

WYOMING PRIMARY SCHOOLS



BACK TO SCHOOL
PARENT GUIDE
2020-2021

Table of Contents

Faculty Members	1
Attendance Accounting	2
Cell Phones	2
Curriculum Night	2
Health and Safety Notes	2
Medical Screenings for Students	2
Medication in School	2
Homeroom Lists	2
Lunch Period	3
School Calendar	3
School Hours	3
School Safety/Emergency Situations	3
Student Fees	3
Student/Parent Handbook	3
Student Records	4
Supervision	4
Technology: Internet Usage	4
School Supplies	4-5

This year our faculty includes the following:

Mrs. LaDora Hill...	Principal
Mr. Jeff Hicks...	Assistant Principal
Mrs. Elizabeth Dennemann...	Counselor
Mrs. Becky Abbs...	Counselor

(The bolded names are staff members who are new to our district or have a new assignment this year.)

ELM

Mrs. Sarah Beard ...	Intervention Specialist
Mrs. Jennifer Dobson...	Grade 1
Ms. Mary Beth Fath...	Educational Aide
Mrs. Jenn Fox...	Grade 4
Mrs. Christy Goyette	Educational Aide
Mrs. Cindy Howell...	Library
Mrs Anne Keen..	All-Day Kindergarten
Ms. Joanne Kemper...	Educational Aide
Mrs. Jennifer Kreimer...	Grade 3
Ms. Tracy Kroger...	Reading Specialist
Mrs. Ashley Lang...	Grade 2
Mrs. Tana Novak...	Grade 4
Ms. Angis Pelfrey	Educational Aide
Mrs. Chrissy Robbins	Grade 3
Mr. Richard Schaen	Grade 1
Ms. Yoska Shamel	Educational Aide
Mrs. Denise Sieber...	Grade 2
Mrs. Anne Woodson...	Intervention Specialist
Mrs. Patti Jervis...	Administrative Assistant

VERMONT

Ms Erin Barbe...	All-Day Kindergarten
Mr. Adam Beard...	Grade 3
Mrs Jessica Behler...	Grade 1
Mrs. Janet Binggeli...	Reading Specialist
Mrs. Elizabeth Devine	AM/PM Kindergarten
Mrs. Alicia Hancock...	Educational Aide
Mrs. Lori Keller...	Grade 2
Mrs. Robin Klebanow...	Educational Aide
Mr. Jason Knepp...	Grade 1
Mrs. Lori Miller...	Grade 4
Mr. Greg Nicolas...	Intervention Specialist
Ms. Lisa Nocks...	Library
Mrs. Kim Stewart...	Grade 2
Ms. Marta Stewart...	Grade 3
Ms. Erin Wood...	Grade 4
Mrs. Jenni Burgess...	Administrative Assistant

HILLTOP

Ms. Brooke Becker	Grade 2	Mrs. Becky Moehring...	Grade 4
Ms. Julie Christner...	Grade 4	Mr. Brian Pitman...	Grade 3
Mrs. Katie Gottschall...	Intervention Specialist	Mrs. Lesley Reed...	All-Day Kindergarten
Ms. Bonnie Grace...	Grade 3	Mrs. Julie Roush...	Grade 1
Mrs. Jen Holliday...	Grade 2	Ms. Sara Sasson...	All Day Kindergarten
Mrs. Robin Klebanow	Educational Aide	Ms. Stacy Shie...	Grade 2
Ms. Emily LaValle...	Grade 1	Mrs. Kerry Simmons...	Library
Mr. Julie Mango...	Reading Specialist	Mrs. Ashlee Victor...	All-Day Kindergarten
TBA...	Grade 3		
Mrs. Holly McDaniels	Principal's Secretary	Mrs. Cassandra Bernecker	Administrative Assistant

