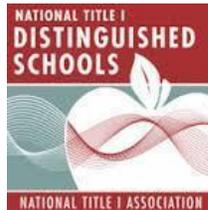


WELCOME TO WHEELERSBURG ELEMENTARY SCHOOL

On behalf of our staff, I take great pride in welcoming you to our school. This handbook is provided to answer commonly asked questions of our parents and students. Read it carefully and keep it as a reference.

We do not believe in unnecessary rules, but there are certain rules and regulations that are necessary. Not all the answers are here and if you have a question, please ask.

We are expecting a great year and we wish you well!



Mrs. Janeen R. Spradlin
Elementary Principal

WHEELERSBURG ELEMENTARY PHILOSOPHY

We maintain that children are different and must be accepted as individuals. Each child has a special need at a certain point in his education process and it is our responsibility to identify and teach toward the accomplishment of the child's need.

Vision

Our school will provide an inviting, safe environment where all children are actively engaged in the learning process.

Mission

We are here to read, learn and communicate in a positive manner.

Motto

POSITIVE PIRATES

Sail the.....

We show RESPECT
Act RESPONSIBLY
Value our LEARNING
Everyone is SAFE



ELEMENTARY BUILDING ORGANIZATION

The Wheelersburg Elementary School consists of preschool through third grade. Preschool has a separate handbook.

In Kindergarten through third grades, student homerooms are selected on a heterogeneous basis so that students will have contact with a variety of students. Students will be in homeroom for science, social studies, art, music, PE, technology, and library. Instruction is designed to meet the needs of each student, however all students are taught Ohio's New Learning Standards for their grade levels. This differentiated instruction is a key to our school's high performance scores over time.

Frequently Asked Questions

Why do I need a note every time my child is absent?

Ohio law requires that we receive and file written notes for school absences. These notes are archived and retrievable for state audits. The auditor will choose a random student or school day and we must be able to provide written documentation that matches the absences. See section 3.6 for truancy procedures that affect the parent.

How many parent notes can I use?

Wheelersburg Schools will excuse up to 10 days with a parent note. There is no limit on doctor's notes.

Why can't I call in a dismissal change for my child?

Our school takes the safety of your child seriously. We will only accept changes that come on a written note from home in the morning or if you come to the school in person to make the change. Phone calls, emails, and faxes will not be accepted due to the increased possibility of deception.

What counts as a half day?

There are no half days. Absences are counted in hours of school missed. For a student to have perfect attendance, they cannot miss any hours of school and have no tardies.

Why did I receive an "excessive absences" letter when all of my child's absences are excused?

The state law requires the school to contact you when your child has missed 65 or more hours of school. Students who are not in class struggle to keep up. See section 3.3 for more information.

Why does the school discourage tardies?

Elementary teachers deliver much of their direct instruction in the morning while the students are still alert and rested. The first two hours are power hours in the elementary and students who miss this time experience greater struggles to succeed.

Why does the school need up to date contact information?

In case of an emergency, the school may need to reach you quickly. Plus, many times important information is sent through phone calls.

Why do I need my child's last name on notes?

Always put your child's first and last name on notes sent to school. Most notes travel to the office where the information is logged and the note stamped. Depending on the note, it may also need to be seen by the nurse, PE teacher, cafeteria staff or other school personnel before being returned to the student.

Why can't my child wear flip flops or other open-backed shoes?

These shoes create several issues. They are not designed for running or climbing. They fall off when students swing and they easily break. Students cannot participate in PE with these shoes.

Is there a charge for latchkey?

Yes. Latchkey opens at 6:30 am for the morning session and the afternoon session ends at 5:30 pm. The cost is \$6 per session. The Latchkey handbook on the school website provides for further details.

Table of Contents

Section 1	Schedule and School Calendar 1.1 Daily Schedule 1.2 School Calendar 1.3 Latchkey Program	Section 6	Bus Information 6.1 Bus Expectations 6.2 Consequences
Section 2	Academics and Grading Policy 2.1 Elementary Grading Scale 2.2 Testing Program	Section 7	Cafetorium 7.1 Cafetorium Information 7.2 Lunch Line Expectations 7.3 Cafetorium Expectations 7.4 Meal Prices 7.5 Meal Charging Policy
Section 3	Attendance Policies 3.1 Attendance & Truancy Procedures 3.2 Excused & Unexcused Absences 3.3 Anticipated Absence/Vacation Policy 3.4 Missing Child Law 3.5 Requests for makeup work	Section 8	Other Information and Policies 8.1 Announcements and Closings 8.2 Computer Use Policy 8.3 Grade Level Fees 8.4 Lost and Found 8.5 Party Invitations 8.6 Flowers, Balloons, & Other Gifts 8.7 Pre-First Class 8.8 School Property 8.9 Visitor/Volunteer Policy
Section 4	Arrival and Dismissal 4.1 Morning Drop off Procedure 4.2 Child Pick Up Procedure 4.3 After School Pick Up Procedure 4.4 Changes in Your Child's Dismissal Procedure	Section 9	Health 9.1 Health and Immunization 9.2 Procedure for Administration of Medicine
Section 5	Behavior Expectations and related policies 5.1 Wheelersburg Elementary Discipline Policy 5.2 Behavior Expectations 5.3 Conscious Discipline 5.4 Consequences 5.5 Discipline/Due Process 5.6 Dress Code and Appearance 5.7 Cell Phones & Smartwatch Policy	Section 10	Special Situations and Policies 10.1 Bomb Threat Evacuation Plan 10.2 Chemical Abuse Policy (Drugs, Tobacco, Alcohol) 10.3 Dangerous Weapons in the School 10.4 Hazing 10.5 Notice of NonDiscrimination 10.6 ORC Reference for Other Situations

