



# Waynesville Elementary Handbook 2025-2026



## OUR MISSION AND VISION

**The mission of Wayne Local Schools** is to, in partnership with the community, develop the intellectual foundation for beneficial life-long learning, the necessary values for success, and the appropriate skills to be an informed, responsible, productive, and adaptive citizen. **The vision of Wayne Local Schools** is to provide the highest quality education, in a diverse student population, with compassion and excellence in all we do.

## OUR EIGHT PILLARS OF EXCELLENCE ARE...

1. We will provide a meaningful, rigorous, and adaptive curriculum for each student, including: intellectual skills in written and spoken communication, mathematics, science, technology, social studies, problem-solving, and the tools for application of knowledge.
2. We will provide skills and appreciation for the fine arts, physical activities, languages, and leisure time activities for each student.
3. We will provide the example, leadership, information, and training to help each student function in an honest, moral, and ethical manner in their family, community, and society.
4. We will provide a highly trained, knowledgeable, caring teacher in every classroom whose mission is to teach each student and to maintain an environment that will enable each student to learn, grow, feel worthy, and become successful.
5. We will provide a highly trained, sensitive, and motivated staff that will support and foster the mission and vision.
6. We will teach and demonstrate a respect and appreciation for diversity of culture.
7. We will provide a safe, clean, and attractive environment where learning is an enjoyable, desirable, and eagerly pursued activity.
8. We will involve parents and members of the community in their active role as stakeholders in the school district.

**OUR VILLAGE...OUR SCHOOLS**

# PART ONE GENERAL INFORMATION

## Elementary School Start and Stop Times

Full Day Students PreK-5: 8:45-3:32

Breakfast: 8:27am

KDG AM: 8:45-11:32 KDG PM: 12:45-3:32

## 2 Hour Early Release

AM Class 8:45-10:32 PM Class 11:45-1:32

*Early Release may be cancelled if Make-Up Hours are Necessary*

## ATTENDANCE

The county's attendance policy changed based on the December 2016 passage of Ohio House Bill 410. This bill recognizes that "It is important for every student in Ohio to attend school every day. Missing too much school has long-term, negative effects on students, such as lower achievement and graduation rates." Final Policy guidelines are available on the website, in the elementary office and on page 3 of this document. We encourage all parents to familiarize themselves with the details of the attendance policy as provided by Wayne Local Schools.

## Warren County Inter-School Attendance Agreement

Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused / unexcused absences, steps in the truancy process, et. al.).

## VISITORS

State law requires that ALL visitors, including parents and Middle/High School student aides, report to the office upon entering the building. They must sign in/out and wear an identification badge at all times.

## CARE OF PROPERTY

Students are responsible for the care of their own personal property. At no time will WLS be responsible for preventing theft, loss, or damage to personal property or be held liable if these items are broken, lost, or stolen. Valuables such as jewelry, video games, skateboards, phones, or any irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Students are not permitted to buy, trade, or sell personal items to other students at school.

## REQUEST FOR WORK

In the event of an illness lasting several days or an excused family vacation, WES would prefer to have your student make up the work upon their return school. This is a win-win situation for both the student and the classroom teacher. If your child is sick or out-of town, we would prefer they recover or receive the benefit of the trip rather than doing homework. The teacher will work with your child when they return and cover material that was missed in their absence. Reading is always an excellent way to support learning both in the classroom and outside of school. In the event of an extenuating circumstance or extended absence please communicate with your child's teacher if any arrangements should be made. Thank you for your support!

## BIRTHDAYS

Our students' birthdays are such a remarkable time and we certainly want to honor those special occasions at school. Our policy is to celebrate birthdays in creative and safe ways. Due to allergies and health issues the only treats accepted will be store bought and individually wrapped items where the ingredients are clearly identified. Specific information will be sent home by your child's teacher or grade level team of teachers. If you would like for your child to distribute invitations to birthday parties, we ask you to please send an invitation to all of the students in the class or all of the male or female students in the class if this is more appropriate. We cannot provide names / addresses of students in a homeroom class for this purpose.

## FIELD TRIPS

Students may have the opportunity to participate in field trip experiences that are held off school grounds. If parent volunteers are needed, the classroom teacher will initiate a request for parent assistance. In most cases, each class may only need two parents to attend as chaperones. Therefore, not all parents who may want to attend will be needed. If requested to chaperone, those parents will be asked to fill out a field trip permission slip, which must be returned prior to the trip. Adults attending field trips as chaperones must be fingerprinted and may not bring other children or siblings.

## PHYSICAL EDUCATION

Appropriate dress for gym class includes: a tee shirt, tennis shoes/socks, and shorts or loose fitting slacks. A doctor's note is required if a student is not to participate in gym class for an extended period of time. If a doctor has excused your child for a period of time a note will be required to release them as well. **PLEASE NOTE: Use of crutches during the school day will also require a legal doctor's note stating exact length of time. If no end time is prescribed a note for release and return to normal activity will be required as well.**

## **Warren County Schools County-Wide Attendance Policy 2025-2026 School Year**

Twelve (12) absences from school (time out of school), which include full days and partial days may be documented by a parent/guardian phone call. \*Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent may excuse. Absences (time out of school), full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant unless an absence (time out of school, full or partial days) is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school (time out of school, full or partial days) shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if the time out of school for full day absence or partial day absence is excused.

### **Late Arrivals/Early Dismissals**

Being punctual is an expectation that we have for all of our students. Any student arriving to school or their assigned seat in the classroom after 8:46 A.M. must report directly to the attendance office to sign in and document arrival time. The school attendance officer will track tardies and report to the administration. When students arrive on school property he/she is under the jurisdiction of the school district until the end of the school day. No student may leave the premises during the school day without proper authority. Students that require an early dismissal must present a note from their parent/guardian to the school attendance office in the morning at the beginning of the school day. Also, all students returning to school will be required to stop in the office and check in, documenting their return time.