SPECIAL AREAS

Mrs. Holly Benjamin...	Art
Mrs. Lynn Denney...	Music/Strings
Mr. Chris Fiehrer...	Physical Education
Mrs. Jennifer Gerstner...	REACH/DISCOVERY
Mrs. Virginia Hadzic...	Music/Band/Voca
Mrs. Kelly James...	Music/Band/Voca
Mrs. Ashanti Kanyion...	Health Specialist
Ms. Rebekah Lippiatt...	Health Specialist
Ms. Jenni McGee...	Title 1
Mr. Ignacio Perez...	Spanish
Mrs. Ann Shively...	Physical Education
Ms. Cori Spreen...	Speech/Language
Mrs. Kimberly Vilardo...	Primary Health Specialist
Mrs. Mollie Williams...	Art
Mrs. Cassandra Wyman...	Spanish
Ms. Sandy Zuefle ...	Speech/Language

ATTENDANCE ACCOUNTING

In accordance with Board policy, parent(s) or guardian(s) **must** notify the school on the day a student is absent, unless previous notification is given in accordance with school procedure for excused absences. In the event that such notification is not given, the principal or his designee shall contact the student's parent(s), custodial parent, guardian, legal custodian, or other person responsible for him or her. This notification shall be by telephone; if this is not possible, written notice shall be mailed on the same day that the student is absent. Parents, guardians, or other responsible persons shall provide the school with their current telephone numbers and home address, as well as emergency telephone numbers. Accordingly, parents or guardians **must** contact the school office to confirm their child's absence. Please call the school between **8:00 and 8:30 A.M.** to report the absence.

CELL PHONES

It is the age of technology; we want to inform you of our administrative rule regarding cell phones...If a parent permits a primary student to bring a cell phone/iPod to school, the cell phone must be turned off during the instructional day (8:35 A.M. – 3:30 P.M.). If a student uses a cell phone/iPod during this time, the cell phone/iPod will be sent to the office for the remainder of the day. It is the student's responsibility to claim the cell phone/iPod at the end of the school day. After the first occurrence, the parent will be contacted and asked to claim the cell phone/iPod.

"VIRTUAL" BACK TO SCHOOL / CURRICULUM NIGHT

The tentative dates are: **Vermont - Thursday, August 27** **(Times to be announced)**
 Hilltop - Wednesday, September 2
 Elm - Wednesday, September 9

HEALTH AND SAFETY NOTES

According to Ohio State Law, immunization information is required to be on file with the school nurse within **fourteen days** of enrollment for all Kindergarten and New Students. Kindergarten students also need to have a physical and dental report on file. New students entering the Wyoming City Schools for the first time at Grade One are also required to submit recent physical and dental examination reports. Students in grades 2-4 are required to provide a record of a physical exam from school entry at their previous school.

A Tuberculosis skin test is required of all students **new** to Wyoming City Schools from outside of the Continental United States prior to enrollment or within two weeks after their first day of school.

Throughout Wyoming City Schools, there are students with various special health concerns. One of these major concerns is food allergies. Students with food allergies can experience reactions ranging from hives to asthma attacks to severe and potentially life threatening 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 unsafe for any allergic student. Thank you for promoting the health of all our students.

MEDICAL SCREENINGS FOR STUDENTS

Parents are hereby notified that depending on the grade level, students are screened for hearing and vision by district health personnel. Parents have the opportunity to exclude their children from either of these screenings by notifying the district in writing. Please specify the exclusions and mail to Wyoming Board of Education, c/o Dr. Ashley Whitely, 420 Springfield Pike, Wyoming, OH 45215.

Vision Screening in Grades K, 1, 3, 5, 7, 9

Hearing Screening in Grades K, 1, 3, 5, 9

MEDICATION IN SCHOOL

All medications (prescription and over-the-counter) administered at school must have a written order from the physician. This includes medications such as cough drops, antacids and topical ointments or creams.

In addition to a written order from a physician, all medication must be in the original container in which it was dispensed by the pharmacist. Over-the-counter medication should be labeled with your child's name on the package.

If your child needs medication during the school day, please have the physician complete the medication consent form which can be picked up at the school office or located on the school's website. Please contact the school nurse if you have questions, or if you would like to discuss specifics about your child's medication.