Section 1 School Calendar

1.1 School Calendar 2022-2023

August 24	First Day of School
September 5	Labor Day, No School
October 21	End of first nine weeks
November 3	Parent Teacher Conference
November 4	No school in lieu of conferences
November 23-25	Thanksgiving Break
December 20	One hour early dismissal
December 21-January 2	Christmas Break
January 3	Classes Resume
January 13	End of second nine weeks
January 16	Martin Luther King Day, No School
February 20	Presidents' Day, No School
March 17	End of third nine weeks
March 23	Evening, Parent Teacher Conferences
March 24	No School in lieu of conferences
April 7-10	Spring Break
April 11	Classes Resume
May 25	One hour early dismissal, Students' Last Day,
<i>Make up days: February 20, May 26, May 30, May 31, June 1</i>	

More dates and information available on the school website.

1.2 Daily Schedule

Grades K – 3

8:30 am - 3:30 pm

Tardy Bell 8:46 am

All Pickups begin at 3:20 pm

Buses dismiss by 3:30 pm

K-3 Students may arrive beginning at 8:30 am

PRESCHOOL - 3RD GRADE Students are not to be in their classroom area before 8:30 am

K-3 students are to be picked up by 3:30 pm

Teachers are not assigned duties to supervise students before 8:30 am or after 3:30 pm. For student protection, we must insist they not be dropped off until 8:30 am and must be picked up immediately after school unless they are enrolled in the latchkey program available at the school. Students arriving too early will be sent to latchkey and a bill will be sent home. Students not picked up by 3:30 pm will be sent to latchkey and families will be charged the afternoon latchkey fee. Latchkey applications are available online and in the office. **STUDENTS ARE NOT PERMITTED TO WALK HOME OR WALK TO THE SPORT FIELDS AFTER SCHOOL.** Only adults (no older siblings) are permitted to sign out K-3 students.

1.3 Latchkey Program

The Latchkey Program provides a safe environment for students both before and after school. Latchkey is available at 6:30 am each morning and until 5:30 pm each afternoon. Prices and other details are available in the Latchkey Handbook. The Latchkey Handbook is available in the office and on the District web page under Forms.

Section 2 Academics and Grading Policy

2.1 Elementary Grading Scale

Grade	Average	Grade	Average	Grade	Average
A	95 - 100	B-	83-84	D+	70 - 72
A-	93 - 94	C+	80 – 82	D	65 - 69
B+	90 - 92	C	75 – 79	D-	63 - 64
B	85 - 89	C-	73 – 74	F	0 - 62

2.2 Testing Program

If a student or parent/guardian has any questions concerning the testing program at Wheelersburg Elementary, they may contact the guidance department for information.

Section 3 Attendance Policies

By law, the school must file written documentation for each student's absence.
Wheelersburg Schools allows parent notes for up to 10 days of absences.

3.1 Attendance and Truancy Procedures

The importance of consistent and punctual class and school attendance is imperative. There is a direct and positive correlation between school attendance and student achievement. In December 2016, the Ohio General Assembly passed House Bill 410 to encourage and support a preventative approach to excessive absences and truancy. House Bill 410 changes the truancy definition to be based on instructional **hours, rather than days** of instruction.

DEFINITION OF HABITUAL TRUANCY AND EXCESSIVELY ABSENT

1. Habitual Truancy (Unexcused Absences):

- a. Absent 30 or more consecutive hours **without** a legitimate excuse;
- b. Absent 42 or more hours in one school month **without** a legitimate excuse;
- c. Absent 72 or more hours in one school year **without** a legitimate excuse.

When a student is habitually truant, the following will occur:

- STEP 1:** An absence intervention team (AIT) will be assembled. The AIT members include the parent/guardian, truancy officer and a school official.
- STEP 2:** The AIT will hold a meeting to discuss ways to improve attendance.
- STEP 3:** The team members will develop an absence intervention plan.
- STEP 4:** If the absence intervention plan is unsuccessful, charges may be filed with the juvenile court system.

2. Excessively Absent (Excused and Unexcused Absences):

- a. Absent 38 or more hours in one school month **with** or **without** a legitimate excuse;
- b. Absent 65 or more hours in one school year **with** or **without** a legitimate excuse.

When a student is excessively absent, the following may occur:

- o The school may notify the student's parents in writing.
- o The school may require a parent/guardian meeting.
- o The school may refer the student to community resources and/or provide counseling.
- o If a student continues to be excessively absent, a truancy officer may be notified.

3.2 Excused and Unexcused Absences

If your child is absent, please call the school at 740-574-8130 before 8:30 am. The district allows 10 parent notes per school year. A well-written note includes the student's first and last name, the date of the absence including the reason for the absence, and the parent or guardian's signature.

Here is a sample of a well-written note:

Date _____

Please excuse (student first and last name) from school on (date). It was due to _____

Sincerely,
Parent Signature

Reasons for which students may be excused include, but are not limited to:

- Personal illness of the student;
- Illness in the student’s family;
- Death in the family;
- Quarantine for contagious disease;
- Religious reasons;
- As determined by the Superintendent

3.3 Anticipated Absence / Vacation Policy

If a necessary absence from school is foreseen, because of some family responsibility, a note should be presented to the principal prior to the absence and an excuse obtained. Wheelersburg Board of Education policy states:

“The Board does not believe that students should be excused from school for non-emergency trips out of the District. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such an absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.”

