

**WYOMING PRIMARY SCHOOLS**  
*Elm - Hilltop - Vermont*  
**Student and Parent Handbook**  
**2021-2022**



**Elm School**

134 Elm Avenue  
Wyoming, OH 45215  
Main Office: 206-7315  
Fax: 513-206-7337

**Hilltop School**

425 Oliver Road  
Wyoming, OH 45215  
Main Office: 513-206-7270  
Fax: 513-206-7305

**Vermont School**

33 Vermont Avenue  
Wyoming, OH 45215  
Main Office: 206-7345  
Fax: 513-206-7370

**Principal: Regina Kirchner**  
**Assistant Principal: Jeff Hicks**

Wyoming City Schools has a long history of commitment to the education and welfare of our children. We believe that an effective school acts in partnership with students, parents, and the community. Our role represents a shared trust; our job is to live up to this ideal by providing your child with a safe, supportive, and stimulating environment in which to learn and grow. We also believe that communication, involvement, and commitment are important keys making this happen. We hope this handbook is helpful in explaining school, procedures, and policies. We look forward to the privilege of working with you and your child.

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## **DISTRICT VISION**

Wyoming City Schools will promote academic achievement, self-worth, mutual respect, and multi-faceted student development so that our students will be positive contributors to our society.

## **DISTRICT MISSION**

We will foster 21st century habits and authentic, inquiry-based experiences which will lead to all students reaching their full potential, responsible citizenship, global competency, and life-long learning.

## **GENERAL SCHOOL INFORMATION**

In order for your child to effectively participate in school, they should know the typical schedule followed each school day.

### **Daily Schedule**

We welcome you to communicate with the office staff during school office hours. School office hours are 8:00 A.M. until 3:45 P.M. during the school year.

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. because supervision is not provided until this time. Students are dismissed at 3:30 P.M., with bus riders being dismissed slightly earlier. The children are expected to promptly leave school unless they are participating in a supervised after-school activity.

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

### **Positive Behavior Intervention Supports (PBIS)**

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 our expected behavior and correcting behavior errors through active supervision and positive incentives and reinforcement; therefore, we have incorporated the following statements into our school community and culture to help guide student behavior:

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

### **Student Dress Code**

Students are expected to dress in a manner appropriate for school and conducive to a healthy, safe and orderly environment. Students have the right to dress in accordance with their gender identity within the parameters of the dress code. We understand that fashion is ever evolving and includes trends and fads that may not be captured here. Appropriate dress:

1. encourages students' safety, health and welfare;
2. reduces the possibility for disruption or interference with the educational process;
3. protects students from inflammatory situations such as clothing with offensive/obscene/vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; sexual references; and/or advertises any product or service not permitted to minors by law.

A determination will be made by an administrator whether a student's dress or garments meet the school's requirements. If a student arrives at school dressed inappropriately, we will partner with parents to arrange for suitable clothing. Continued instances of dressing inappropriately may result in discipline consequences.

No dress code can address changing styles and fads. A determination will be made by an administrator whether a student's dress or garments meet the school's requirements. Continued instances of dressing inappropriately may result in discipline consequences.

### **Student Searches**

Our utmost priority is student wellbeing, meaning we must ensure that what is on school property is safe and appropriate for the environment.

School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Contents of personal communication devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Random searches of vehicles, and personal belongings may include the assistance of dogs trained to detect the presence of drugs.

### **Field Trips**

Field trips build on classroom instruction, enhance understanding of topics, build cultural awareness and tolerance, and expose students to worlds outside themselves. Curricular related field trips may be scheduled during the school year. When a field trip is planned, parents are informed about the nature and date of the field trip. For planning purposes and safety, permission slips must be signed and returned to school before a student can participate in the activity. Fees for admission may be collected for certain field trips. Special arrangements may be made in hardship circumstances.

## **ANNUAL NOTICES**

### **Blood Borne Pathogens**

The Board of Education seeks to protect individuals within the building who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties. The Superintendent has implemented administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

### **Non-Service Animals**

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

### **A Parent's Right To Know**

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 detailed information, a formal request may be made in writing to the Wyoming City Schools Assistant Superintendent, 420 Springfield Pike, Wyoming, OH 45215 or you may call (513) 206-7025.