HOMEROOM LISTS

Due to student safety and security laws, we are not permitted to post class lists outside the primary buildings. Individual student placement letters will be shared with families prior to the start of the school year.

LUNCH PERIOD

During the forty-minute lunch period, the children have the option of going home, buying, or bringing lunch. The Type A plate lunch, which **includes** milk, is **\$2.75**. Milk is **50 cents**. Our school cafeterias are on the "Offer vs. Serve" program. In an attempt to decrease plate waste, children have the option to refuse one or two of the items offered on the tray.

Payment for lunches at Hilltop, Vermont, and Elm Schools may be made as follows: children may pay by cash on a daily basis or by check. Hot Lunch - **\$13.75** (1 week - 5 lunches), **milk - \$2.50** (1 week-5 milks).

Checks should be payable to **"Milford Nutrition Services"**.

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

Pay Schools Central allows you to manage student lunch accounts:

- o Check your child's meal account balance
- o See a detailed list of items purchased
- o Automatically receive an email notification when your child's meal account balance is low.
- o See payments that have posted to your child's meal account
- o Make an online payment using Visa, MasterCard or Discover for a small transaction fee.

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

Charging Lunch - If a student forgets his or her lunch money, and charges lunch, he/she is expected to repay the money for the charge on the following day. Students who have five (5) outstanding charges will receive a notice and an alternate lunch will be served until the lunch charges have been paid.

*Information regarding our free and reduced lunch program can be found on the District's website.

The lunch menu will either be included in this packet or will be sent home with your student on the first day of school.

All lunch menus will be available online.

SCHOOL CALENDAR

2020-2021 School Calendar will be on our Wyoming City Schools website. Please mark all the dates and programs that apply particularly to your primary school children. We urge you to participate in your children's school activities, we will continue to keep you informed through our Primary Schools' Blog.

SCHOOL HOURS

The **morning half-day kindergarten** session begins at **8:30 A.M.** and concludes at **11:30 A.M.** The **afternoon half-day** session begins at **12:30 P.M.** and concludes at **3:30 P.M.**

The school day for **all-day kindergarten** and for **grades one, two, three and four** begins at **8:30 A.M.** and concludes at **3:30 P.M.**

SCHOOL SAFETY/EMERGENCY SITUATIONS

The Board of Education is committed to maintaining a safe environment in all of the district's schools. Unfortunately, man-made and natural disasters do occasionally occur. Such emergencies are best met by preparedness and planning including regularly scheduled fire, tornado, and safety drills. In addition, the district administration has created a crisis response plan outlining procedures for staff members to follow in the event of an emergency situation. This handbook is available for inspection by parents by contacting the building principal. Should an emergency occur, district personnel will make every effort to contact parents through the automated phone system, website, email, or by letter depending upon the situation. (Policy 8400)

STUDENT FEES

Each student in our district is charged a student fee each year. For primary, the student fee is forty dollars (\$40.00). Student fees can now be paid online. Information and directions will be included in the flyer we will send home in September.

STUDENT/PARENT HANDBOOK

Our 2020-2021 Student/Parent Handbook is available online on our district's website. **In order to conserve on paper, we will not be sending home "hard" copies this year.** However, if you would like a "hard" copy, please contact the respective building secretary.

STUDENT RECORDS

District Policy 8330 requires that the following notice be given to parents and students 18 years of age with respect to federal and state laws regarding student education records. They have the right to:

1. Inspect and review student's education records within seven days of the date the district receives a request for access;
2. Seek, in accordance with administrative guidelines, to correct parts of the student education record;
3. File a complaint with the U.S. Department of Education if the District violates relevant Federal law;
4. Acquire information concerning the procedure to obtain copies of this policy, location of records, and any fees to be charged for such copies;
5. Be apprised of the intent of the District to limit disclosure of information contained in the record except:
 - (1) by the prior written consent of parent or eligible student,
 - (2) as directory information, or
 - (3) under certain limited circumstances, as permitted by law.

