Wynford Elementary School Student Handbook
2020-2021

Every child, every day, every dream…is our passion!
2020-2021 SCHOOL CALENDAR

September 2020
2 - Teacher Work Day
3 - Teacher Work Day
7 - No School - Labor Day
8 - First Day for Students

November 2020
3 - No School - Teacher In-Service
6 - End of 1st Quarter
12 - Parent/Teacher Conferences
16 - Parent/Teacher Conferences
25-27 - No School - Thanksgiving Break

December 2020
23-31 - No School - Christmas Break

January 2021
1 - No School - Christmas Break
18 - No School - Martin Luther King Jr. Day (Possible Make-up Day)
22 - End of 2nd Quarter

February 2021
15 - No School - Presidents’ Day (Possible Make-up Day)
16 - Parent/Teacher Conferences
25 - Parent/Teacher Conferences

March 2021
26 - End of 3rd Quarter

April 2021
1-5 - No School - Easter Break

May 2021
25 - No School - Memorial Day

June 2021
8 - Last Day for Students
9 - Teacher Work Day
TBD - Graduation

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GUIDING PRINCIPLES- WYNFORD LOCAL SCHOOLS

PURPOSE

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

VISION

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

MISSION STATEMENT

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

VALUES

We value and expect
CHARACTER, THEREFORE:
We will do the right thing.
We will be professional.
We will embrace integrity.
We will cultivate a superior work ethic.
We value and expect

PASSION, THEREFORE:
We will be driven to achieve more.
We will show empathy to all.
We will be invested.
We will foster commitment.

We value and expect
COMMUNICATION, THEREFORE:
We will embrace collaboration.
We will build a trusting environment.
We will promote honest and open dialogue.
We will be receptive to feedback.
We value and expect

SERVICE, THEREFORE:
We will be student centered.
We will be approachable.
We will seek and foster relationships.
We will create and maintain a welcoming environment.

We will value and expect

We value and expect
PERSONAL RESPONSIBILITY, THEREFORE:
We will demand the best from ourselves.
We will respect others and ourselves.
We will promote an atmosphere of initiative.
We will encourage ownership.

Every child, every day, every dream...is our passion!
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>6</td>
</tr>
<tr>
<td>FOREWARD</td>
<td>6</td>
</tr>
<tr>
<td>SCHOOL AND DISTRICT INFORMATION RESOURCES</td>
<td>6</td>
</tr>
<tr>
<td>INTERNET/SOCIAL MEDIA</td>
<td>6</td>
</tr>
<tr>
<td>DISTRICT INFORMATION SOURCES</td>
<td>6</td>
</tr>
<tr>
<td>ONLINE ACCESS TO STUDENT INFORMATION</td>
<td>6</td>
</tr>
<tr>
<td>DELAY AND CANCELLATION OF SCHOOL INFORMATION</td>
<td>7</td>
</tr>
<tr>
<td>DELAYS/CANCELLATION OF SCHOOL:</td>
<td>7</td>
</tr>
<tr>
<td>WYNFORD LOCAL SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY</td>
<td>7</td>
</tr>
<tr>
<td>PERSONAL TECHNOLOGY DEVICES</td>
<td>9</td>
</tr>
<tr>
<td>GENERAL ATTENDANCE INFORMATION</td>
<td>9</td>
</tr>
<tr>
<td>DAILY ATTENDANCE POLICY</td>
<td>10</td>
</tr>
<tr>
<td>ARRIVAL PROCEDURE</td>
<td>11</td>
</tr>
<tr>
<td>DISMISSAL PROCEDURE</td>
<td>11</td>
</tr>
<tr>
<td>EXCUSED ABSENCES</td>
<td>11</td>
</tr>
<tr>
<td>UNEXCUSED ABSENCES</td>
<td>12</td>
</tr>
<tr>
<td>TARDINESS</td>
<td>13</td>
</tr>
<tr>
<td>EARLY DISMISSAL OF STUDENTS</td>
<td>13</td>
</tr>
<tr>
<td>MAKE-UP WORK</td>
<td>13</td>
</tr>
<tr>
<td>ADMISSION INFORMATION</td>
<td>14</td>
</tr>
<tr>
<td>WITHDRAW/TRANSFER INFORMATION</td>
<td>14</td>
</tr>
<tr>
<td>CURRICULUM, INSTRUCTION, AND ASSESSMENT</td>
<td>14</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>14</td>
</tr>
<tr>
<td>GRADING</td>
<td>14</td>
</tr>
<tr>
<td>GRADING PROCEDURES BY GRADE LEVEL</td>
<td>15</td>
</tr>
<tr>
<td>HONOR/MERIT ROLL</td>
<td>15</td>
</tr>
<tr>
<td>CONFERENCES</td>
<td>16</td>
</tr>
<tr>
<td>PROMOTION/RETENTION</td>
<td>16</td>
</tr>
<tr>
<td>OHIO’S THIRD GRADE GUARANTEE</td>
<td>16</td>
</tr>
<tr>
<td>READING IMPROVEMENT PLAN</td>
<td>16</td>
</tr>
<tr>
<td>ADVANCING TO FOURTH GRADE</td>
<td>16</td>
</tr>
<tr>
<td>PROGRESS MONITORING</td>
<td>17</td>
</tr>
<tr>
<td>GIFTED STUDENT IDENTIFICATION ASSESSMENT</td>
<td>17</td>
</tr>
<tr>
<td>CLASS ASSIGNMENTS</td>
<td>20</td>
</tr>
<tr>
<td>HEALTH POLICIES AND PROCEDURES</td>
<td>20</td>
</tr>
<tr>
<td>IMMUNIZATIONS</td>
<td>20</td>
</tr>
<tr>
<td>DISPENSING OF MEDICATIONS</td>
<td>21</td>
</tr>
<tr>
<td>ILLNESS/INJURY</td>
<td>22</td>
</tr>
</tbody>
</table>