### **Public Attendance and Accessibility**

For facilities constructed or altered after June 3, 1977, the district will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the district is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meeting pertinent thereto. If you require accommodations, please contact the building principal a minimum of 48 hours in advance of the event.

### **Title IX Coordinators**

The following individual(s) serve as the District Title IX Coordinator(s) and are responsible for overseeing and coordinating the District's efforts to comply with Title IX and its implementing regulations:

Assistant Superintendent

Dr. Ashley Whitely

513.206.7025

[whitelya@wyomingcityschools.org](mailto:whitelya@wyomingcityschools.org)

420 Springfield Pike

Wyoming, Ohio 45215

Director of Pupil Services

Dr. Tracy Quattrone

513.206.7022

[quattronet@wyomingcityschools.org](mailto:quattronet@wyomingcityschools.org)

420 Springfield Pike

Wyoming, Ohio 45215

The Title IX Coordinator(s) report directly to the Superintendent. Questions about Policy 2266 or its corresponding Administrative Guidelines should be directed to the Title IX Coordinator(s).

### **ACADEMICS**

#### **Absent Work**

School work will not be sent home when a student is absent for one day due to illness because it is more beneficial if the classroom teacher or the resource teacher works individually with the child when her/she returns to school. When a child is absent more than one day, parents/guardians may request schoolwork by contacting the school office. School work will be available at the office at the end of the day. 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.

#### **Curriculum**

We feel that progress is essential and that curriculum allows for sequential learning to take place. Below is an outline of what to expect in each subject area:

- Kindergarten--Our kindergarten students are instructed 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.

- Reading/Language Arts--We strive for a balanced literacy approach, which combines phonemic awareness, phonics, fluency, vocabulary and comprehension with guided, shared, and individual experiences in reading and writing. Reading Writing Workshop is utilized in grades K- 4.
- Math--Our 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.
- Science--The National Geographic science curriculum is used for inquiry based instruction, utilizing hands-on application through science kits, books, and teacher generated materials. Students explore the areas of Earth and Space Sciences, Life Sciences, Physical Sciences, and Science and Technology.
- Social Studies--Students learn to use important social skills while acquiring knowledge of people, history, and places locally, nationally, and around the world.

### **Grading Philosophy**

We believe that learning is a process that takes place over time. Informal grades given on a day-to-day basis are used to give students feedback and guide them as they learn and progress but not to communicate their final achievements. Grades entered in the teacher’s electronic gradebook will summarize their students’ learning for the grading period; therefore, grades will not be communicated through Canvas at the Primary level.

### **Grading Scale**

The purpose of the grading scale is to clearly, accurately, consistently, and fairly communicate learning progress and achievement to students and families. Teachers of all subjects will use the following grading standards on progress reports:

Kindergarten: Students are evaluated for both grade and behavior and receive the following marks: M=Mastered, DV=Developing, or NS=Not Satisfactory

Grades 1 and 2: Students are evaluated for both grade and behavior. The following are the marks for grade: S=Satisfactory, PR=Progressing, N=Needs Improvement, or X=Not Applicable. For behavior, the following are the applicable marks: SB=Satisfactory or NB=Needs Improvement

Grades 3 and 4: Students are evaluated for both grade and behavior. The following are the marks for grades:

A	94-100 Excellent
A-	90-93 Excellent
B+	87-89 Very Good
B	83-86 Very Good
B-	80-83 Very Good
C+	76-79 Satisfactory
C	73-75 Satisfactory
C-	70-72 Satisfactory

- D 71 and below-Below Average
- N Needs Improvement
- X Not Applicable

The following are the marks given for behavior: OB=Outstanding, SB=Satisfactory, PRB=Progress, or NB=Needs Improvement.

**Homework Guidelines**

Quality homework assignments are extensions of the classroom. Promptness is important and expected in completing homework assignments. The amount and consistency of homework depends on the subject or unit being studied, and of course, the grade level:

- First, second, and third grade students generally have thirty minutes (or less) per day.
- Fourth graders may have approximately thirty to sixty minutes depending on individual assignment and class projects.