### **Excused Absences:**

- A. Personal illness or injury
- B. Illness or Death in family
- C. Medical/dental/legal appointments (require a note from the office of appointment, partial days, in most cases)
- D. Pre-approved absences: Five (5) days per year approved in advance by the principal. These days shall be included in the twelve (12) occurrences absence rule. Vacation approval during the school year is at the sole discretion of the building principal, who will use such factors as the student's grades and attendance to make the decision. 5
- E. Other reasons approved by the principal
- G. Religious holiday (not counted in the twelve occurrences)
- H. Appointments for court.
- I. Funeral of immediate family member or relative. Bring in obituary or funeral service program upon return.
- J. Quarantine
- K. Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the twelve (12) parent/guardian notes or a physician et al. excuse.

PLEASE NOTE: Use of crutches during the school day will also require a legal doctor's note stating exact length of time. If no end time is prescribed a note for release and return to normal activity will be required as well.

### **Unexcused Absences and Tardies:**

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to): Any time student is late or signed out early that is not for a legal purpose (ex: doctor appointment, legal appointment, counseling, funeral that a note can be provided and that are within the 12 annual occurrences allotted.).

Students that sign "in and out" during the normal course of the school day will be excused or unexcused based upon the reason for the leave from school property and/or proper notes provided. Please refer to the policy on attendance to determine if this time out of school is excused or unexcused. If the school does NOT receive phone notification reporting a student absence, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence and/or provide proper notes All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

Unexcused Absences from school: (time out of school full or partial days)

The Ohio Revised Code defines a student as being a habitual truant when a student has:

30 consecutive unexcused hours, or 42 unexcused hours in a school month, or 72 unexcused hours in a school year.

If a student acquires 38 hours in one month or 65 hours in one school year of excused and/or unexcused hours, a warning letter will be mailed to parent/guardian via county truancy officer.

The school, in compliance with Ohio Truancy Laws has established the following intervention strategies to avoid unexcused hours, partial and full days, tardies and early dismissal.

If a student acquires 30 consecutive unexcused hours, or 42 hours unexcused hours from school in a school month or, 72 unexcused hours in a school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following: ☐ Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian. ☐ If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

## Elementary Arrival Procedures:

Arrival: When arriving to drop off your student please note the following:

Enter the campus complex off of Dayton Road using the main drive, Spartan Way.

Turn Left into the new parking lot.

The inside drop-off lane will be used for Preschool through 2<sup>nd</sup> Grade. This is the sidewalk located closest to the new elementary school building. Please continue to drive down along the sidewalk towards the new event center until the vehicle in front of you has stopped.

Your student may then exit the vehicle on the sidewalk side.

The outside drop-off lane will be used for 3<sup>rd</sup> through 5<sup>th</sup> grade. This is the sidewalk located next to the large grass area in front of the campus complex. Please continue to drive down the sidewalk until the car in front of you has stopped. Your student may then exit the vehicle on the sidewalk side. A staff member will escort students across the parking lot via the crosswalks when it is safe to do so.

Drop-Off lane is determined by the youngest student in a family group.

Exit the parking lot via the new drive located nearest to the performing arts center. This exit is a RIGHT TURN ONLY in order to keep traffic flowing smoothly.

Dismissal when arriving to pick up your student please note the following:

Traffic flow will be the same as above in regards to entrances, exits, and lanes.

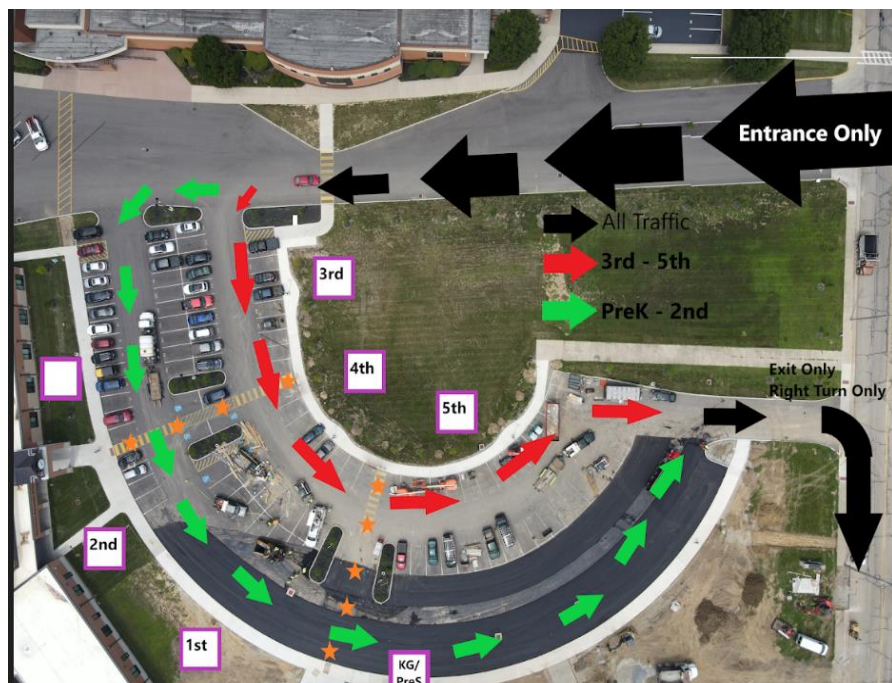
Pick-Up lane is determined by the youngest student in a family group.

Students will be escorted or sent to your vehicle once traffic has stopped. Students will only be permitted to walk to a vehicle that is in a parking lot lane.

Please do not exit your vehicle to walk up to the main entrance. However, please feel free to stand by your car door so that students can recognize you.

DO NOT turn out of the car lane to drive around other vehicles. Follow the vehicle in front of you so that traffic flow remains smooth and safe.

*\*Staff and Crossing Guards will be out in our lot to assist parents and students with our drop-off and pick-up procedures.*



### LUNCH

Students are NOT permitted to purchase or share food with one another, due to allergy concerns.

A "Type A" balanced lunch is offered every day at school. Our school lunches provide 1/3 of the RDA of key nutrients including vitamins A and C; fresh fruits and vegetables are served every day. School meals enhance learning and minimize illnesses and absences. Please make every effort to minimize office/classroom disruptions by buying a school lunch or packing a lunch from home. Students may also purchase only milk/juice if they bring a lunch from home. Good nutrition and a balanced diet are encouraged. All students must purchase or pack a lunch. We ask that soft drinks not be packed with lunch. If an elementary student forgets his/her lunch money, he/she may charge lunch twice. Free and reduced lunch forms will be distributed to all students at the beginning of the school year. All eligible students are to return the forms to school completely filled out as soon as possible.