Students are responsible for collecting their own makeup assignments, which will be a partial amount. Anticipated absence days count as part of the 10 allowed parental notes. Additional makeup work will be assigned when the student returns.

3.4 Missing Child Law (Why the school calls home every time a child is absent)

The principal or a designee is required to notify a student’s parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. If the parents of the absent child have not contacted the school, then the parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents 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.

3.5 Requests for makeup work

If a student is absent for two or more days, parents should notify the office before 10:00 am that they will be picking up the student’s work. His/her missed assignments may be picked up in the office after 2:00 pm.

Section 4 Arrival and Dismissal

Kindergarten – 3rd students brought to school by their parents are to be dropped off in the front of the school, enter the main entrance or nurse’s door, and walk down the hall to the Kindergarten-3rd grade area. Unloading several cars at once is more efficient than each car pulling up to the door to drop off one by one. Children may not go to classrooms until 8:30 a.m. Only children exiting the buses will be permitted to come through the doors on the playground.

4.1 Morning Drop off Procedure

When dropping off along the curb,

1. Students should have their belongings ready so that they can exit the car quickly.
2. Cars should pull as far forward as possible. Watch for signals from teachers on duty.
3. Adults must remain inside the car. (If you must get out, then go to the lot and find a parking spot. Then follow the directions for parking in front of the school.)
4. Students should exit only on the passenger side.

When parking in the lot in front of the school to drop off your children,

1. Please hold your child's hand as you walk to the building.
2. Cross only at the crosswalk.

While on the school lots,

1. Do not use cell phones.
2. Stay alert of your surroundings.

*Students dropped off before 8:30 will be sent to latchkey.

ON VERY RAINY DAYS, FEEL FREE TO DROP OFF ONLY AT DOORS.

4.2 Child Pick Up Procedure

1. If parents are picking up their children during school, they should come to the front entrance. If the adult who is picking up a child is unknown to the staff, that person must show a picture ID. After the parent has signed the child out, the child will be called to the office. Students will be dismissed only to the parent or another adult listed on the Emergency Medical Form.
2. Parents may not go to the child's room.
3. If the child happens to be on the playground, the staff member supervising the playground will release the child to the office. The parent must remain at the entrance for the child.
4. If a student is leaving early or being picked up by someone other than the custodial parent, the student must present a note at the office in the morning, or the parent must bring the note to school for the change.

For the safety of our students, no dismissal changes will be taken by phone, email, or fax.

5. If you request, your child/children may be placed on our restriction list. A court document is required to do so. This restriction will be on file in the guidance office and will be brought to the attention of the nurse, principal's office and the child's homeroom teacher. Any restrictions will remain in effect until you contact the guidance office to make changes.
6. In the event that a child is ill and will be leaving with the nurse's permission, the parent/guardian should report directly to the nurse's entrance to pick up the child. The parent must wait outside for the child to be sent to them. The nurse's entrance is the entrance just beyond the elementary entrance.

4.3 After School Pick Up Procedure

Kindergarten and First Grade Students

After school, children in grades K-1 will be picked up at the rear of the building. Parents will park in the high school student parking area near the large metal storage building and will pick up students at the appropriate door near the elementary gym. Kindergarten students are dismissed from the Kindergarten doors on the K-1 playground side. First grade students are dismissed from the rear school entrance in that area.

Second and Third Grade Students

Children in grades 2 and 3 will be dismissed at the door near the nurse's office. Parents should park in the front of the elementary and pick up students at the nurse's door.

Second and Third Graders who ride home with a younger student should go to the younger students dismissal area. The parent will only pick up at that one area.

4.4 Changes in your child's dismissal procedure

Each day, your child will be sent home as directed by you at the beginning of the year. Any changes whether temporary or permanent, must be made with a written note given to the office. **For the safety of our students, no**

dismissal changes will be taken by phone, email, or fax other than students can be switched to latchkey where someone must sign them out.

Section 5 Behavior Expectations and Related Policies

5.1 Wheelersburg Elementary Discipline Policy

The Wheelersburg Elementary Staff has the goal of establishing an atmosphere throughout the school in which students will feel safe, secure and happy while having a maximum opportunity to learn. We are here to read, learn and communicate in a positive manner.

In an effort to accomplish this goal, we have developed a Discipline Policy. The policy specifies rules that cover the behaviors we expect from our students.

We are confident that the Wheelersburg Elementary Policy will teach our students to be responsible for their actions and make this school year a positive and motivating experience.