**Standardized Tests/Achievement Tests**

State law requires all schools to administer certain State Assessments to measure a child's mastery of basic skills.

All Kindergarten students are administered the Kindergarten Readiness Assessment (KRA). Ohio State Test (OST) assessments are administered to kindergarten, third, and fourth grade students. Please note that students take the 3<sup>rd</sup> grade Ohio State Test (OST) English Language Arts assessment twice during the school year--in the Fall and again in the Spring. Additional tests to monitor student growth and achievement in grades 1 through 4 are administered throughout the school year. Notification of such tests will be sent home from the school prior to administration. Please see the testing chart below.

<b>Grade</b>	<b>2021-2022</b>
Kdg.	Ohio's Kindergarten Readiness Assessment (KRA)
Grade 2	INVIEW Tests
Grade 3	OST - Math OST - English Language Arts
Grade 4	OST - Math OST - English Language Arts

For gifted identification, an ability test is administered to second and fourth grade students.

**ATTENDANCE**



School attendance is a major component of academic success and we want every student to 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 of 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.

Teachers are responsible for reporting attendance and tardiness to the front office, and attendance staff 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. An absence outside the scope of the aforementioned reasons will be considered unexcused.

Students need to be free of vomiting, fever, and diarrhea for 24 hours before returning to school.

### **Entering/Leaving the Building**

Students needing to leave school for appointments during the school day are to bring a note to the Main Office at the beginning of the school day. Upon time to leave, the child will be called to the office once his/her parent or guardian arrives at the school. Parents/guardians must come to the school office and sign the child out and meet their child in the office. Students are not to enter or leave the building during the school day without reporting to the Main office. If a student is habitually called out during the school day, an administrator may speak to the parent to gain insight into the situation.

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. 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. A student may be released "on his/her own" only with verified parental permission.

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.

**Tardiness to School**

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.

**Contacting the School**

Because it is important to receive notice from a parent/guardian when a student is absent, only a phone call or a written note from a legal guardian are appropriate 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” does not provide enough information to accurately record the type of absence.

**Vacations**

While students can miss school to take a vacation, 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 discuss 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**

The school values collaboration with parents regarding their children’s education, and attendance is a direct component of the student’s success. Therefore, we have a consistent process of support:

<b>Number of Hours of Absences</b>	<b>School Action</b>
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

	<p>valid note in accordance to our attendance list of legitimate absences as follows:</p> <ul style="list-style-type: none"> <li>A. personal illness (a written physician's statement verifying the illness may be required);</li> <li>B. illness in the family necessitating the presence of the child;</li> <li>C. quarantine of the home;</li> <li>D. death in the family;</li> <li>E. necessary work at home due to absence or incapacity of parent(s)/guardian(s);</li> <li>F. observation or celebration of a bona fide religious holiday;</li> <li>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;</li> <li>H. such good cause as may be acceptable to the Superintendent;</li> <li>I. medically necessary leave for a pregnant student;</li> <li>J. service as a precinct officer at a primary, special or general election in accordance with the program.</li> </ul>
<p><b>With or without a legitimate excuse</b></p> <ul style="list-style-type: none"> <li>● 38 or more hours in a school month, or</li> <li>● 65 or more hours in a school year</li> </ul>	<ul style="list-style-type: none"> <li>● Student is considered <b>excessively absent</b></li> <li>● Within 7 days of the triggering absence, the school's attendance officer must notify the parent in writing of the student's absences.</li> </ul>
<p><b>Without a legitimate excuse</b></p> <ul style="list-style-type: none"> <li>● 30 or more consecutive hours,</li> <li>● 42 or more hours in a school month, or</li> <li>● 72 or more hours in a year</li> </ul>	<ul style="list-style-type: none"> <li>● Student is considered <b>habitually truant</b></li> <li>● 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</li> <li>● Within 10 days of the triggering absence: The student is assigned his/her AIT</li> <li>● Within 14 days of the triggering absence: Absence Intervention Plan (AIP) must be developed (can include counseling and referrals to community social service agencies)</li> </ul>
85 or more unexcused/excused hours	<ul style="list-style-type: none"> <li>● A valid note from a professional (i.e.: physician) is required for every absence hereafter or it is considered unexcused.</li> </ul>
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.
<b>Juvenile Court Filing</b>	<p>The school district can file a charge of habitual truancy:</p> <ul style="list-style-type: none"> <li>● On the 61<sup>st</sup> 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</li> <li>● Prior to the 61<sup>st</sup> 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</li> </ul>

\* Monitoring of student absences will occur weekly.