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FEVER POLICY
LICE POLICY

CONDUCT EXPECTATIONS
  DAILY CONDUCT EXPECTATIONS
  POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT PLAN
  DISCIPLINE POLICY
  HARASSMENT, INTIMIDATION, & BULLYING
  DRESS CODE
  SUSPENSION INFORMATION
  EXPULSION INFORMATION

BUSSING INFORMATION
  BUS REGULATIONS

TRANSPORTATION PROCEDURE GUIDELINES FOR DISMISSAL

LUNCHROOM/CAFETERIA EXPECTATIONS
  LUNCH PRICING/ACCOUNT INFORMATION

RECESS POLICY/PROCEDURES
  RECESS/PLAYGROUND EXPECTATIONS

GENERAL INFORMATION
  FEDERAL/STATE/LOCAL COMPLIANCE INFORMATION
  SEARCH AND SEIZURE POLICY
  EMERGENCY INFORMATION
  PARENTAL CUSTODY INFORMATION
  CHANGE OF ADDRESS/TELEPHONE(EMERGENCY INFORMATION)
  FEE COLLECTION AND FEE WAIVERS
  LOCKER ASSIGNMENTS
  PRIVATE PARTY INVITE POLICY
  BIRTHDAYS/FLOWER & BALLOON DELIVERIES
  TELEPHONE CALL PROCEDURES
  PARENTS/VISITORS ENTERING THE BUILDING

WYNFORD ELEMENTARY SCHOOL FACULTY AND STAFF 2020-2021

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INTRODUCTION

FOREWARD
The Wynford Local School District Elementary Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students PreK-5. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your child’s teacher(s) or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein is revised, the language in the most current policy or administrative guideline prevails. Copies of current board policies and administrative guidelines are available from the building principal and on the district's website.

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

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

Social Media: --
Facebook:  Wynford Royals       Twitter:  @WynfordRoyals

Additional school and policy information can be found at our website:
http://www.wynfordroyals.org

DISTRICT INFORMATION SOURCES
Website: The district’s site offers a wealth of information about Wynford Local Schools, including the district’s history, school closings and delays, kindergarten registration, and Board of Education meeting minutes. To stay updated please visit regularly at www.wynfordroyals.org

ONLINE ACCESS TO STUDENT INFORMATION
Parents and students may access student grades online at https://pa.ncocc.net/, any time by using an access code provided by the school.

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DELAY AND CANCELLATION OF SCHOOL INFORMATION

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

DELAYS/CANCELLATION OF SCHOOL:

- When it becomes necessary to close or delay school due to weather conditions, the closing or delay will be communicated to the public via radio (92.7 FM, 106.1 FM), TV Stations (ABC 6, NBC 4, and WTOL 11), internet, and “one call notifications.”
- For a 2-hour delay schedule, students may be dropped off between 10:15 a.m-10:30 a.m. Students will be considered tardy if they arrive after 10:30 a.m.
  - Breakfast is not served on two-hour delay days.
  - Additionally, please be sure your child/children understand what to do if there is an early dismissal from school.

WYNFORD LOCAL SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

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

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

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

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

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The Wynford Local Schools will not be responsible for financial obligations arising through the use of the network.

