tolerated. Children must be instructed to respect private property and other children on their way to and from school.
2. Parents are asked when dropping off or picking up children not to use the school driveways. For the safety of the children the driveways are limited to school bus traffic only.
3. Students using bus transportation service will not be permitted to make alternative arrangements with the bus driver aside from their established pick-up/drop-off assignments.
4. At dismissal time, students will use their usual mode of transportation unless otherwise advised with a note in advance from home. If other arrangements need to be made (i.e. emergency), please call the office **before 3:00 P.M.** so that the student's teacher may be informed. A student requesting a change in plans **without a note**, or **a call from parents**, will be sent home using their usual mode of transportation.

TRANSPORTATION-BUS SERVICE

The Board of Education provides free transportation to all elementary pupils (K-8) who live more than 1.25 miles from their school. The coordinator of transportation will notify children eligible for free transportation.

Administrative Guidelines (conditions/considerations)

As a general rule, children who live 1.25 or more miles from school are eligible for bus transportation provided by the Board of Education.

Exceptions to this rule are as follows:

1. children who qualify for the special education program (i.e. learning disability/developmentally handicapped program) and do not reside in close proximity to Elm/Hilltop/Vermont due to class size, are provided transportation;
2. children who are new to the school system and are assigned to a specific building because of class size may be provided transportation at the principal's discretion;
 - decisions are made on a yearly basis since situations/conditions may change yearly.

If you live 1.25 or more miles of your child's school and you are interested in registering for free transportation in 2018-2019, complete the registration form found on the Wyoming City School's website and send it to Queen City Transportation by July 31, 2019.

If you live within 1.25 miles of your home school or if you have high school students who would like paid, private transportation, you must also complete the registration form.

VISITORS TO THE SCHOOLS

The Board encourages parents and other citizens of the district to visit the schools to observe the teaching/learning process in action. Arrangements for class visitation must be made **in advance with the building administration** to assure that the instructional program will not be interrupted.

To ensure that no unauthorized persons enter school buildings, all visitors to the schools will report to the school office to sign in when entering and receive a visitor's pass. According to the Wyoming Board of Education, "volunteers must sign a statement that they have not pleaded guilty or been convicted on any offense mentioned in Division C of Section 3301.54 of the Ohio Revised Code. Volunteers may be requested to submit to a background check."

The following are examples and are not meant to include the total list of crimes included under this statute: murder; manslaughter; assault; patent abuse; kidnapping; abduction; rape; sexual battery; prostitution; unlawful sexual conduct with a minor; gross sexual imposition; public indecency; disseminating matter harmful to juveniles; robbery; burglary; endangering children; domestic violence; carrying a concealed weapon; trafficking in drugs.

Unauthorized persons will not be permitted to school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or loitering on school grounds.

III. SCHOOL PROGRAMS AND SERVICES

COMPUTER EDUCATION/INTERNET

Computer education is a vital part of the primary student's experience. Software is chosen for problem solving, desktop publishing, and computer-assisted instruction (CAI) in various disciplines. Wyoming Schools are connected to the Internet in all classrooms as well as library computers.

Wyoming Primary Schools believe access to the Internet greatly benefits students and educators. Along these lines, we will guide students to websites that support and enhance the curriculum. Please discuss with your child the privilege of using the Internet and the responsibility that comes with using this standard of conduct online. Students will be expected to maintain a high standard of conduct online. Blatant abuse or misuse will be dealt with like any other violation of school rules and could result in discipline or revocation of network privileges. Technology forms stating *Policy 7540.03 – Student Network and Internet Acceptable Use and Safety* and the corresponding *Consent and Agreement* form are included in the enrollment packet that must be completed at the start of each year.

FIELD TRIPS

Curricular related field trips might be scheduled during the school year. When a field trip is planned, parents are informed about the nature and date of the trip. Permission slips must be signed and returned to school before a student can participate in the activity.