5.2 Behavior Expectations

	Assemblies	Bus	Cafetorium	Hallway	Playground	Restroom
Be Responsible 	*Follow directions	*Keep track of your belongings *Keep your backpack zipped	*Keep your area clean *Throw away trash when your table is called *Push in your chair	*Keep hallways clean *Stay with the line *Go straight to your destination	*Follow directions *Move carefully	*Keep restroom clean *Throw away trash *Get in and out in a timely manner
Be Respectful 	*Listen and respond appropriately *Enter and exit quietly *Wait patiently *Focus on the speaker	*Listen to the bus driver *Keep hands and feet to self *Use appropriate voice level *Treat others how you want to be treated	*Use encouraging, polite and kind words *Use proper table manners *Say please and thank you *Use appropriate voice level *Raise your hand if you need help *Quiet down when a signal is given	*Quiet wave *Use appropriate voice level *Be thoughtful of other classes working *Enjoy bulletin boards and displays with our eyes only	*Use encouraging, polite and kind words *Include others *Ask to join others *Share *Take turns *Help others *Play fair *Be a good sport	*Use appropriate voice level *Use polite and kind words *Honor others privacy *Flush

Be Safe 	*Keep hands and feet to self *Stay seated	*Stay seated *Face forward *Keep aisle clear	*Walk carefully *Stay at your table or in your seat *Wait patiently	*Keep hands and feet to self *Walk carefully *Stand by wall during transitions	*Dress weather appropriately *Use playground equipment appropriately *Play safely *Line up when called	*Keep hands and feet to yourself *Walk carefully
---	--	--	---	--	---	---

The above general rules apply throughout the school as well as in each classroom. Each classroom may also have its own expectations and/or rules posted in the room.

All classrooms will send home a copy of their grade level discipline plans at the beginning of the school year.

5.3 Conscious Discipline

Our school's character education and behavior management program is called Conscious Discipline. Conscious Discipline is an evidence-based, self-regulation program that integrates social-emotional learning and discipline. The program, developed by Dr. Becky A. Bailey, empowers adults to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children. Conscious Discipline is a way of organizing schools and classrooms around the concept of a school family. Each member of the family, both adult and child, learns the skills needed to successfully manage life tasks such as learning, forming relationships, communicating effectively, being sensitive to others' needs, and getting along with others. The skills include composure, empathy, integrity, assertiveness, responsibility, the ability to make good choices, and the ability to see the best in others. We encourage families to visit the Conscious Discipline website at <https://consciousdiscipline.com> for additional information.

5.4 Consequences

Disciplinary actions for misconduct or unacceptable behavior for a student in Kindergarten through third grades will be determined based upon consideration of several factors. **Good behavior is expected throughout the day. This means during class time, bathroom breaks, lunchtime, recess, and when walking the halls.** The factors for consideration in determining disciplinary action include but are not limited to:

- *the nature of the misconduct
- *the frequency of a student's misconduct
- *the effectiveness of previous disciplinary actions
- *the effect of the misconduct on the learning environment
- *the effect of the misconduct on others and/or others property
- *the penalty's appropriateness for the offense
- *the age, maturity level, and temperament of the student

Again, the punishment will be based on circumstances and previous infractions. The type of punishment will be at the discretion of the teacher and/or principal.

The classroom teacher and/or the principal shall determine the types of punishments for misconduct or unacceptable behavior. **The options that teachers may use for disciplinary action include but are not limited to:**

- *verbal reprimand
- *re-assignment of seat location
- *placing student at the end of line for activity, lunch, recess, etc.
- *removal of privileges (i.e. field trips, assemblies, class party snacks, etc.)
- *having student removed from classroom activity
- *assigning student seating in the lunchroom
- *assigning student class work to be completed in the hallway
- *written assignment relevant to misconduct
- *written assignment relevant to classroom studies
- *having student give verbal and/or written apology to others

- *having student clean and/or repair damages
- *having student or parent pay for damages to property of school or others
- *having student return, replace, or reimburse for stolen property
- *revocation of recess privileges
- *contacting parents and parental actions
- *after school detention with class work assignment
- *Lunch Detention
- *Day long detention
- *Saturday School
- *suspension from school: with principal's approval
- *expulsion from school: with superintendent's approval

Parents who have concern regarding the appropriateness of discipline for a particular situation should discuss the details of the situation with the child. The parent should then contact the TEACHER involved to discuss the situation. If the teacher and the parent cannot agree on the disciplinary action, the parent may request a conference with the principal and the teacher.

5.5 Discipline/Due Process

After School Detention - Students remain at school on a designated day from 3:30 – 4:30. Parents will be notified prior to the child serving the detention. Students will do academic assignments given to them by the teacher assigning the detention.

Saturday School - Students will attend Saturday School from 8:00 to 11:00 a.m. on the designated day(s). If a student misses Saturday School an additional Saturday School will be assigned. Failure to attend these will result in a 1 (one) day suspension and the original Saturday School will still need to be served.

Day Long Detention (DLD) - Student will report to homeroom on the day that this punishment is assigned. The principal will come and escort the student to the DLD site. The student will be monitored throughout the day. Restroom breaks will be given and lunch will be served to the student.

Suspension - The local superintendent or building principal may suspend a student from school for a period of up to but not more than ten days for each offense. The student must be notified of this in writing and he also must be given the opportunity of an informal hearing to challenge the suspension or otherwise explain his actions. If the administrator determines as a result of the hearing that the pupil should be suspended, then within twenty-four hours of the suspension, the parent, guardian, or custodian of the student must be notified in writing.

Emergency Removal - The superintendent or building principal may remove the student from curricular or extracurricular activities for the remainder of the day. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal in a timely manner. A hearing must be held within seventy-two hours after the removal. Emergency removal is to be used when a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises.

Expulsion - An expulsion is any removal of student of more than ten days duration; however, it cannot be beyond the current semester. Only the superintendent of schools may expel a student.