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

- Commercial, financial and/or personal gain, including solicitation purposes of any kind.
- Political lobbying, except as expressly allowed during a school activity.
- Promoting, supporting or celebrating religion or religious institutions.
- Illegal activities.
- Posting, disclosing or otherwise disseminating personal contact information about one or other people, including name, address, telephone, school or work address, without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted.
- Posting, disclosing otherwise disseminating student record information without the prior permission of a school administrator, and the prior written permission of the student’s parent/guardian unless such disclosure or dissemination is permitted by Ohio student record regulations.
- Posting or otherwise disseminating a message that was sent to them privately without permission of the person who sent the message. This provision does not prohibit a user from promptly disclosing to a teacher or school administrator any message they receive that is inappropriate or makes them feel unsafe.
- Harassing or sending offensive information to another person.
- Posting chain letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network.

**Responsible users will:**

- Never reveal personal information about any user, such as address, telephone number, social security number, unless express written permission is granted.
- Student users will never agree to meet with someone they meet online without parent/guardian approval.
- Notify a system administrator on any security problems he/she identifies on the computer network.
- Be responsible for the use of their account at all times.
- Recognize that there is no privacy expectation in the contents of email, data or personal files on the network.
- Understand the system is subject to routine maintenance.
- Realize access and monitoring of messages and files may be conducted when deemed appropriate.
- Will not attempt to disable or disable, bypass or attempt to bypass any system monitoring, filtering, or other security measures.
- Promptly disclose to a teacher or school administrator any website that is inappropriate or makes them feel unsafe.
- Not store or transfer unnecessarily large files.
- Not attempt to install any software on the computers connected to the Wynford Local Schools network.

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● Not download software from the Internet.
● Not use profanity, vulgarities, obscenity or other language that is offensive and/or degrades others.
● Not share personal passwords or leave computer sessions unattended before logging out of the Wynford Local Schools network.
● Not attempt to gain unauthorized access to the Wynford Local Schools computer network or any other computer network or go beyond the user’s authorized access.
● Will not make deliberate attempts to disrupt the computer network or destroy data by spreading computer viruses or by any other means, or otherwise vandalize, tamper with, destroy, or interfere with the computer network, with programs, data, files or any other electronic information or devices connected to the network.
● Honor the legal rights of software producers, network providers, copy right and license agreements.
● Not waste or abuse school resources through unauthorized system use (i.e. online gaming, Internet radio, downloading music, watching videos, participating in chat rooms, etc.).

PERSONAL TECHNOLOGY DEVICES
Any use of electronic devices is not permitted at Wynford Elementary School during normal school hours (8:15-3:45). This also means no ear buds, headphones, or ear pieces of any kind are permitted. Failure to follow this directive will result in confiscation of the device by the administration along with the appropriate discipline. Confiscated devices will be turned into the appropriate office and parents are responsible to pick up the device. All devices must be turned off and placed in the students’ assigned locker.

Discipline:
1st Offense - warning and student picks up device from administrator
2nd Offense - no longer allowed to possess an electronic device on school grounds for the remainder of the year. Parents must pick up device from the administrator.
All electronic devices must be stored in your locker during school hours.

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

GENERAL ATTENDANCE INFORMATION

Regular school attendance is an important ingredient in students’ academic success. Excessive absences interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance.

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The district will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student’s absence;
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families; December, 2017
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

Ohio law requires that if a student is absent with or without legitimate excuse from school 38 or more hours in one school month, or 65 or more school hours in a school year, the following will occur.

The school’s attendance officer will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement. If a student’s absences surpass the threshold for a habitual truant, the principal or chief administrator of the school or the superintendent of the school district shall assign the student to a district absence intervention team, which will develop an intervention plan for that student. Every effort will be made to include a parent, guardian or custodian as a member of the student’s absence intervention team. Notice of the plan developed by the student’s absence intervention team will be provided to the student’s parent, guardian or custodian. At no time, however, will students be expelled or suspended out of school due to excessive absences or truancy.

DAILY ATTENDANCE POLICY
Students should attend school each day unless they are ill. There is a major difference between ill and not feeling well. If your child has a fever, unexplained rash, vomiting, or diarrhea do not send them to school.

- You are required to notify Wynford Elementary School if your child is going to be absent from school, preferably prior to 9:00 a.m.
- All absences are required to be followed up by a note from home or the doctor’s office.

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

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

**If the student does not bring a parental or doctor’s note within 48 hours, the absence is considered unexcused.**

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

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

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

EXCUSED ABSENCES
The following reasons for excused absence are established by state law and by regulations of the Ohio Department of Education:
- Personal illness of the student (doctors excuse will be required by school for every absence over six days per semester.)
- Quarantine of the home by local health officials.
- Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence.)
- Observance of a religious holiday (consistent with the student’s established creed or belief.)

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

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

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

A primary obligation of the school is to have regular attendance by the students of their assigned classes. Wynford follows the guidelines set by the state of OHIO by HB 410.

WARNING LETTER-School to send a warning letter to parents after 12 unexcused hours.