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### SAFETY

WLS complies with all state required safety drills. Fire, tornado, and lockdown drills (**A.L.I.C.E.**) are practiced on a regular basis. It is possible that students and staff may be evacuated off school grounds for these drills. We do ask that students remain calm and quiet during these drills, which we try to make as non-threatening as possible.

### PAYFORIT

**PayForIt** is our on-line pre-payment system at Wayne Local Schools. It may be used to pre-pay any and/or all of your child's lunches and eliminate the need for cash to be sent to school for lunch. Parents may even track what each child purchases through PayForIt. When you sign up, you may also include your email to receive a low balance reminder. If your child is a returning student in the Wayne Local District, then you are probably very familiar with PayForIt. If you are new to the district, we will give you a 6-digit student ID number, which your child will enter on a keypad in our cafeteria. For more information, you may go to the web-link at [www.wayne-local.com](http://www.wayne-local.com) at: [www.payforit.net](http://www.payforit.net).

### Multi-Tiered Systems of Supports

Waynesville Elementary implements a Multi-Tiered System of Supports (MTSS) to promote academic success, address behavioral needs, close achievement gaps, and enhance school climate. Teams assist teachers in identifying and addressing students' diverse academic and behavioral needs.

The MTSS process starts when a teacher notices a student struggling despite classroom adjustments and collaborates with the parent or guardian on targeted interventions. If initial efforts are not effective, a student-focused problem-solving team, including the teacher, parent, and support staff, develops intensive intervention plans.

If progress remains limited, the team may recommend formal assessments to determine eligibility for specialized services, requiring written parental consent.

### PARENT-TEACHER ORGANIZATION

Membership in the Waynesville P.T.O. provides parents and teachers an opportunity to work together and plan activities that will benefit all of the students. All parents are eligible to serve as a member. The P.T.O. meetings are usually held once a month. The facilitation of this volunteer program our students/teachers profit from all of the extra help, care and attention. We have an ACTIVE PTO- Get involved!



### **GIFTED IDENTIFICATION**

The State of Ohio defines children who are 'gifted' as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. **The complete District Process and Plan for the identification and services for children who are gifted is available on the website and in the Waynesville Elementary Office.** Children in Grade. K-12 may be identified as gifted in one or more of the following areas:

1. Superior Cognitive Ability
  2. Specific Academic Ability in one or more of the following content areas: Mathematics, Science, Reading/Writing, and Social Studies
  3. Creative Thinking
  4. Visual or Performing Arts ability such as visual arts, music, dance, or drama
- Wayne Local Schools assess all children in grades 2 through 5 annually as part of our comprehensive testing plan as well as for gifted identification purposes. Any questions or referrals should be addressed to the gifted coordinator or principal.

### **Gifted Services Grades 4-5**

All students in Grades 4-5 who are identified as gifted in Superior Cognitive Ability, Reading or Math receive gifted services based on their needs. Students are cluster grouped for reading and math instruction. There may also be students who are not identified as gifted in this classroom, but the teacher provides differentiated instruction for the gifted students.

All students in Grades 4-5 who are identified as gifted in Superior Cognitive Ability or Reading are automatically cluster grouped in reading at the beginning of each school year. All students in grades 4-5 who are identified as gifted in Superior Cognitive Ability or Math are automatically cluster grouped in math at the beginning of each school year. Students tested individually are placed in a cluster group at a date decided upon by the child's parents and teacher, usually at the beginning of the next marking period. All served gifted students in Grades 4-6 will have a Written Education Plan. Any gifted students needing additional affective support (e.g., study skills, social skills, and stress management) will be referred to the gifted coordinator and/or counselor who will provide small group counseling or a referral to outside resources.

### **Gifted Services Grades K-3**

All students in Grade K-3 who are identified as gifted in Superior Cognitive Ability, Reading or Math will be cluster grouped and receive differentiated instruction from their classroom teacher. Students tested individually are placed in a cluster group at a date decided upon by the child's parents and teacher, usually at the beginning of the next marking period. All served gifted students in K-3 will have a Written Education Plan. Any gifted students needing affective support (e.g., study skills, social skills, and stress management) will be referred to the gifted coordinator and/or counselor who will provide small group counseling or a referral to outside resources.

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### **ACCELERATION POLICY**

All students, including those who have been identified as gifted, are eligible to be tested and considered for possible Early Entrance to Kindergarten and Subject or Grade Acceleration. Parents or teachers should contact the gifted coordinator for a referral form or for more information on the acceleration process.

### **SNOW DELAYS AND SCHOOL CLOSINGS**

School closings, delays or early dismissals are determined by the Superintendent who immediately notifies local radio and television stations. Decisions are posted on all social media outlets and automated phone calls/texts are made to alert those who have signed up through Final Forms. If you are not receiving calls/texts, please contact the elementary office. Alternate arrangements should be made for children in the event that school is dismissed early.

### **Two Hour Delay Schedule is as follows:**

AM Kindergarten	10:45 AM - 12:30 PM
PM Kindergarten	12:40 PM - 3:32 PM
Grades 1- 5	1:45 AM - 3:32 PM

### **Two Hour Early Release Schedule is as follows:**

AM Kindergarten	8:45 AM - 10:30 AM
PM Kindergarten	11:45 AM - 1:30 PM
Grades 1- 5	8:45 AM - 1:30 PM

### **STUDENT SAFETY AND PARENT NOTIFICATION**

The safety and security of Wayne Local School District students and staff is of utmost importance. The district has a comprehensive crisis plan and district administrators coordinate closely with local emergency officials and law enforcement representatives to monitor and update plans on a regular basis.

In addition, schools have security measures to ensure the well-being of students and staff. These include: visitor check-in procedures, locked doors after the start of the school day, surveillance cameras, internal alert system, and a school resource officer on the campus of Wayne Local Schools.