If a permission slip is not returned, the child may not participate in the field trip. Fees for admission may have to be collected for certain field trips. Special arrangements will be made in hardship situations.

LIBRARY

Each primary school has a library. Libraries provide books, audiovisual materials, and a variety of activities to extend and enrich the child's educational experiences.

Each class has an assigned library period during the week. All children share the responsibility of caring for and returning all borrowed materials. If a book is lost or damaged, the child is responsible for paying for the book. The librarian and/or principal will assess the monetary value of the lost book.

LUNCH PROGRAM

The school lunch program at Wyoming City Schools is overseen by Milford Nutrition Services Department and operates under the regulations of the Ohio Department of Education, Child Nutrition Program. Lunch menus are published and sent home periodically. A plate lunch, which includes an entrée, fruits, vegetables, and milk, is priced at **\$2.50** and milk (only) is **\$.50**. Although there are several entrée options daily (yogurt fun tray, PBJ, deli sandwich, hot dog or the menu item), parents are encouraged to make sure that their child will eat what is being served on a given day and that there are funds available in the child's account to pay for the school lunch or milk being purchased. Limited amounts of each entrée are prepared, based on preorders taken by the teacher daily in the classroom. To ensure that all students receive the entrée they preordered, changes at the point of service are discouraged.

Children in the primary schools have the option of eating lunch at school or going home for lunch. Eating lunch at school is a privilege and proper conduct is expected at all times. Students who bring their lunch from home may purchase milk at school. If a drink is brought from home, it should be in a disposable container or non-breakable thermos. (Carbonated drinks and hard to open containers are not recommended.)

Due to limited space in all three school cafeterias, parents requesting to have lunch with their children may do so by signing their child out and enjoying lunch off the school premises.

Children going home for lunch must present a note to their teacher indicating parent permission to do so.

For more information, contact: Milford Nutrition Services @ 513-576-2292. Thank you for supporting the school lunch program!

MEAL ACCOUNT PAYMENT INFORMATION

A meal account is set up automatically for all students. This meal account operates as a *debit system* and money should be placed on your student's meal account prior to the days your child wishes to purchase lunch.

There are three convenient ways to place money on a student meal account:

1. **EZ Pay Online Service (www.spsezpaymilfordexempted.com) allows you to:**

- Check your child's meal account balance (at no charge)
- See a detailed list of items purchased (at no charge)
- Automatically receive an email notification when your child's meal account balance is low. (at no charge)
- See payments that have posted to your child's meal account (at no charge)
- Make an online payment using Visa, MasterCard or Discover for a \$2.50 transaction fee.

To use this service, you must first enroll on the EZ Pay website. Detailed instructions on setting up an account can be found on Wyoming City Schools website at www.wyomingcityschools.org, and then choose:

- "Parents" tab
 - Monthly Menus for Wyoming Cafeterias/Nutrition Services Department
 - EZ Pay Parent Letter
2. **Checks** made payable to **Milford** Nutrition Services can be sent into school with your child. Please include your child's name, grade and student ID # in the memo of the check and return with the completed form below to school.
3. **Cash** – We do accept cash payments in the breakfast/lunch line. However, recording cash payments daily for each student during breakfast/lunch will slow the lines.

We encourage you to prepay for your child's meals, as this reduces wait time in line for students. You can prepay for the week, month or entire year.

MEAL ACCOUNT RESTRICTION FORM

If your child forgets his/her lunch money or packed lunch, Nutrition Services will approve a meal charge and provide a school meal. To place a note on your child's account that restricts meal charges, a Student Meal Account Restriction Form must be completed.

Students are permitted to use cash or funds from their meal account to purchase ala carte items, a second meal, entrée and/or milk. If you wish to restrict ala carte items your child purchases, you must complete and return a Student Meal Account Restriction Form.