TRUANCY OFFICER- Will make first attempt to locate and deliver Truancy Warning Letter

ABSENCE INTERVENTION PLAN-To be scheduled for any student and parent does not comply and has continued to record unexcused hours. The Truancy Officer will drop off a notice to meet with the school officials and Truancy Officer/Administration.

OFFICIAL COMPLAINTS-To be filed against any student (even if currently on probation) and their parents (if applicable) when the child’s unexcused absences qualify him/her as “habitual truant” (30 consecutive unexcused hours or 42 unexcused hours in a month or 72 unexcused hours in a school year).

To file truancy charges:
  a. Truancy Officer/Administration completes the complaint after Attendance Team Intervention meeting and returns it to Juvenile Court along with attendance record. The complaint needs to be signed. Filing will take place in juvenile court if child/family is unable to follow attendance intervention plan.
  b. Juvenile Court will return notice to Truancy Officer/Administration to sign papers for court to proceed with diversion/probation or charges filed.
  c. The clerk will assign the case number and update the child and parent(s) on charges being filed.

Attendance limitations:
A limitation is placed on the number of absences from the school and individual classes based upon HB 410.

In accordance with Ohio Department of Education and HB 410 the limitations are as follows:

Habitual Truant (without legitimate excuse)
30 or more consecutive hours
42 or more hours in one month (4 weeks)
72 or more hours in a school year

Excessive Truant (with or without legitimate excuse)
38 or more hours in one month (4 weeks)
65 or more in one years

Ohio revised code 3321.01 states: Any child under the age of eighteen years of age and at least six years of age is of compulsory age. A child under six years of age who has enrolled in

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kindergarten shall be also considered “of compulsory age” for the purpose of section 3321.01 to 3321.13 of Ohio Revised Code.

Under HB 66 sec.3321.141 Within one hundred twenty minutes after the beginning of each school day, the office shall make at least one attempt to contact the parent, guardian, or other person having care of any student who was absent without legitimate excuse from school the student is required to attend as of the beginning of the school day.

TARDINESS
  ● Students who arrive at school after 8:30 a.m. are considered tardy.
  ● Four tardy dates will count as one unexcused day of absence from school and will prevent the perfect attendance award.

EARLY DISMISSAL OF STUDENTS
Please try to schedule doctor appointments before or after school hours when possible. Chronic early pick-up may result in disciplinary action. Early pick-up is a distraction to the teacher and to all the other students in the classroom. Early pick-up is to be avoided unless absolutely necessary.
Any student who leaves school early will be recorded absent as follows:

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<thead>
<tr>
<th>Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 10:45 a.m.</td>
<td>Full Day</td>
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<tr>
<td>Prior to 2:15 p.m.</td>
<td>½ Day</td>
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<td>Released for 2 hours</td>
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<tr>
<td>Middle of day</td>
<td>½ day</td>
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<tr>
<td>6 Tardies/Semester</td>
<td>Full Day</td>
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It is the student’s responsibility to report to the office upon leaving or returning to school from early dismissal and the parent or guardian must come to the office and sign the student out before a student is excused from school.

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

MAKE-UP WORK
The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work before or immediately upon the student’s return to school. If the dates of absence are known in advance, the teacher should be notified and planned assignments may be given. In requesting homework for absent students, please request when reporting absence for the day. Students have the ability to turn in make-up work once they return to school. For every day missed, they are granted a day to get the work done (if a student misses two days, they have two days after their return to turn in work for full credit), after the allowed days, it is up to the teacher to determine whether or not the work is accepted for full credit.

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

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**ADMISSION INFORMATION**

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

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

**WITHDRAW/TRANSFER INFORMATION**

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

**CURRICULUM, INSTRUCTION, AND ASSESSMENT**

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

- iReady Reading and Math online Assessment
- Developmental Reading Assessment (DRA)
- Study Island quizzes
- AIMS Web assessment

**LIBRARY**

We have a large central library as well as classroom libraries. Students are permitted and encouraged to check out books. Books should be returned promptly when due. Students will be responsible for replacing lost books.

**GRADING**

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

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

Grades are based upon the percentage system as interpreted and administered by individual teachers.

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GRADE Numerical Average
A 100-93
A- 92-90
B+ 89-87
B 86-83
B- 82-80
C+ 79-77
C 76-73
C- 72-70
D+ 69-67
D 66-60
F 59 or below

I Incomplete - Two weeks to finish grade or may result in a 0

M – Meeting Expectations
P – Progressing Towards Expectations
N – Not Meeting Expectations
□ – An empty box indicates that the area was not evaluated this grading period.