To ensure that you receive the most accurate account of the emergency situation, keep your contact information up-to-date with schools on your child's emergency card. We urge parents and guardians to take advantage of the District's notification system that is used to contact students, staff, and parents quickly and effectively by text message or phone call through The Education Connection (TEC). If you currently do not receive alerts, you may opt in by signing up [here](#). We will also post notifications to our website and social media.

In the case of a high-impact emergency situation in a school or a school-sponsored activity, parents and guardians are encouraged to remain close to their sources of communication to ensure they are receiving accurate and timely updates. Access to the scene will be limited and controlled by emergency personnel, so you will be asked to wait for instructions for picking up your child(ren).

When the school district communicates to parents that the school emergency has ended, directions will be provided on how parents will be reunited with their child(ren). If students have been evacuated, parents will be directed to a specific location(s) that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents. Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system as a guardian and show proper identification.

### **SCHOOL FEES / SCHOOL SUPPLIES**

Student fees cover the cost of workbooks, assignment books, and/or supplies and other materials used in the instructional program which are consumable and become the property of the student. For detailed information about the fees for any grade level, please contact the elementary office. Student supply fees may be paid using our PayForIt website. For more information, you may go to the web-link at: [www.payforit.net](http://www.payforit.net). All students are also asked to purchase school supplies as listed on each grade level supply list.

### **TRANSPORTATION**

Please make every effort to make arrangements PRIOR to the school day concerning transportation, babysitting, school activities and extracurricular activities. Classrooms will not be interrupted to deliver messages to students except in an emergency. Interruptions to deliver lunch boxes or give instructions can unintentionally interrupt the instruction process. Therefore, students can be called to the office for these reasons at a time more convenient to the student and teacher. Office personnel will initiate all calls on behalf of any student needing to go home. Due to the lack of available phone lines, students may only use the telephone for emergencies. Students may not call home for forgotten materials, projects, instrument, etc. This not only prevents misuse of the phone, but helps our students to plan ahead and become responsible individuals.

**CALLS FOR CHANGE IN TRANSPORTATION OR DISMISSAL PLANS MUST BE MADE BY 2:30 PM FOR GRADES K-5, IN ORDER TO ENSURE CLEAR COMMUNICATION TO THE STUDENT AND HIS/HER TEACHER.**

### **THREAT ASSESSMENT**

We use a standard procedure for responding to student threats of violence called "threat assessment." Threat assessment was recommended by the FBI and by the U.S. Secret Service and Department of Education in their studies of school violence. The basic idea is that when a student communicates a threat to harm someone, the threat assessment team will convene and determine how serious the threat is and what can be done to prevent the threat from being carried out. It is important not to treat all threats the same way, because most threatening statements made by students are not serious threats. The job of the threat assessment team is to determine how serious the threat is and how to respond to it. Please see the "Threat Assessment Flowchart" attached to handbook.

## **PART TWO**

### **BASIC BEHAVIORS**

A major component of the educational program at Waynesville Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### **Expected Behaviors**

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school.
- respect the civil rights of others.
- act courteously to adults and fellow students.
- be prompt to school and attentive in class.
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.
- complete assigned tasks on time and as directed.
- help maintain a school environment that is safe, friendly, and productive.
- act at all times in a manner that reflects pride in self, family, and in the school.

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#### **PBIS/ANTI-BULLYING**

Waynesville Elementary School is committed to creating a positive environment for all students. We strive to promote and maximize academic achievement and positive behavior. We know that when good behavior and good teaching come together, students will excel in learning. We have developed clear rules and expectations for our students. Students are expected to consistently demonstrate our PBIS tenets: be safe, be responsible, and be respectful. Our school rules specifically address bullying behaviors, creating a safer school environment and providing more instructional time. We apply consistent consequences and positive reinforcement for all students. We believe that by helping students practice positive behavior, we will build a school community where all students have an environment where they can succeed and grow. We explicitly teach these expectations to the students and frequently reward their positive behaviors through recognition, notes, and prizes. Each month, students who consistently demonstrate our PBIS values have the opportunity to be recognized for their positive actions. Rather than focusing on the negativity of bullying, we choose to emphasize and celebrate positive behaviors.

#### **BUILDING PROCEDURES**

All school expectations are to connect with one of our four overarching expectations: Ready, Respectful, Responsible and Safe. All staff, parents, and guardians are asked to do his/her part in helping all children meet these expectations.

#### **HALLWAYS**

##### *Responsible*

- I keep my hands, feet and objects to myself.
- I walk.
- I go directly to the place I am supposed to be.
- I have a hall pass.
- I use the water fountain correctly.

##### *Respectful*

- I will not talk in the hall when traveling.
- I use a quiet voice when working on schoolwork.

##### *Safe*

- When I am in line with my class I stay right behind the person in front of me.
- I always walk on the right side of the hallway.

#### **BATHROOMS**

##### *Responsible*

- I use the equipment correctly. (Soap/Paper Dispenser)
- I flush.
- I wash my hands without dripping water on the floor.
- I put my paper towel in the garbage can.

##### *Respectful*

- I use a quiet voice and keep my hands to myself.
- I honor privacy.
- I do not waste time in the bathroom.
- I use kind words.

##### *Safe*

- I use the equipment correctly.
- I keep my hands and feet to myself.

#### **CAFETERIA**

##### *Responsible*

- I only touch my own food. I only put the food in my mouth. I will not throw food in the cafeteria.
- I talk with a quiet voice.
- I wait in line politely.
- I stay at my table unless I have permission to leave.
- I listen and follow adult directions.

##### *Respectful*

- I clean up my area, push in my chair, and put my garbage in the garbage can.
- I use kind words to others; I say "please and thank you" when going through the cafeteria line.

##### *Safe*

- I walk to and from my table.
- I sit correctly.
- I chew my food carefully with my mouth closed.



## **PLAYGROUND**

### *Responsible*

- I tell an adult if someone gets hurt or is being a bully.
- I receive permission and a pass before leaving the playground.
- I walk into the building quietly.
- I stay in the playground area.
- I have fun with my friends.
- I do not bring any toys from home.

### *Respectful*

- I take turns.
- I am kind to others and let them play in games with me.
- I listen to the adults that are on duty.

### *Safe*

- I use and return the equipment correctly.
- I go down the slide feet first.
- I do not walk near moving swings.
- I go the right way on the monkey bars and do not walk underneath them.
- I do not wear flip-flops when using the playground equipment.