The superintendent must give written notice to the pupil and his parent, guardian, or custodian. The notice must include the written reasons for the intended expulsion and that the pupil and his parent, guardian, custodian, or

representative has the opportunity to appear before the superintendent or explain the pupil's action. The notice must state the time and place to appear which must be not later than five days after the notice is given. An extension of time may be granted if both parties agree and the superintendent is required to notify the pupil and his parent, guardian, custodian, or representative of the new time and place.

As a result of the hearing the superintendent must give written notification of the decision and the right to appear to the board of education. The notice must include the reasons for the expulsion, the right to be represented in the appeal, and to request the hearing be held in executive session.

Appeal - A student, his parent, guardian, or custodian may appeal a suspension or expulsion to the board of education. The board may either review the case itself or appoint a hearing officer to act in its place. The student has the right to "representation" at the hearing. The meeting may be held in executive session if both parties agree. Formal action on the appeal may only be taken in a public meeting. By a majority vote of the board the order of suspension or expulsion may be affirmed, the pupil may be reinstated, the action reversed, vacated or modified. The hearing of appeal before the board must be recorded verbatim. This can be done by a tape recorder or stenographer. It need not be reduced to writing until an appeal has been filed in the common pleas court.

5.6 Dress Code and Appearance

The principal has the authority to determine what appropriate attire is and also has the authority to use judgment to act upon each individual infraction. Clothing must **not** be immodest, distracting or revealing in any way. The following are examples of unacceptable clothing: shirts that expose the mid-section, hats, coats, halter tops, and short shorts. All clothing with alcohol, cigarette or drug related imprints or a vulgar, obscene, and offensive slogan are unacceptable.

Realizing that elementary students are usually not more than 9 or 10 years old, tattoos and body piercing are not acceptable with the exception of pierced ears. Students are discouraged from wearing makeup.

Elementary students are not permitted to wear flip-flops to school.

During the winter months students may go outside for recess. Students should dress accordingly: hats, gloves, warm coats.

5.7 Cell Phone and Smartwatch Policy

If an elementary student must bring a cell phone or smart watch to school, it should remain in the backpack and turned off while at school. Wireless earbuds and wireless headphones are not permitted.

Section 6 Bus Information

6.1 Bus Expectations

1. Be seated on the bus before it moves and remain seated while it is in motion.
2. Keep the aisle free of books, lunch boxes, etc.
3. Check before leaving the bus to see that you have all your belongings.
4. Never touch the emergency door unless instructed to do so by the driver.
5. Be on time; missing the bus through your own carelessness is not grounds for an excused tardiness or absence from school.
6. Do not put legs or hands through the bus window.
7. Do not bring pets to the bus loading point.
8. Refrain from littering the bus with paper or other debris.
9. Ride your regularly assigned bus. Any change must be approved by the office.
10. No food, drink, glass, or gum on the bus.

11. Obey and cooperate with the bus driver. Uncooperative pupils may be refused the privilege of riding the school bus.

12. If you must ride a bus other than your regular bus, you must have a note signed by your parents. Bring the note to the principal's office to be approved.

13. Students in the 4-12 are not allowed to ride the Preschool-3rd grade busses, and the Preschool- 3rd grade students are not permitted to ride the 4-12 buses.

6.2 Consequences

Steps for enforcement of the above regulations are as follow, but not limited to:

1. Students will receive a warning.
2. Students will receive lunch detention or loss of recess.
3. Students will be suspended from riding the bus.

6.3 Bus Information for Parents

If your child is not to ride the bus home, and is to be picked up by parents at school, a note must be sent to the homeroom teacher. Without written confirmation, the child will be put on the school bus.

Section 7 Cafetorium

7.1 Cafetorium Information

Student behavior in the cafeteria should reflect the same quality of behavior that is expected in the classroom. Steps will be taken to enforce the cafeteria rules. Possible penalties for misconduct in the lunchroom are found in Section 5, Behavior Expectations.

If you pack your children's lunch, please pre-open packages that your children cannot open by themselves.

7.2 Meal Line Student Expectations:

1. Follow all teachers' directions.
2. Line up in single file against the wall rather than blocking the hall.
3. Buy any extra items as you go through the line. You are not permitted to go back to buy extras.
4. **Students aren't allowed to have food brought to the school from outside restaurants (Wendy's, Fred's, etc.) unless it is placed in a plain sack or lunch box.**
5. Students are expected to buy or bring lunch.
6. Students charging their lunch are not permitted to buy extras nor are extras allowed to be charged.

7.3 Cafetorium Student Expectations

1. Be responsible for cleaning up your table and the floor under your table.
2. Stay in your seat and raise your hand for help.
3. Respect our cafeteria, our workers and each other.
4. Show self-respect: use inside voices, keep hands to yourself.

7.4 Meal Prices*

	Breakfast			Lunch	
	Daily	Weekly		Daily	Weekly
Regular	\$1.25	\$6.25	Regular	\$3.00	\$15.00
Reduced	\$0.30	\$1.50	Reduced	\$0.40	\$2.00

**Prices subject to change*

7.5 Meal Charging Policy

Children who accumulate charges in the cafeteria, will not receive their report card. Excessive charges will be addressed individually. There will be no charges allowed over \$15.00. If a \$15.00 negative balance exists on your

child's account, the child will be served an alternative but nutritionally balanced meal. You may call the cafeteria at 574-0462 if you have questions.