GRADING PROCEDURES BY GRADE LEVEL

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

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

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

HONOR/MERIT ROLL

Honor Roll Qualifications:
1. Student earned: All A’s
2. Student receives at least M or P. (No N’s)

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

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CONFERENCES

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

PROMOTION/RETENTION

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

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

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

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

OHIO’S THIRD GRADE GUARANTEE

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

READING IMPROVEMENT PLAN (RIMP)

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

ADVANCING TO FOURTH GRADE

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

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

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

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

B. Specific academic ability, as demonstrated by performing, within the preceding twenty-four months, at or above the 95th percentile at the national level on an approved individual or group standardized achievement test of a specific academic ability in the field. A “specific academic ability field” means one or more of the following areas of instruction: mathematics; science; reading, writing or a combination of these skills; social studies.

C. Creative thinking ability, as demonstrated by scoring, within the preceding twenty-four months, one standard deviation above the mean, minus the standard error of measurement, on an approved individual or group intelligence test and by either attaining a sufficient score, established by the Department of Education, on an approved individual or group test of creative ability, or exhibiting sufficient performance, as established by the Department of Education, on an approved checklist of creative behaviors.

D. Visual or performing arts abilities, as demonstrated by both of the following:
   1. Demonstrating remarkably high level ability through audition or exhibition in a visual or performing arts area.
   2. Exhibiting sufficient performance, as established by the Department of Education, on an approved checklist of behaviors related to a specific area.

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Identification

- Assessments are chosen from the current “Chart of Approved Gifted Identification/Screening Instruments” from the Ohio Department of Education and take into account students who are culturally diverse, economically disadvantaged, and/or have limited English proficiency. Students with disabilities receive any accommodations during testing that are listed and are implemented on a daily basis, on the IEP or 504 plan.
- Every attempt is made to ensure that the student receives the assessment in his or her native language through the use of interpreters.
- Every attempt is made to ensure that students with physical and/or sensory disabilities receive all IEP modifications during assessments to reflect an accurate aptitude/achievement.
- Assessments are administered by qualified personnel.
- iReady will be administered in the fall, winter and spring for all grades 2-6.
- Parents will receive written notification of screening/identification results within 30 days of scoring the assessment.
- The iReady score report will serve as written notification for the fall and winter testing cycle.
- iReady qualifying score notifications from fall, winter, and spring will be sent home after the spring administration cycle.
- Students transferring into the district are assessed within 90 days of the transfer at the request of the parent.
- The district accepts scores on assessment instruments provided by other school districts or trained personnel outside the school district provided the assessment instruments are on the list approved by the Department of Education in Section 3324.02 of the Revised Code.
- Parents may request additional testing above and beyond any grade level/schoolwide screeners up to two times per school year.
- Parents may appeal any decision about the results of a screener, procedure or the scheduling of children for assessment. To appeal, contact the building principal.
- Service models for gifted services may change from year to year based upon staffing and areas/grades that show the greatest need.
- All identified students, meeting district criteria are equally eligible for services.
- Students may withdraw from gifted programs or services with written notification from parents and agreement from school administration, teaching staff, and other necessary school official.
- Parents have the opportunity to appeal any decision about the placement of a student in any program for the receipt of services. To appeal, contact the building principal.
- No mid-year entrance into a gifted program will be allowed unless one of the following occur:
  - Testing is done and results show grade level acceleration or subject-level acceleration would be a good fit for the student and the team agrees.
  - A student moves into the district and already meets the eligibility requirements.

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Services Currently Provided
- Gifted Intervention Services provided by a Gifted Intervention Specialist
- Differentiated Instruction provided by general education teachers who are credentialed gifted service providers
- Early Entrance into Kindergarten
- Whole grade acceleration
- Subject Acceleration
- College Credit Plus Courses
- Early High School Graduation

District Eligibility Policy
- Gifted service eligibility will be determined in the following order (for each grade level):
  - Superior cognitive identification plus four subject areas
  - Superior cognitive identification plus three subject areas
  - Superior cognitive identification plus reading and math
  - Superior cognitive identification plus reading
  - Superior cognitive identification plus math
  - Superior cognitive identification only
  - Four subject area identifications
  - Three subject area identifications
  - Reading and Math identifications
  - Reading identification
  - Math identification
  - Science and social studies identifications
  - Science identification
  - Social Studies identification

Written Education Plans
- WEP is designed to provide a description of services provided.
- Individual goals are written for the student in each serviced area.
- Methods for evaluating progress toward goals specified are described on the WEP.
- Method and schedule for reporting progress to parents is provided on the WEP.
- Staff responsible for ensuring delivery of each service is listed on the WEP.
- Policies regarding waiver of assignments and tests are noted on the WEP.
- The WEP is reviewed within one calendar year of the WEP being written.
- Copies of the WEP are provided to parents and staff responsible for providing services listed.
- WEPs will be written for all students receiving services.
- WEPs will not be written for students identified but not receiving services.