## **BUS**

### *Responsible*

- I listen and follow the bus driver's directions.
- I am prepared and ready to enter and exit the bus.
- I keep the bus clean.
- I sit in my assigned seat.
- I do not bring toys or electronic games to school.

### *Respectful*

- I will use kind words.
- I thank my driver when leaving the bus.
- I use my indoor voice.

### *Safe*

- I stay seated.
- I keep my hands, feet, book bag, and belongings to myself.
- I keep the aisle clear.
- I do not eat, drink, or chew gum on the bus.
- I stay behind the yellow line/safety zone.

## **BICYCLE PARKING**

Students are encouraged to lock their bicycles with their own individual locks to provide security for their bicycles. The Wayne Local School District is not responsible for stolen or damaged bicycles.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

While disciplinary action is often necessary in dealing with inappropriate behavior, parents should be aware that appropriate behavior is rewarded. It is a common practice at Waynesville Elementary School to praise students for their efforts and reward them with special activities, films, treats, stickers, certificates and other forms of recognition. Parents are urged to likewise encourage their children and praise them frequently for their efforts. The teachers and staff at WES pride themselves in providing a nurturing environment for our students. In helping our students grow, we work hard to help them become responsible individuals and gain independence. In pursuit of these goals, we do NOT call home for forgotten items or interrupt classroom instruction for delivered items.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. For many items it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **DRESS CODE**

While fashion changes, the reason for being at school does not. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Modesty and decency will be stressed. Students shall dress in a manner that ensures the health, welfare and safety of the student body and enhances a respectful, positive, academic environment. In accordance with state health policies, shoes must be worn at all times. Distracting or unsafe attire will be referred to the principal and dealt with individually.

### **Examples of unacceptable attire include:**

\*Halter/tube tops, spaghetti-strap tops (dresses included), low cut shirts, tank tops, muscle shirts, and mesh tops. Shirt length on the arms should be to the top of the arm connecting to the shoulder

\*Head apparel including hats, ball caps, bandanas unless pre-approved for medical/religious reasons

\*Shorts, skirts or dresses that are not of mid-thigh length or longer

\*Unbuttoned shirts, crop tops, or bare midriffs

\*Any visible undergarments or any ill-fitting attire

\*Pajamas or slippers

\*Hoodies worn in the building

\*Facial piercings limited to one small stud

\*Jeans with holes/tears above mid-thigh

\*Any article of clothing, jewelry which displays, depicts, or promotes alcohol, drug, tobacco, violence or sexual

### **DRESS CODE CONTINUED**

innuendo, is prohibited during the day and at school sponsored activities

Consequences for violating the dress code will include changing the inappropriate attire along with possible removal from class, unexcused absence for being sent home to change clothes, a parent conference, and other possible disciplinary action. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. Any item which is used to disrupt or interfere with the educational process will be removed from the student's possession.

### **Chromebook Acceptable Use and Understanding:**

I/we understand that this equipment is the property of Wayne Local Schools and that there is no right or expectation of privacy regarding the equipment. District staff may monitor and inspect the equipment including browsing history, documents, files and any other content. I will be responsible for the Chromebook repair or replacement costs if lost or broken outside of normal wear and tear.

### **WAYNE LOCAL SCHOOL BOARD POLICY**

The Waynesville Elementary School Code of Conduct is organized into four categories of rules. **Category I** includes those rules involving weapons. **Category II** includes those rules involving drugs, alcohol, look alike drugs, and tobacco. **Category III** includes those rules involving behavior that causes or has the potential to cause serious physical or mental anguish to any student, teacher or other school personnel, or is a violation of civil ordinances. **Category IV** includes those rules involving behavior that causes or threatens to cause disruption or interferes with any curricular or extracurricular activity.

Penalties for violations of the rules vary according to the severity and frequency of the rule violation. A range of penalties is listed for each category of rules. Specific penalties will be assigned by the administrator and based on the information available and the severity and frequency of the rule violation.

### **CATEGORY I – WEAPONS**

#### **Possession of a weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to suspension, expulsion, and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, bullets, shell casing, or device that can be converted into such a destructive item.
- B. Any cutting instrument consisting of a sharp blade three (3) inches long fastened to a handle. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

The Superintendent may also expel a student from school for a period of one (1) year for bringing a firearm or knife to an interscholastic competition, an extra-curricular event, or any other school program or activity.

#### **Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension, expulsion, and possible permanent exclusion.

#### **Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**PENALTY:** Ten day out of school suspension, recommendation for expulsion.

## CATEGORY II- DRUGS, ALCOHOL, TOBACCO

### TOBACCO USE PROHIBITED

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on Wayne Local School District property, including:

- In any building, facility, or vehicle owned, leased, rented or chartered by the school district; and
- On school grounds, athletic grounds or parking lots; and
- At any school-sponsored or school-related event, whether such event occurs on-campus or off-campus.

- A. A student shall not sell, transfer, attempt to sell or deliver narcotics, drugs, alcohol, or look-alike drugs while on school premises, school buses, or at any school function.

**PENALTY:** Ten day out of school suspension, police notification, recommendation for expulsion.

- B. A student shall not possess, conceal, use or show signs of use of narcotics, drugs, alcohol, or look-alike drugs, or be in the possession of drug paraphernalia while on school premises, school buses, or at any school related function.

**PENALTY:** Ten days out of school suspension, police notification, and possible recommendation for expulsion. Suspension may be reduced to five days if student attends administrative approved chemical dependency evaluation.

### TOBACCO/LIGHTERS

A student shall not possess, conceal, or use tobacco, **electronic cigarettes**, tobacco substitutes, or look-alike tobacco products while on school premises, school buses, or at any school related function. Students shall not possess, conceal, or use any matches, lighters, or other devices used to ignite a flame.

#### **PENALTY:**

**First Offense.** Three day out of school suspension. Possession of tobacco/lighter may be treated with a lesser consequence if the student demonstrates cooperation with the principal.

**Second Offense.** Five day out of school suspension. Suspension may be reduced if student attends administrative approved tobacco intervention program.