Section 8 Other Information and Policies

8.1 Announcements and Closings

Announcements at School

Announcements will be made daily, before school, over the intercom system notifying faculty and students of important information. **All students are responsible for knowing the content of any announcements applying to them.** Students should listen carefully to the announcements so that they will understand what is expected of them.

Announcements to Parents

Important school-wide information will be provided through one or more of the following forms of media

- Notices printed on **orange paper.**
- The Wheelersburg Schools call system
- Wheelersburg Elementary page on Facebook
- Wheelersburg Local Schools Webpages

School Closing Announcements

- When closings or delays occur the night before school, you will receive a phone call informing you. It is important that you notify the school of any phone number changes that would affect this call.
- Cancellations and delays will be announced on the radio station, WNXT and the TV station, WSAZ. Using the text message from WSAZ will provide the quickest notification.
- On days we have delayed starts, we will send the students home at the regular dismissal time.
- On a one hour delay, students may arrive no earlier than 9:30.
- On a 2 hour delay, students may arrive no earlier than 10:30. Breakfast is not served if we have a 2 hour delay.

8.2 Computer Use Policy

Computers are furnished in all Kindergarten through Third grade classrooms by the Board of Education. These computers are networked through a local area service which provides students and teachers access to a large number of software programs and other services. Computers will be used to enhance the teaching and learning process in accordance with the District Technology Plan.

Use of computers is a privilege, not a right, and as such, certain rules must apply. Inappropriate use will result in a cancellation of this privilege. Each student will be responsible for abiding by these rules:

1. The use of computers must be in support of education and research and be consistent with the educational objectives of the Wheelersburg School District.
2. Any act of vandalism on the equipment will result in cancellation of all privileges. Vandalism is defined as the attempt to harm or destroy data of another user or the equipment (hardware).
3. Installation of software onto the network or individual workstations by students is prohibited. Downloading software from the network or individual workstations is prohibited.
4. Copying or distributing school or personal software is prohibited.
5. Personal software is not to be used on any school computers.
6. To receive an individual user account on the network, students must first read and sign the

Wheelersburg Local Schools Computer Network Acceptable Use Policy for Students. This policy must also be signed by a parent or guardian.

8.3 Grade Level Instructional Fees

Kindergarten:	\$8.00 (Scholastic's Let's Find Out)	2 nd Grade:	\$ 7.00 (Scholastic News)
1 st Grade:	\$8.00 (Scholastic News)	3 rd Grade:	\$ 7.00 (Scholastic News)

8.4 Lost and Found

When an item is lost, the student should check immediately with the teacher, and then with the office. Any articles thought to be stolen should be reported to a teacher, who in turn will report it to the principal. All items should be labeled with the student's first and last name. There is a lost and found table located in the K/1 Hallway. Parents are encouraged to check the lost and found table for missing items. **At the end of each nine weeks, articles not claimed will be donated.**

8.5 Party Invitations

Students may bring party invitations to school provided they bring an invitation to everyone in their class. If only a few students are going to be included in a party, alternative means of distribution must be followed. Students, upon entering the building, are to take party invitations directly to their homeroom teacher. The teacher will distribute them at the appropriate time.

8.6 Flowers, Balloons, and Other Gifts

Elementary students are not to have deliveries made during the school day. Commercial food, flowers, gifts, etc. will not be accepted. Personal items may be left in the office but no commercial deliveries will be allowed.

8.7 Pre-First Class

Wheelersburg established the pre-first class to give some children a transitional year between Kindergarten and first grade. This class has been designed to help students to develop skills necessary for success in first grade and future years of school.

The placement of students in the Pre-First Class is based on the following:

1. The student's score on the Star Early Literacy test.
2. The student's birth date, most (not all) have late spring or summer birthdays.
3. The Acadience test
4. The Kindergarten teacher's referral

After reviewing the criteria, the staff involved in the screening process gives a recommendation. Students who are determined to have the greatest need are placed in the self-contained pre-first class where they will spend all day using special materials designed to meet their needs. This prevents the child from repeating any material the next year in first grade. At the end of the pre-first year, the child is then placed in the regular first grade. This placement is entered into the computer as retention in first grade.

Our goal is that these students will enter first grade better ready to handle the workload and pace of the first grade curriculum.

8.8 School Property

Students should show pride in the school by displaying proper manners and showing respect for school property in and out of school. The building should be kept clean and unmarred by the students. A good school citizen will not throw papers on the floor, leave them in the desk, or scratch or mark on the desks. He/she will respect all property belonging to others. Any student marking or defacing school property in any way will face disciplinary action along with payment of damages.

The playground is also school property and should be treated with care. **School playground rules are to be followed even during after school hours and during the summer months.**

Textbooks are provided by the Board of Education. They are not the property of the students. Students are liable for any damage done to textbooks. Payment for lost or damaged books will be made in the principal's office. Special care should be taken not to drop books or to cause other students to drop them, since this is one of the chief causes of damage to books.

8.9 Visitor/Volunteer Policy

All visitors must report to the office before going to a classroom. Your child's learning environment will be protected from interruptions. Therefore, parents and other visitors may not visit classrooms between 8:45 am and 3:30 pm unless the visit has been pre-arranged with the teacher.

Any person wishing to enter Wheelersburg Elementary School beyond the office area with the intent to visit or volunteer is required to obtain a Visitor's Pass. The prospective visitor will first report to the office to complete the required sign-in information. A driver's license or other state issued ID must be used. The Visitor's Pass will contain two items of information.