Students' academic records are located in the school offices; health records are located in the nurse's office at each building. If a student has been evaluated by Special Services, additional records may be located in the Office of Special Services at the Board of Education. Please contact the building secretary for additional information.

SUPERVISION

Teacher supervision begins at **8:25 A.M.** In the interest of safety, we ask that children **DO NOT ARRIVE on school property before 8:25 A.M.** At dismissal, teacher supervision concludes at **3:35 P.M.**

TECHNOLOGY: INTERNET USAGE

Please read and review district procedures regarding students' use of internet services, Policy 7540.03. The consent form is on the District's website. Please complete it with your online registration packet.

SCHOOL SUPPLIES FOR WYOMING PRIMARY SCHOOLS (2020-2021)	
Listed below are the supplies we recommend the children have for school	
Kindergarten	Grade Three
Eighteen glue sticks	6 glue sticks
One dozen sharpened Ticonderoga number two pencils	Three dozen sharpened Ticonderoga number two pencils
Three boxes of twenty-four Crayola crayons	One box of crayons (24 count)
Three boxes Crayola broad line washable classic colors markers	1 yellow highlighter
One pack of 4 thin assorted color highlighters	One box of colored pencils (12 count)
One box of black ballpoint stick pens	Two composition notebooks (wide-ruled)
One pack of black dry erase markers	Five plain plastic folders (red, blue, yellow, green, orange)
Two composition notebooks	One special folder
Two plastic pocket folders (blue and green)	One 1" three-ring binder
One 1" red 3-ring binder	Three spiral notebooks
Headphones	4 pink erasers
One box of tissues	One pair of scissors
One container of disinfectant wipes	Pencil bag only--with 3 holes to place inside a binder
	4 packs of 3 x 3 post-it notes
Grade One	Headphones
Twelve glue sticks (Aug. and Jan.)	Two boxes of tissues
Four dozen sharpened Ticonderoga number two pencils	One container of Clorox Wipes

2 boxes of twenty-four crayons	One pack of wide-ruled loose leaf paper
Markers (primary colors)	
Four black dry erase markers	Grade Four
Two composition notebooks	12 glue sticks
6 plastic pocket folders--no prongs (blue, green, red, yellow, purple, orange)	Four dozen sharpened Ticonderoga number two pencils
One 1" three-ring binder with pockets (white)	One box of colored pencils (twenty-four colors)
One 120-page spiral notebook	Two yellow highlighters
Two bar erasers	Two composition books
One pair of student scissors	Six pocket folders (blue, green, red, yellow, purple, orange)
One plastic pencil box (5" x 8")	One folder for Spanish class, any color
Ruler: clear twelve inch (& centimeters)	Four one-subject spiral notebooks (blue, green, red, yellow)
Two packs of 3 X 3 post-it notes	Two small manual hand-held pencil sharpeners
Headphones (not earbuds)	One pair of scissors
2 boxes of tissues	One pencil pouch or box
One container of Clorox Wipes	Two packs of 3 x 3 post-it notes
	One pack of white, ruled index cards (3" x 5")
Grade Two	One 1" three-ring binder with pockets (white)
12 glue sticks	Earbuds/headphones
Four dozen sharpened Ticonderoga number two pencils	Two boxes of tissues
One box of twenty-four crayons	One container of Clorox Wipes
One box of markers (eight colors)	One pack of wide-ruled loose leaf paper
Two one-hundred page composition notebooks	
Five pocket folders (blue, green, red, yellow, purple)	
One folder for Spanish class, any color	
Three one-subject spiral notebooks (wide ruled)	
Four two-inch erasers (one each quarter)	
One pair of scissors	
One plastic pencil box (5" x 8")	
Ruler: clear twelve inch (& centimeters)	
One pack of 3 x 3 post-it notes	
One 1" three-ring binder with pockets (white) (durable clear cover)	
Earbuds/headphones	
Two boxes of tissues	
1 container of Clorox Wipes	
Reusable bag for transferring (Hilltop only)	