**Third Offense.** Ten day out of school suspension, recommendation for expulsion. Alternative placement may be considered.

## CATEGORY III-WILLFUL MISCONDUCT

1. A student shall not willfully engage in any act which causes or has the potential to cause physical injury or mental anguish to any student, teacher, or other school personnel, or which is a violation of civil ordinances. Such acts shall include but are not limited to the following.
  - a. Fighting and/or assault.
  - b. Ignition of fires, firecrackers, smoke bombs, and/or other incendiary devices.
  - c. Turning in false fire, tornado, bomb, or disaster alarms and/or tampering with such alarm systems.
  - d. Hazing (defined as “doing any act or coercing another, including the victim, to do any act of initiation against any student or other that causes or creates a substantial risk of causing mental or physical harm to any person”).
  - e. Bullying-any intentional written, verbal, graphic or physical act that a student or group of students exhibited toward other particular students more than once and the behavior both: Causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

**PENALTY:** Out-of-school suspension for no less than three days and no more than ten days, possible police notification, possible recommendation for expulsion up to a calendar year.

### BULLYING

A student shall not bully, harass, retaliate against, coerce, interfere with, or intimidate another student. Bullying is defined as an intentional written, verbal, electronic, or physical act that a student exhibits toward another particular student more than once; and the behavior both (1) causes mental or physical harm to the student, and (2) is sufficiently severe, persistent, or pervasive that a reasonable person under those circumstances should know that they will have the effect of:

- Placing a student in reasonable fear of physical harm or damage to the student’s property
- Physically harming a student and/or actually damaging a student’s property
- Insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student

### **Bullying, Harassment, or Intimidation**

Bullying Harassment or Intimidation behavior by any student/school personnel in Wayne Local Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying, in accordance with

## **CONTINUED:**

**R. C. 3313.666** mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students with the intent to harass, intimidate, injure, threaten, ridicule or humiliate.” **(HB 116)** Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of student’s personal property; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students

### **Formal Complaints**

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review. The Superintendent will serve as the Anti-Harassment Complaint Coordinator for the school district.

### **Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

### **Anonymous Complaints**

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

## **Teachers and Other School Staff**

Teachers and other school staff, who witness acts of harassment, intimidation or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

### **Investigation**

The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Remedial Actions**

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of “harassment, intimidation or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board’s prohibition against “harassment, intimidation or bullying.”

### **Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. In school and out-of-school suspension may be imposed only after informing the accused of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

#### **PENALTY:**

**First Offense.** Three day out of school suspension.

**Second Offense.** Five day out of school suspension.

**Third Offense.** Ten day out of school suspension, recommendation for expulsion.

### **CATEGORY IV - DISRUPTION OF THE EDUCATIONAL PROCESS**

1. A student shall not engage in any act that causes or threatens to cause disruption or interference with any curricular or extracurricular activity, including conduct on school buses. Such acts shall include but are not limited to the following:
  - a. Threat, intimidation, and/or coercion of others.
  - b. Damage or destruction of school property on or off school premises.
  - c. Damage or destruction of private property on school premises, at extracurricular activities, or in areas under the control of the school.
  - d. Distribution of printed material which may incite others to violent or disruptive behavior.
  - e. Demonstrations.
  - f. Profanity, vulgarity, or obscenity in language, gestures, and/or printed material.
  - g. Possession or distribution of vulgar, obscene and/or pornographic material.
  - h. Indecent exposure.
  - i. Harassment and/or bullying in any form, including but not limited to verbal, physical, racial, or sexual
  - j. Stealing or possession of stolen goods.
  - k. Gambling.
  - l. Forging unauthorized signatures.
  - m. Tampering with or altering school related documents.
  - n. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school officials.
  - o. Cheating or plagiarizing.
  - p. Lying to administrator, teacher, or other staff member.
  - q. Disregard of reasonable directions or commands by school authorities, including administrators, teachers, and other school personnel.
  - r. Disrespect to school employees.
  - s. Tardiness.

- t. Truancy and/or leaving school premises without permission.
- u. Littering.
- v. Violations of dress code.
- w. Public display of affection.
- x. Refusal to abide by any properly administered school discipline.
- y. Aiding another student in violating any school rules or regulations.
- z. Chronic misbehavior of any type.
- aa. Any type of conduct which is harmful to the person or property of school personnel or students, or conduct which is not in compliance with socially accepted standards of behavior.
- bb. Improper use of computers and/or the Internet.
- cc. Violation of rules, regulations or procedures regarding administering medication.
- dd. Violation of any Board rule, regulation, or policy.
- ee. Abuse of another. Name-calling and negative uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
- ee. Falsifying information given to school authorities in the legitimate pursuit of their jobs.
- gg. Failure to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or to school property.
- hh. Cyber-bullying-misuse of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures/images, or Website postings including blogs.

**PENALTY:** Violations of the above offenses may result in student conference, parent conference, referral to counselor, detention, in-school suspension, out-of-school suspension (not to exceed ten days), police notification, alternative placement, and/or recommendation for expulsion. The specific penalty will be assigned by the administrator based on the information available and the severity and frequency of the rule violation.

Often in play or in anger students have used phrases like "You die," or "I'll kill you," or "I'll blow you away." Whether in jest or not, this type of language is not acceptable.

The lockers, desks, and other storage areas supplied by the Board and used by the pupils are the property of the Wayne Board of Education. Therefore, lockers, desks, and other storage areas and any contents are subject to random search at any time without regard to whether there is a reasonable suspicion of a violation of a school rule.



## **IN-SCHOOL INTERVENTION**

In some cases, a student may be removed from the classroom for disciplinary reasons. The child will spend time in the office and assignments will be given. The child will lose recess privileges and eat lunch in the office until it has been determined that he/she is ready to return to class.

Parents will be notified of ISI student placement and a conference may be requested.

## **DUE PROCESS**

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio. Suspension and expulsion from school shall be used as a means of discipline for serious offense against the welfare of the school or for violation of the rules of the Board of Education and only in cases where other forms of discipline are judged not to be sufficiently effective.