- The correct date
- Name of visitor.

Any person found in the building beyond the office area that does not possess a valid Visitor's Pass will be escorted to the office area, where they will be advised of the visitor's policy. When a person requests a Visitor's Pass, the Restricted List will be reviewed as to whether or not the visitor is allowed to come into contact with a certain child. For accountability purposes, visitors must sign out and return the Visitor's Pass to the secretary when their visits are complete.

Section 9 Health

9.1 Health and Immunization

1. The mental and physical health of the students is basic to the success of educational programs provided for them. Recognizing this, the Wheelersburg Schools will, insofar as possible, provide for an environment conducive to the mental and physical well-being of its students.

2. The school will provide for minor first-aid and emergency procedures in more serious situations. The school nurse shall disseminate information to other personnel concerning techniques and procedures.

3. Immunization will follow recommended guidelines, both legal and as endorsed by the state and county health departments.

4. A student shall not request a school employee to give medicine, as employees are forbidden to do this, including aspirin. If a student must take medication, authorization, in writing, must be provided by the doctor or parent/guardian.

5. Students are required to be immunized.

9.2 Return to Physical Education and Recess after an injury

If a student comes to school with a brace, walking boot, or cast resulting from an injury, the student will not be allowed to participate in PE or recess until a doctor's release note is received. Please let your doctor know this when being seen for an injury that will affect mobility.

9.3 Procedure for Administration of Medication (In accordance with O.R.C. 3313.713)

When it is necessary for school personnel to administer medication to students, the following specific guidelines are to be followed:

I. In the absence of the school nurse, the building principal or his/her designee shall be responsible for storing and dispensing of medication.

II. No oral or injected medication may be given without the **written** authorization of a physician.

A. All prescription medication, non-prescription medication, or medical procedures to be administered to a student by school personnel must be accompanied by a physician's request from identifying:

1. Name of the student and date
2. Medication, dosage and procedure required
3. Time to be given at school and duration of medication
4. Possible side effects, if any, which should be reported to the physician
5. Special instructions, including storage and sterile requirements
6. Date when medication or procedure will no longer be needed
7. Physician's name, address and telephone number
8. Name of prescribed drug or procedure
9. Description of the drug or procedure
10. The diagnosis or reason for the medication or procedure to be administered

B. The required medication should be in the container in which it was dispensed and appropriately labeled. The bottle should have the following information:

1. Student's name
2. Reason for medication
3. Name of drug
4. Time schedule for administering
5. Appropriate dosage
6. Name of physician (for prescription only)
7. Date

***Medication forms may be picked up in the nurse's station.**

III. Medication **must** be brought to the school by the student's parent/legal guardian, who is responsible for notifying the school of any changes; such as, change of physicians, change of medication, dosage, etc.

IV. No student is to assume the responsibility of taking the medication on his/her own.

V. If no physician's authorization is available, parents are encouraged to come to the school to administer the medication.

General guidelines to be followed:

1. When a student is on medication for a long period of time, a week's supply of medication may be brought to the school. For illnesses requiring medication for a short period of time, only enough medicine for the number of doses given at school should be brought to the school. Whenever possible, medication should be scheduled to be given outside of school hours.

2. The school nurse, building principal or his/her designee should notify the parents or guardian as quickly as possible after an emergency occurs. The parents' current telephone number should be available in the student's record specifically for this purpose.

3. There should be close cooperation between school officials and the student's physician so that the a medical program can be modified as warranted by changes in the student's condition.

4. A locked cabinet should be provided for the storage of medication.

5. All dental disease prevention programs, sponsored by the Ohio Department of Health (ODH) and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulation of the Ohio Department of Health are exempt from all requirements of this policy. This policy adopted by the Wheelersburg Board of

Education does not apply to, or otherwise regulate, conduction of such dental disease prevention programs sponsored by the ODH.

Section 10 Special Situations and Policies

10.1 Bomb Threat Evacuation Plan

If a bomb threat occurs, teachers and students will be signaled over the intercom. They will then follow the Bomb Threat Evacuation Plan. Students and teachers will evacuate the building to a secure location.

10.2 Chemical Abuse Policy (Drugs, Tobacco, Alcohol)

The faculty and administration of Wheelersburg Schools recognize chemical abuse as a primary deterioration factor in the quality of one's life. We view chemical abuse as a treatable medical problem often preceded by the misuse and abuse of mood-altering chemicals. It is our belief that dependent people can be returned to healthy and productive lives.

Health problems of youth are primarily the responsibility of the home and community, but schools become involved because chemical abuse and chemical dependency problems often interfere with school behavior, student learning, and the fullest possible development of each student. We further recognize that chemical abuse by a family member has a significant impact on the development of the student and the problem should be addressed.

We strongly support measures that are designed to prevent students from becoming involved with drugs and alcohol, to assist and support those who have a problem by creating a positive attitude and environment, to work cooperatively with those who are willing to deal with their problems, and to provide a consistent discipline code for those who violate the school drug and alcohol abuse policy. We feel the key to prevention of chemical abuse is comprehensive education in grades K-12, and want to help implement appropriate educational materials beginning at the kindergarten level.

We strongly urge close communication and cooperation between the school and the community for the well-being of the students served by the district.

Rules of Student Conduct Concerning Chemical Abuse

A student shall not knowingly possess (includes, but not limited to, purses, wallets, desks, etc.), consume, use, handle, give, store, conceal, offer to sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse, or any counterfeit controlled substance of any kind.