Written Acceleration Plans
- WAPs will be written for any student with a formal acceleration.
  - Whole grade acceleration
  - Subject acceleration

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Any student on a WAP will also have a WEP in place if acceleration serves the student’s area(s) of identification.

Copies of the WAP are provided to parents and staff responsible for providing services listed.

CLASS ASSIGNMENTS

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

Some of the criteria used for class assignments are:

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

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

HEALTH POLICIES AND PROCEDURES

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

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against polio myelitis, measles, diphtheria, rubella, mumps, pertussis, and tetanus in accordance with state statutes, unless specifically exempt for medical or other reasons.

Required immunization prior to entering school:

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

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

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

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

**DISPENSING OF MEDICATIONS**

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

1. A statement and written orders from a physician including the name of the drug, the dosage, the times to be given and the reason(s) for the medication’s use. The school office must receive and retain this statement that complies with Ohio Revised Code 3313.713. Additional forms may be received from the school secretary.
2. Written permission from a parent or guardian allowing the school to comply with the physician’s orders.
3. No medication will be administered unless it has been purchased for that student and must be delivered to school in the original container from the physician or pharmacist.
   - All medication is to be given by the principal, the nurse, the secretary, or the teacher. **Students are not permitted to carry medication in school.**
   - Students requiring medication daily should bring one week’s supply to school at a time.
   - Students taking medication on a short-term basis should bring one day’s dosage each day.
4. Nonprescription medication such as Aspirin, Tylenol and cold medicines cannot be given by the school without prior written permission of the parent or guardian. Forms are available in the school office.
5. Students are permitted to carry prescribed inhalers provided the completed form is on file with the school nurse.
6. Any unused medication left at school will be disposed of two weeks past the expiration date and/or at the end of the school year.

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

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ILLNESS/INJURY

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

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

FEVER POLICY

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

LICE POLICY

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

CONDUCT EXPECTATIONS

A positive school climate requires students to: follow school rules; accept guidance from school staff; respect themselves and others; and be active citizens. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This policy will be reviewed periodically.

It is the responsibility of students, teachers and administrators to maintain a school environment that:

A. Encourages all students to be actively engaged in their learning;
B. Has consequences that are fair and developmentally appropriate;
C. Relies on preventive and supportive interventions to support positive behavior and academic outcomes; and
D. Fairly enforces the Student Code of Conduct/Student Discipline Code.

All students and families are provided a copy of the Student Code of Conduct/Student Discipline Code, which contains the rules and regulations that each student is expected to adhere to while in school.

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school or participating in any school-related activity, regardless of its location. The district has developmentally and age-appropriate discipline strategies ranging from preventative approaches to supportive interventions to address student misbehavior, including excessive absences. Students who do not follow school rules on school property and/or at school-related events will be disciplined according to the terms set forth in this document. The Student Code of Conduct/Student Discipline Code provides students and families with examples of the types of behaviors that would subject a student to disciplinary action ranging from suspension or expulsion to other less severe forms. Suspension and expulsion will only be used once other options have been exhausted, unless the student’s behavior poses a threat to the safety of him/herself or others. A student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse or other harmful or disruptive behavior toward school personnel or school personnel’s property during non-school hours. If a student’s suspension is longer than the school year, the student will not be required to complete the suspension at the beginning of the next school year. However, the student may be required to complete community service or an alternative strategy for engagement, per the superintendent, to be completed during the summer. Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code, even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board/District official or employee or the property of such official or employee.

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

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS PLAN
Wynford Local Schools continues to implement a positive behavior intervention and supports on a system-wide basis. (a) Wynford is committed to create a school wide, systematic approach to embed evidence based practices and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. (b) Encompass a range of systemic and individualized positive strategies to reinforce
desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students. ORC 3301-35-15. The fundamental purpose of PBIS is to make our school a more effective learning environment.

WHY PBIS?
Reduction in problem behavior
Increased academic performance
Improved perception of safety
Reduction in bullying behaviors
Improved organization efficiency
Reduction in staff turnover
Increased perception of teacher efficacy
Improved Social Emotional competence
Students are recognized for their actions and behaviors on a quarterly basis and nominated by teachers for Perseverance, Respect, Integrity, Dependability, and Everyone Matters.