### **A. Suspension**

The Principal or Superintendent may suspend a pupil from school for a period of time not to exceed ten (10) school days. (The number of days of the suspension should be related to the seriousness of the offense.) The Principal or Superintendent shall utilize the following procedures in order to invoke a suspension:

1. Attempt to contact the parent(s) by phone to inform them of the suspension.
2. Send the student home at the close of the school day, if possible.
3. Hand deliver or mail a copy of the letter of suspension to the parents.
4. During out-of-school suspension students are not permitted on school grounds or at any school-sponsored activity.

### **B. Expulsion**

The Superintendent of Schools may expel a pupil from school for a period not to exceed the remainder of the current semester. The Superintendent shall, prior to expelling the student from school:

1. Give the student and his/her parents written notice of his intention to expel, indicating the reason(s) therefor.

## **STATE POLICIES**

### **1. Hazing**

An anti-hazing law was passed by the Ohio General Assembly in March, 1983 the policy of the Board of Education that no student shall engage in hazing which injures, degrades, or disgraces a fellow student. Hazing is defined as "doing any act or coercing another, including the victim, to do any act of initiation against any student or other that causes or creates a substantial risk of causing mental or physical harm to any person."

### **2. Non-Discrimination**

Waynesville Schools do not discriminate on the basis of sex, race, color, national origin or handicap, in the educational programs or activities which it operates, and it is required by Title VI Civil Rights Act of 1964, Title IX Educational Amendments of 1972, and Section 504 of the 1972 Rehabilitation Act, not to discriminate.

## **PART THREE**

### **MEDICAL CONCERNS AND SAFETY**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills (conducted at regular intervals throughout the school year) and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled. The school must be notified of any change of address or phone number during the school year.

### **INJURY AND ILLNESS**

If medical attention is required, the nurse will follow the school's emergency procedures. **PLEASE NOTE: Use of crutches during the school day will also require a legal doctor's note stating exact length of time. If no end time is prescribed a note for release and return to normal activity will be required as well.**

**Fever:** If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) (s) he must remain home until (s) he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

**Flu:** Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child must remain home from school until symptoms are gone and the child is without fever for 24 hours.

**Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks, which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo. Upon returning to school a re-check by the school nurse is required.

**Pinkeye (Bacterial Conjunctivitis):** Redness and swelling of the membranes of the eye or burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child must remain home from school until receiving 24 hours of antibiotic therapy, as determined by your physician, and discharge from the eyes has stopped.

**Strep Throat and Scarlet Fever:** Strep throat usually begins with fever, sore and red throat, possibly pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child must remain home from school until receiving a full 24 hours of antibiotic therapy AND until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

### **Vomiting and Diarrhea (Intestinal Viral Infections):**

Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child must remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night, (s) he should not be sent to school the following day.

### **MEDICATION POLICY**

1. Medication shall be defined as either prescription or non-prescription.
2. The student or his parent/guardian must present to the school nurse a complete medication form for each medicine that is to be given during school hours. This form is titled "Physician's Request for the Administration of Medication by School Personnel." This form requires both a physician's signature and a parent signature.
3. When possible, the administration of medication to a student should be scheduled outside of school hours.
4. All medication, prescription or non-prescription, must be delivered to the school in the original container with the student's name written on it.
5. A parent/guardian is responsible to deliver and pick up all medication to and from the office.
6. At the end of the school year, all medication must be picked up by the parent. Failure to pick up medicine by June 15th will result in the medicine being discarded.
7. All medicine will be kept locked up in the clinic's medicine cabinet. No medication is allowed to be in the possession of the student (exceptions: #8).
8. Exceptions to #7 include:
  - a) EPI PEN - A "Self-Medication for Epi Pen" form must be completed and signed by both physician and parent. These signatures imply proficiency of student in using Epi Pen.
  - b) INHALERS - A "Self-Medication for Asthma Inhalers" form must be completed and signed by both physician and parent. These signatures imply proficiency of student in using inhaler(s).
9. The school nurse must be notified of all changes in the original medication order. This may require a new medication form to be completed.

### **IMMUNIZATIONS**

Pupils enrolled in preschool through grade 12 are required to have a written proof on file at their public or nonpublic school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, and Hepatitis B and chickenpox. Pupils who have not been immunized are to be excluded from school attendance no later than fifteen (15) school days after admission. Exceptions include pupils who present a written statement that immunization is objectionable for religious reasons or other reasons of "good cause." Similarly, a pupil is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) "is medically contraindicated." Please refer to [www.wayne-local.com](http://www.wayne-local.com) for current information regarding in the school year to inform the parents through conferences, phone calls, and written communications.

### **WITHDRAWAL OF STUDENT**

Please notify the office when you have a firm date ready for withdrawing your child from school. We ask that you sign the Transcript Release Form thus allowing ample time for release to the new school.

## **PART FIVE**

### **BUS TRANSPORTATION**

All students who ride a school bus are assigned by the bus transportation supervisor. Problems regarding bus transportation should be directed to Lynn Hatfield, Director of Transportation Services, at 897-8511. In accordance with Board policy, the following are student responsibilities regarding bus transportation:

- Go directly to your assigned seat and sit with your book bag on your lap
- No food, beverages, or gum will be permitted on any bus
- Show respect to your friends (peers). Bullying will not be tolerated on the bus or at the bus stop.
- Ride quietly and follow the bus driver's directions at all times.

Parents and students must understand that school bus transportation is a privilege to the student, not a right. All students who ride a bus are required to have backpacks. Students will ride on assigned buses. Students will ride their assigned bus both to and from school. Students will not be permitted to ride more than one bus. Additional transportation stops will only be permitted with prior permission from the office/transportation and only if it is the students' original bus. Parents will assume the responsibility for their child when such a request is made and granted.

### **CALLS FOR CHANGE IN TRANSPORTATION OR DISMISSAL PLANS MUST BE MADE BY 2:30 PM IN ORDER TO ENSURE CLEAR COMMUNICATION TO THE STUDENT AND HIS/HER TEACHER.**

The driver and/or transportation supervisor shall assign permanent seats for evacuation purposes, discipline, and/or to maintain order. Students who consistently disobey bus rules will be referred to the building principal. Bus referrals can result in disciplinary action including suspension from riding the bus for a period of time.