### **DISCIPLINE**

Good conduct is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights of others are not violated. A student who fails to comply with established school rules, or any reasonable request made by school personnel on school property and/or at school-related events, will be subject to approved student discipline regulations. WCS will not tolerate violent, disruptive or inappropriate behavior by its students, and such behavior is prohibited as set forth in the Student Code of Conduct.

### **Due Process Rights**

Per WSC Board Policy Policy 5611, Ohio Revised Code. It is recognized “that students have limited constitutional rights when it comes to their education,” therefore due process will be enforced during all disciplinary situations.

### **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 and Policy 5610 of the Wyoming Board of Education.

We believe that misbehavior and misconduct at the primary is an opportunity to teach our students the proper way to engage and interact in the educational setting.

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 by 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 a 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 extracurricular 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.
47. School authorities may search the person or property of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Contents of personal communication devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

### **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.

**ALL LOCKERS IN THE SCHOOL BUILDINGS OF THIS SCHOOL DISTRICT ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH AT ANY TIME.**

Expulsion is a more serious consequence than suspension. Students cannot make-up work missed during the time of his/her expulsion.

### **Harassment, Intimidation, Bullying, and Cyber-Bullying**

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.

Use of offensive language in a discriminatory manner is unacceptable. Federal law protects students from discrimination on the basis of race, color, national origin, sex, religion, familial status, and disability. It also protects students who do not conform to stereotypical notions of masculinity and femininity.

To access the entire Board of Education policy on *Bullying and Other Forms of Aggressive Behavior*, which includes electronic bullying, please see the district website under Policies (#1662, 3362, 4362, and 5517) or see the posting in district buildings.

The district Civil Rights/Compliance Officer is Dr. Ashley Whitely, Assistant Superintendent (513-206-7025). The Back-Up Officer is Dr. Tracy Quattrone, Director of Pupil Services (513-206-7022).

### **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. 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. The failure of a student to follow these regulations may result in the loss of bus privileges.

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 Petermann).
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.

Students will be picked up and dropped off at their appointed bus stops. Students should arrive at pickup points no more than 10 minutes prior to the scheduled time of the arrival of the school bus.

Students waiting at school for pickup will be the joint responsibility of the administrator of that school and the school the student attends.

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. Riding the bus to school is a privilege and convenience.

### **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.
  - a. 1<sup>st</sup> offense conduct report along with a letter will be sent home to parents and to the student's school
  - b. 2<sup>nd</sup> offense conduct report along with a letter will be sent home to parents and to the student's school
  - c. 3<sup>rd</sup> offense 3 days suspension from bus transportation
  - d. 4<sup>th</sup> offense 5 days suspension from bus transportation
  - e. 5<sup>th</sup> offense 10 days suspension from bus transportation

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.

3. Cases that cannot be solved through the courses outlined above will be referred to the Superintendent.

## **HEALTH INFORMATION**

### **Administering Medicines To Students**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, parents may come to school to administer medications to their children. School personnel will be permitted to administer medications only when no other alternative is available. In this circumstance, if a student is required by a physician's note to take medication during the school day, the procedures below will be followed:

1. School personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent or guardian could be interpreted as practicing medicine and is prohibited by law.
2. The principal or his appointed representative will supervise the storage and dispensing of the medications in the absence of the school nurse.
3. Medications should be brought to school by the parent or guardian and must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order.
5. A completed Medication Request Form, which complies with existing law, must be received and retained.
6. Accurate records must be kept of all medications administered to students by school personnel.
7. The school nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration, or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions.