<table>
<thead>
<tr>
<th>Royal PR.I.D.E.</th>
<th>Restrooms</th>
<th>Cafeteria</th>
<th>Hallways</th>
<th>Bus</th>
<th>Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perseverance</td>
<td>Go to the restroom/Student who is late will be admitted</td>
<td>Enter and Exit property and avoid distractions</td>
<td>In control of your own behavior</td>
<td>Be on task, seat on feet, hands to self</td>
<td>Follow individual classroom expectations, achieve to bell schedule, Do your best</td>
</tr>
<tr>
<td>Respect</td>
<td>Wash - Take care of school property/Privacy - Leave</td>
<td>Wash up and put in a place that is a pleasure and stick in seat</td>
<td>Keep hands, feet, and property to yourself</td>
<td>Use positive language</td>
<td>Respect others and rules of the bus, Use positive language, Be attentive, Do your best, Keep room clean</td>
</tr>
<tr>
<td>Integrity</td>
<td>If bathroom is damaged report to school personnel immediately, Leave</td>
<td>Eat your food and throw trash away properly</td>
<td>Set a good example and get to your designated area</td>
<td>Remain in assigned seat, stay out of aisles</td>
<td>Having work finished on time, Do your own work, Do your best</td>
</tr>
<tr>
<td>Dependability</td>
<td>Wash your hands/fun - Good hygiene</td>
<td>Pay on time and have manners</td>
<td>Go directly to your destination</td>
<td>Eating and drinking is prohibited</td>
<td>Arrive on time, Do your best work, Participate and be attentive, Do your best</td>
</tr>
<tr>
<td>Everyone Matters</td>
<td>Keep your hands to yourself</td>
<td>Make sure all students feel welcome – Treat all staff with respect</td>
<td>Be Kind and Courteous to others</td>
<td>Be Kind and Courteous to others</td>
<td>Prepare for learning, Encourage and support others, Do your best</td>
</tr>
</tbody>
</table>

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DISCIPLINE POLICY

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

Most children are able to resolve their difficulties in acceptable ways. This is a mark of their becoming responsible citizens and leaders. Those who find it impossible to conduct themselves in acceptable ways will be confronted with the logical consequences of their behavior.

In determining logical consequences, we will:

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

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

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

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

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

HARRASSMENT, INTIMIDATION, & BULLYING

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

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

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DRESS CODE

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

THEREFORE:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. Dress and grooming will not be such as to disrupt the teaching and learning process.
3. Tank-tops, spaghetti straps, sleeveless shirts with large arm holes, tube tops, bare shoulders, bare midriff tops, see-through tops, pajama pants and short shorts are not allowed.
4. Students will not be permitted to wear any attire that advertises alcohol, tobacco, drugs, sex, or any organization or group promoting illegal activities.
5. No coats, hats, bandanas, sweatbands, or other head coverings may be worn during school hours without specified permission.
6. For safety reasons flip flop shoes are not permitted. All sandals must have a strap at the back.
7. Pants with rips or tears above the knee must be covered with a patch or have a garment underneath.
8. The final decision of what constitutes reasonable, appropriate or immoral shall rest with the principal.

SUSPENSION INFORMATION

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

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

1. Fighting or intent to harm another individual.
2. Using profanity or the use of obscene gestures.
3. Writing profanity on school or personal property.
4. Bullying/Cyber-Bullying/sexual harassment.
5. Disobedience, back talk, insubordination, and disrespect.
6. Not complying with school dress code.
7. Failure to serve an assigned detention.
8. Continued tardiness, lack of cooperation, or truancy.
10. Posing a physical threat towards others.
11. Making verbal threats, written threats, and/or making threatening gestures; making indirect threats through others.
12. Destruction of private or public property.
13. Theft.
14. Unauthorized use of fire alarms or fire safety equipment.

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15. Smoking and/or possession of tobacco, or a tobacco substance on school grounds, or any form of vaping.
16. Leaving school grounds without permission.
17. Possession of, or use of, alcohol, drugs, look-alike drugs, or other mind-altering substances.
18. Carrying a weapon or any form of ammunition, including fake weapons or ammunition.
19. Repeatedly disobeying the building and classroom rules.
20. Racial or Harassing Comments

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

The suspension procedures are as follows:
No suspension will exceed ten (10) school days.
1. The principal shall give written notice of the intent to suspend and the reasons why to the student and to the parent or guardian.
2. The student will have an opportunity to appear at an informal hearing before the principal, superintendent, or his designee, and has the right to challenge the reasons for the intended suspension or explain his/her actions. This hearing may take place immediately after presentation of the “Intent to Suspend”.
3. Within 24 hours, or one school day, of a suspension, notification will be made in writing to the parent or guardian of the student, superintendent, and treasurer of The Board. This notice shall include the reasons for the suspension and the right of the student or parent to appeal it to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing or appeal be held in executive session.

In school suspensions may not be appealed.

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

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

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6. A parent or student requesting the appeal should do so in writing within 48 hours, or two school days.