## **PART SIX**

### **ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE WAYNE LOCAL SCHOOL DISTRICT**

The Wayne Local School District is pleased to provide students with access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student's use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Upon reviewing, signing, and returning the Acceptable Use and Internet Safety Policy of the School District, each student will be given the opportunity to enjoy Internet access at school and is agreeing to follow the policy. If a student is under 18 years of age, he or she must have his/her parents or guardians read and sign the policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parents or guardians.

If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action. Both forms (Student and Parent Agreement) will be sent home the first day of school and should be returned within one week.

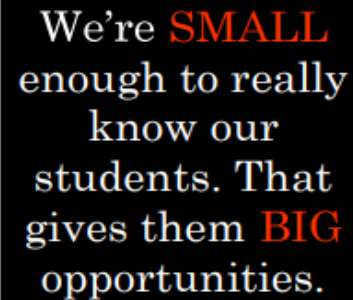
## **CELL PHONE POLICY**

Cell phones or watches with internet service are NOT permitted in the elementary. If your child has one and brings it with them, it will be expected to be turned off and placed in their locker or cubby the entire day unless special permission is given from staff. The school will not be responsible or liable if electronic devices are lost, stolen, or damaged. No student shall take pictures or film other students or staff members without proper permission. Teachers and employees may confiscate any electronic device.

**First Offense**-Phone or device will be taken and given to the office. Student will pick-up at the end of the day. Parents called.

**Second Offense**-Phone or device will be taken and given to the office. Student will pick-up at the end of the day. Student will receive an after-school detention, Parents will be called.

**Third Offense**-Phone or device will be taken and given to the office. Parent and student will have a meeting with the principal for the phone or device to be returned. Phone or device will no longer be permitted at school. Progressive discipline will follow.



We're **SMALL**  
enough to really  
know our  
students. That  
gives them **BIG**  
opportunities.

## Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Wayne Local Schools ("School") receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal [or appropriate school official] clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Wayne Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wayne Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wayne Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Wayne Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30, 2019. Wayne Local School District has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

Student's name

Participation in officially recognized activities and sports

Address

Telephone listing

Weight and height of members of athletic teams

Electronic mail address

Photograph

Degrees, honors, and awards received

Date and place of birth

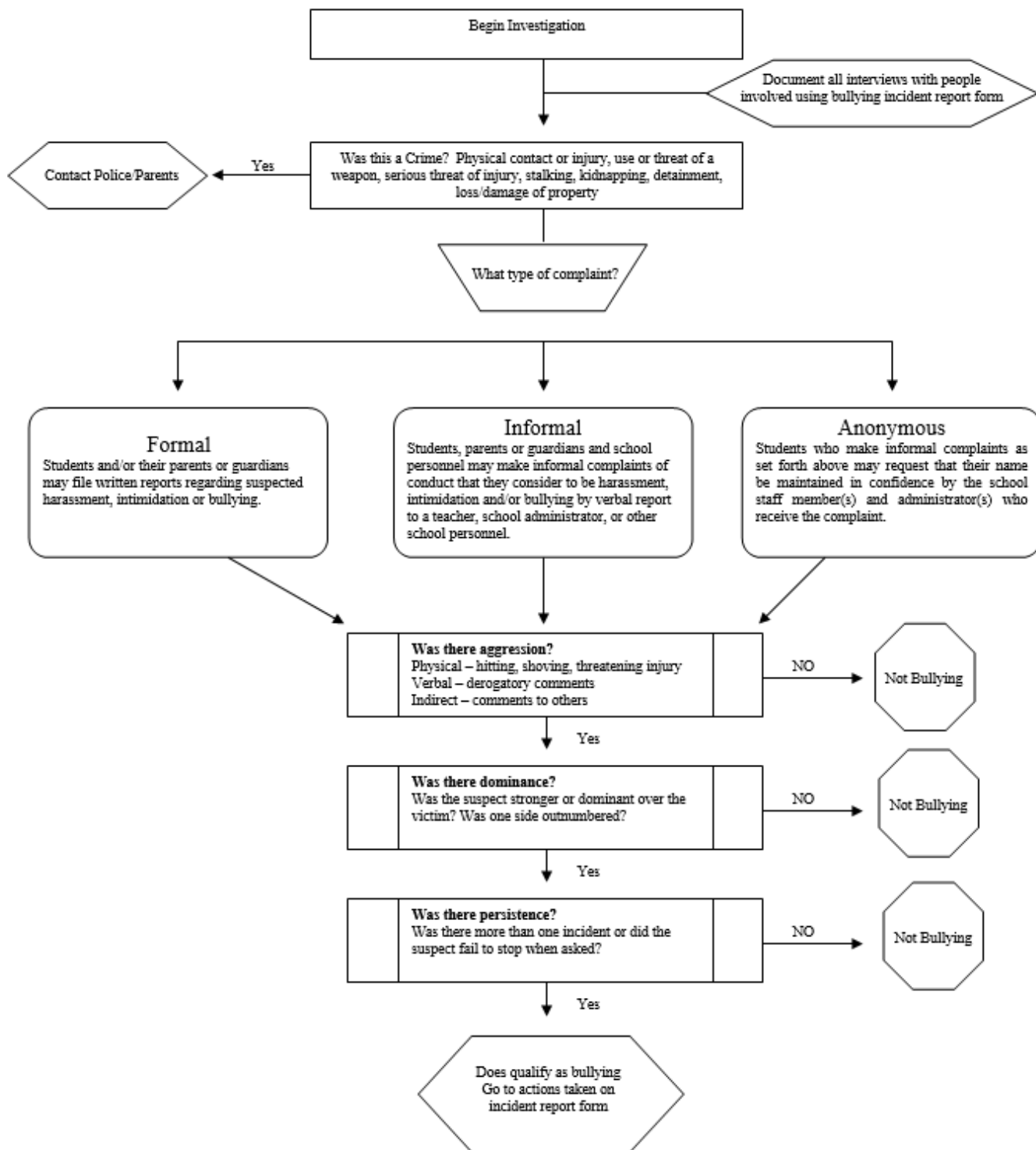
Major field of study

The most recent educational agency or institution attended

Dates of attendance

Grade level Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

## Bullying Assessment Flowchart





## THREAT ASSESSMENT FLOWCHART