8. New Medication Request Forms must be submitted for each new school year and for any change in medication ordered.
9. No employee who is authorized to administer a prescribed drug and who has a copy of the physician's statement will be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct.
10. No employee will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious conviction, to administer the drug.
11. No student shall administer any medications to other students.

The intent of these procedures is to ensure that no medications will be taken at school without administrative approval. This includes prescription and non-prescription drugs. Medication orders can be faxed from your physician to the school nurse/health staff.

The role of the school will be one of cooperation with the parent and student. The school will dispense medication only if there is no other feasible way and all of the above guidelines have been followed.

### **Food Allergies and Intolerances**

We want to be diligent regarding food allergies; therefore, 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 health staff for assistance.

For the safety of students, food is limited to the cafeteria. Circumstances do allow for food in the classroom. The [Wyoming City Schools Guidelines for Food in the Classroom K-12](#) can be found on the district's website for additional information.

To discuss food allergies and intolerance, please contact the Nutrition Coordinator at 513-576-2294.

### **TECHNOLOGY**

Wyoming City Schools believe access to technology can benefit students and enhance curriculum. Please discuss with your child the privilege of using technology and the responsibility that comes with using this standard of conduct online. Students are expected to maintain a high standard of conduct online.

WCS uses a filtering system to track and monitor all computer and Internet use on the WCS network. The system is designed to prevent access to educationally inappropriate sites while on WCS networks. It is important to understand that no district's filtering system is perfect. WCS does not filter when the device is not on a WCS network. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach

an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

### **Using WCS Technology at Home for Grades K - 12**

Wyoming City Schools (WCS) provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. The [Wyoming City Schools Acceptable Use Policy](#) (AUP) agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices are defined by school administrators. Every student is expected to follow all of the rules and conditions listed in the AUP, as well as those given verbally by WCS teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times. 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.

### **Personal Communication Devices**

All students will have a laptop provided to them by the district while at school. Since all students will have access to all necessary academic/instructional technology, students do not need to bring a personal communication device to school; however, if a parent permits their child to bring a personal communication device to school, the device must be turned off during the instructional day (8:35-3:30). Examples of personal communication devices include but are not limited to: iPods, cell phones, smart watches, and video cameras. If a student uses a personal communication device during this time, the personal communication device will be sent to the office for the remainder of the school day. It is the student's responsibility to claim the device at the end of the school day. After the first occurrence, the parent will be contacted and asked to claim the device. A classroom teacher may request students bring devices to school for special projects.

### **School Telephone Use**

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

### **VISITOR POLICY**

The Board encourages parents and other citizens of the district to visit our schools. Arrangements for class visitation must be made in advance with the building administration twenty-four hours in advance of the visit to assure that the instructional program will not be interrupted. The student will take a permission slip to all teachers for approval of the visitor to the classroom.

### **BUILDING SPECIFIC INFORMATION**

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

#### **Party Invitations and Classroom Celebrations**

Party invitations must be distributed outside of the school day. Additionally, student address information will be kept confidential.

In regard to celebrations in the classroom, no food items are allowed for birthdays, Halloween, Valentine's Day or Winter celebrations at our primary schools. Students typically bring Valentine's Day cards for all students in their classroom; some students attach items to their cards. All card attachments must be food free per the [District's Guidelines for Food in the Classroom and the Allergy Free Food Options list](#).

### **Lunch**

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 to school from home may purchase milk at school. Children going home for lunch must present a note to their teacher indicating parent permission to do so.

Due to the 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.

### **Personal Belongings**

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

### **Recess Rules And Procedures**

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.

### **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 Parent School Association (PSA).

### **Transportation and Bus Services**

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. Children must be instructed to respect private property and other children on their way to and from school.
2. For the safety of the children, the driveways are limited to school bus traffic only.
3. Students using bus transportation service are limited to 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.

The Board of Education provides free bus transportation to all elementary pupils (K-8) who live more than 1.25 miles from their school. The coordinator of bus transportation will notify children eligible for free bus transportation. **Exceptions to this rule are as follows:**

- 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;
- 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 from your child's school and you are interested in registering for free bus transportation in 2021-2022, complete the registration form found on the Wyoming City Schools website and send it to Petermann by July 2021.

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.