The Meal Account Restriction Form can found on Wyoming City Schools' website at www.wyomingcityschools.org, and then choose:

- "Parents" tab

- Monthly Menus for Wyoming Cafeterias/Nutrition Services Department
- Meal Account Restriction Form

FOOD ALLERGIES AND INTOLERANCES

If your child has a food allergy you are required to provide a physician's note to the school nurse. An updated note is required with any change in allergy. Upon receipt of the physician's note, your child's meal account will be noted and a food substitution can be offered. If you have any questions, please contact the school's nurse for assistance.

To discuss food intolerance, please contact Amy Austin, Nutrition Coordinator, at 576-2294.

FREE AND REDUCED PRICED MEAL PROGRAM

Wyoming City School District participates in the National School Lunch Program. Free and reduced price meals are provided through this federally funded program for those children whose parents/guardians meet income eligibility guidelines or receive:

- Special Nutrition Assistance Program Benefits (SNAP, formally known as food stamps)
- Ohio Works First (OWF)
- Temporary Assistance for Needy Families (TANF)
- A household with a foster child whose care and placement is the responsibility of the State or who is placed with a caretaker by a court.

The application to apply for free or reduced price meal benefits can be found on Wyoming City Schools' website at www.wyomingcityschools.org, and then choose:

- "Parents" tab
- Monthly Menus for Wyoming Cafeterias/Nutrition Services Department
- Free and Reduced Meal Information and Application

PSA (PARENT-SCHOOL ASSOCIATION)

Wyoming PSA is the single parent-teacher organization serving the entire school district. Its mission is to support the Wyoming City Schools through volunteerism and fundraising. Through its Parent Advisory Council (PAC) teams, PSA recruits homeroom parents and oversees classroom and grade level activities, along with providing two-way communication between parents and school administrators. Every year, PSA donates countless hours of volunteer time and, through various fundraising programs, typically raises over \$100,000. These funds then are disbursed to the schools and supporting organizations to fund specific needs and programs. Please visit www.wyomingpsa.org for membership information, volunteer opportunities and a complete list of programs and activities.

SPECIAL EDUCATION

All children have different educational needs. Each child differs in the rate at which he or she can learn and in the type of instruction most appropriate for learning. Evaluation services are available to determine a child's educational needs. Special education programs

BOARD OF EDUCATION OFFICE

206-7000

Office of the Superintendent

420 Springfield Pike

Dr. Susan Lang

Office of the Assistant Superintendent

420 Springfield Pike

Dr. Ashley Whitely

Public Relations Officer

420 Springfield Pike

Mrs. Suzy Henke

Office of Special Services

420 Springfield Pike

Dr. Tracy Quattrone, Director of Pupil Services

Mr. Cleighton Weiland (Psychologist)

Mrs. Diane Weber (Secretary)

Before/After School Care Program

420 Springfield Pike

Miss Natalie Burgess (Director)

206-7010

667-4126 (cell)

Elm

667-4006

Hilltop

667-4007

Vermont

667-4008

Middle School

667-4141

OFFICE OF THE PRIMARY SCHOOLS

425 Oliver Road

Mrs. LaDora Hill (Principal)

206-7270

Mr. Jeff Hicks (Assistant Principal)

206-7315

Mrs. Elizabeth Dennemann (Counselor)

206-7277

Mrs. Sue House (Counselor)

206-7351

Mrs. Kay Bolden (Nurse)

206-7280

PRIMARY SCHOOL BUILDINGS

Elm School

206-7315

134 Elm Avenue

206-7337 (FAX)

Secretary: **Mrs. Patti Jervis**

Hilltop School

425 Oliver Road

Principal's Secretary: **Mrs. Colleen Bell**

Office Assistant: **Mrs. Jenni Burgess**

206-7270

206-7305 (FAX)

Vermont School

33 Vermont Avenue

Secretary: **Mrs. Lora Rudig**

206-7345

206-7370 (FAX)

Revised 12/03/2018