I. **Under the Influence** is defined as manifesting signs of chemical use such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.

II. **Prescription Drugs**, defined as a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule as long as a parent's statement, signed physician's statement, and/or

prescription label is presented to the school nurse or principal's office. Such medication shall be kept in the security of school personnel. (See school policy on medication.)

III. **Paraphernalia** - A student shall not possess, use, handle, give, store, acquire, conceal, offer to sell, sell, deliver, transmit, buy or make any instrument used for drug abuse, or paraphernalia (includes, but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.) Students may be suspended for this offense.

IV. **Counterfeit Controlled Substances or "Look Alikes"** (as defined in the Ohio Revised Code)

- A. Any drug that bears, or whose container or label bears a trade mark, trade name, or identifying mark.
- B. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
- C. Any substance that is represented to be a controlled substance or is a different controlled substance.
- D. Any substance other than a controlled substance because of its similarity in shape, size, color, or in making labeling, packaging, distribution, or the price for which it is sold, or offered for sale.
 - 1. No person shall knowingly possess any counterfeit controlled substance.
 - 2. No person shall knowingly make, offer to sell, or deliver any substance that he/she knows is a counterfeit controlled substance.
 - 3. No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or any other device knowingly or having reason to know that it will be used to print or reproduce a trademark, trade name, or other identifying mark upon a counterfeit controlled substance.
 - 4. No person shall sell, offer to sell, give, or deliver a counterfeit controlled substance to another person.
 - 5. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.
 - 6. No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance.
 - 7. Whoever violates any one part, or all of (1) through (6) of this section (Ohio Revised Code) is guilty of a felony and may be reported to the proper authorities.

V. The following procedures will be followed in dealing with the preceding situations:

- A. The principal will maintain all records.
- B. **First Offense:** (Any student who has previously been suspended for a drug related Offense will automatically move to "Second Offense" procedures.)
 - 1. The principal may suspend the student for ten school days and make a recommendation for expulsion to the superintendent of schools.
 - 2. The ten days suspension may be reduced if student and parent agree to referral to a resource approved by the principal. List of local resources will be provided.
 - 3. The principal will contact the parent(s)/guardian(s) to arrange a conference.
 - 4. The principal may notify the law enforcement officials.
 - 5. The contacted agency or office will, with client permission, notify the principal that the client made contact and is attending a substance abuse program. The principal will obtain a release to allow the agency or office to release information in compliance with school recommendations. If the agency notifies the principal that the student is not satisfactorily participating in the treatment program, the ten (10) days suspension and the recommendation for expulsion will be

reinstated.

C. **Second Offense:**

1. The principal will automatically give a ten-day suspension from school and recommend expulsion.
2. The principal will notify the parent(s)/guardian(s) in writing using the suspension form.
3. The principal may notify the law enforcement officials. It is recognized that such an offense is a violation of the law and may warrant prosecution.
4. The principal will recommend to the Superintendent of Schools that the student be expelled from school.

VI. Any student selling illegal substances or counterfeit substances will be suspended for ten days and recommendations made to expel said student.

VII. **Policy on Tobacco:** No student is allowed to smoke or to have cigarettes on their person. No students are allowed to use snuff or chewing tobacco. This means that cigarettes, snuff or chewing tobacco are not to be found in gym bags, purses, book bags, etc.

*The penalty for breaking this rule is so noted in the discipline policy.

10.3 Dangerous Weapons in the School

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to a school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall take appropriate action.

10.4 Hazing

1. No student shall knowingly cause, attempt to cause, or recklessly cause physical harm to another. Whoever violates this section of the law is guilty of assault, a misdemeanor of the first degree.

2. No student, or employee, shall knowingly permit an act of hazing, or attempting to haze, injure, frighten or disgrace a person attending school. Hazing is punishable by fine, imprisonment, or both.
3. Hazing is a serious offense in the Wheelersburg Schools and appropriate and prudent disciplinary action may be taken by school authorities.

10.5 Notice of Non-Discrimination

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status.

More information about the District's non-discrimination policies and the District's grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond can be found in Section A of Wheelersburg Local Schools Board Policy by following this link: <https://go.boarddocs.com/oh/wheelersburg/Board.nsf/Public?open&id=policies>

10.6 ORC Reference for Other Situations

FOR BOMB THREATS

Inducing Panic-O.R.C. 2917.31 (A) (1) & (C) (5)

“No person shall cause the evacuation of a public place, or cause serious public inconvenience or alarm, the public place being a school, by initiation or circulating a report or warning of an alleged or impending fire or explosion, knowing that such a report or warning is false.”

FOR INDIRECT THREATS OF VIOLENCE/NON-BOMB

Inducing Panic-O.R.C. 2917.31 (A) (2)

“No person shall cause...alarm, by ...threatening to commit an offense of violence.”

Disorderly Conduct- O.R.C. 2917.11 (A) (1) & (E)

“No person shall recklessly cause...alarm to another, by...threatening harm to persons or property...said offense being committed in the vicinity of a school.”

FOR DIRECT THREATS OF VIOLENCE

Aggravated Menacing-O.R.C. 2903.21

“No person shall knowingly cause another to believe that the offender will cause serious physical harm to the person.”

Menacing- O.R.C. 2903.22

“No person shall knowingly cause another to believe that the offender will cause physical harm to the person.”