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

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

According to House Bill 318, students in grades PK-3 may not be issued out-of-school suspension or expelled unless the listed violations occur:

- bringing a firearm to school
- bringing a firearm to an interscholastic competition
- bringing a knife capable of causing serious bodily injury to school
- possessing a firearm or knife capable of serious bodily injury at school
- committing an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property while the student is at school
- making a bomb threat to a school building or to any premises at which a school activity is occurring

**BUSSING INFORMATION**

Each student will be assigned to a specific bus; students must ride the bus they are assigned to, as many of our buses are filled to capacity.

**BUS REGULATIONS**

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

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

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

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

TRANSPORTATION PROCEDURE GUIDELINES FOR DISMISSAL
Accommodating parents is important to us; however, attempting to accommodate numerous pick-up and drop off locations is not practical for planning purposes and makes it difficult to provide safe and timely transportation for your child. Having consistent routes and regular drop off and pick-up points for students, gives the District the best opportunity to safely deliver students to and from school.

1. Students will identify if they are to ride the bus home or be picked-up at school.
2. Bus assignments will be based on established pick-up and drop-off locations.
3. If for some reason a parent or guardian is picking up the child and the child is identified as a bus rider for that day, the parent is to notify the school by 1:00 p.m. and come to the school office to sign the student out at the end of the school day.
4. Day to day busing requests will no longer be accommodated.
5. Bus passes to ride home with other students will NOT be granted during the pandemic.

LUNCHROOM/CAFETERIA EXPECTATIONS

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

Students are expected to:

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

LUNCH PRICING/ACCOUNT INFORMATION

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

- Breakfast is served each morning; the cost is $1.60.
- Lunches are $2.75 for a Type A lunch.
- Milk is $0.50.

RECESS POLICY/PROCEDURES

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

RECESS/PLAYGROUND EXPECTATIONS

To insure the safety of all students:

- Students will show respect by:
  - Following all normal game rules
  - Allowing open participation in all games. (Any and all students will be allowed to play)

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• All equipment will be used in a safe and appropriate manner.
• Students will not be permitted to jump off playground equipment, stand on swings, go
down the slides feet first, or push others on the monorail.
• Students will stay in the designated playground area.
• Once outside, students may not enter the building without permission of the educator on
duty.
• There is to be no contact play. Games requiring pushing, shoving, kicking, wrestling, or
riding piggyback are not permitted.
• No throwing of rocks will be permitted.
• Students who take playground balls out are responsible for returning them.
• Students will respect and obey the educators on recess duty.

GENERAL INFORMATION

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

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

EMERGENCY INFORMATION
All required emergency medical forms will be filled out in Final Forms by parents or guardians
at the start of each new school year.
  ● Your child will be released only to the persons listed on Final Forms.
  ● We cannot release a student to someone who is not on the list, even if we get
    permission over the phone.

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

CHANGE OF ADDRESS/TELEPHONE (EMERGENCY INFORMATION)
It is essential that every parent maintain an up to date address and telephone number on record for their child in Final Forms. Immediately notify the school in person if you have a change of address, telephone number, employment, marital status, sitter, or emergency contacts during the school year, while also updating Final Forms. The school routinely sends automated telephone calls, so it is important that your contact information is current.

FEE COLLECTION AND FEE WAIVERS
Students will be assessed fees for workbooks and supplies. Fees for the 2020-2021 school year are $7.50 per student. Students who receive approval for free lunches can qualify for a waiver of school fees by signing a release of information form that is included with your acceptance letter.

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

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

BIRTHDAYS/FLOWER & BALLOON DELIVERIES
Deliveries of flowers and balloon bouquets for students will not be accepted at school.

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

Messages from parents for students will be taken and delivered at the end of the school day (or sooner if the situation warrants).

PARENTS/VISITORS ENTERING THE BUILDING
Parents are to drop off and pick-up students at the front door. Parents are not permitted to enter the school due to building and student security. All persons entering the building must use the ID check system in between the glass doors by inserting their driver’s license. After the check is run, approved visitors will be buzzed into the building by a secretary. All visitors are required by law to report to the office to sign in and get a visitor’s pass.

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

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

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** ADMINISTRATION STAFF: **
David M. Danhoff – Principal
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Amy Taylor-Sheldon – Assistant Principal
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Tiffany Roush – Guidance Counselor
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Brenda Adams--Special Education Supervisor
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** SCHOOL NURSE:**

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Mike Hall  
Angela Heacock  
Sally Ruth  
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heacock.angie@wynfordroyals.org  
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Lesley Hayman (Gifted)  
Kyle Rall  
Sherri Shirley  
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hayman.lesley@wynfordroyals.org  
rall.kyle@wynfordroyals.org  
shirley.sherri@wynfordroyals.org

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Mary Jones  
Victoria Lionheart  
Meg Hastings  
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JUNE WELSH  HELEN ZEALOR

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