



# THE VIKING VOICE

## Heywood Elementary School

*Remember to be Respectful, Responsible, Resourceful, & Resilient*

260 S. Ridge Avenue  
Troy OH 45373  
Phone: 937-332-6750  
Fax: 937-332-3891

**First Quarter Newsletter**

**September/October 2017**

### Calendar of Events

09/04	No School
9/26	Fall Pictures
9/28	Parent/Teacher Conf. 3:40-7:20pm
10/02	Interims
10/06	No School
10/09	No School
10/27	End of 1 <sup>st</sup> Qtr <b><u>One hour early dismissal</u></b>
11/02	4 <sup>th</sup> to Schuster
11/06	Grade Cards go Home
11/09	Parent/Teacher Conf. 3:40 - 7:20 PM
11/10	Picture Retakes
11/14	Conferences 3:40 - 7:20 PM
11/22-11/24	<b>NO SCHOOL</b>

For additional dates you may go to the district website calendar for Heywood.

Visit [WWW.TROY.K12.OH.US](http://WWW.TROY.K12.OH.US)

### Times to Remember

**BREAKFAST: 8:25 AM**  
8:45 Doors Open  
8:55 School Starts\*  
3:30 School Dismisses

*\*Students are tardy if they arrive after this time.*

**Attendance # 937-335-4881**  
**Heywood # 937-332-6750**

### **From the desk of: Mr. Sadler, Principal**



Welcome to the 2017—2018 school year! We are pleased your child will be attending Heywood Elementary School. On behalf of the staff, I want you to know that, we will do our best to meet your child's educational, social, and emotional needs while at school.

Our goal is to provide each child with the best educational program possible in a safe and healthy environment. We invite you to visit our school and to volunteer whenever you can.

The Heywood staff is looking forward to seeing a new group of kindergarten students start a new phase in life, here at Heywood. We are also looking forward to the return of students from last year and students new to the community of Troy.

We would like to welcome the following staff members to Heywood this year: Mrs. Everett is our new Intervention Specialist and Mrs. Mullins is our new Intervention Assistant in third grade. Our librarian is now Mrs. Pour.

### Troy City Schools Mission

In partnership with our community, is to provide a quality education so our students become productive and responsible students.

### Heywood School Mission

To promote student success, Heywood School develops RESPECTFUL, RESPONSIBLE, RESOURCEFUL and RESILIENT learners in a SAFE & HEALTHY environment.

### Viking Values

Be Respectful - Be Responsible - Be Resourceful - Be Resilient

### Achievement Goals

Attendance: 95% or Better

Positive Behavior: 90% or Better

English Language Arts Achievement: 80% or Better

Mathematics Achievement: 80% or Better

Social Studies Achievement: 80% or Better

Science Achievement: 80% or Better

Dear Parents,

With the change to our new student information system, there are some changes with report card grading scales. Grades 1-12 will now all use a traditional A-F grading scale. Most everyone is familiar with that scale, and we believe this will allow for more consistent communication with parents throughout school.

In years past, United arts have used a separate scale to assign grades. The chart below could be used to make a connection between the previous scale and the A-F scale.

Previous United Arts Grading Scale	New Grading Scale	Description
E = Excellent	A	Students will have continually shown excellence in the development of skills, performance, written work/projects, and behavior
G = Good	B	Students will have shown above average development of skills, performance, written work/projects, and behavior
S = Satisfactory	C	Students will have shown average development of skills, performance, written work/projects, and behavior
N = Needs Improvement	D	Students will have shown below average development of skills, performance, written work/projects, and behavior
U = Unsatisfactory	F	Students will have shown limited development of skills, performance, written work/projects, and behavior

Additionally, United arts grades will not be used in calculation of Honor Roll at the elementary levels. Students only attend each United Arts class a maximum of 9 classes per quarter, and this is often less due to student illness, school delays/closing, etc. Including the grades into the Honor Roll Calculation would not be fair to students or teachers, given the frequency of their participation in each class per quarter.

Thank you for your understanding,

Eric Herman

Superintendent, Troy City Schools

## **Annual Notification of Availability of Management Plan and Update of Activities**

On October 22, 1986 President Reagan signed into law the Asbestos Hazard Emergency Act (AHERA, Public Law 99-519). The law required the EPA to develop regulations which provide a comprehensive framework for addressing asbestos problems in public elementary and secondary schools which includes inspecting for friable and non-friable asbestos in school buildings, developing management plans that address asbestos hazards in school building and implementing response actions in a timely fashion.

One of the requirements of this law is to annually notify parents, teachers, and staff of the availability and location of the school building's management plan. The management plan for your school building is located in the principal's office. Management plans for all school buildings in the district are located in the Designated Person/Program Manager's Office. Also, please be advised that information regarding any inspections/re-inspections, response actions and post-response actions are also included in the management plan and is available for your review.

Tytus Jacobs is the Designated Person/Program Manager for our school district. Accordingly, should you have any questions regarding this management plan or wish to see this plan, please contact him at 332-6791. You may view the plan during normal business hours Monday through Friday by appointment.

## SCHOOL SPONSERED FUNDRAISERS:

### BOOK FAIRS AND SCHOOL PICTURES

Both of these activities benefit our students. Through the book fairs, funds that can be received as books or money based on the total amount of sales made from the fair. Through the participation in the Lifetouch School Picture Program, we receive a commission from the total amount of pictures sold.

### WE COLLECT

As a school fundraiser, we collect General Mills Box Tops 4 Education. We receive \$.10 per box top.



### CONGRATULATIONS!! 2017-2018 PTO EXECUTIVE OFFICERS

President	Heather Goodwin	Secretary	Rachel Dye
Vice President	Sara Poland	Fundraiser Chairperson	Heather Fremont
Treasurer	Antwan Smith	Social Media Chair	Erin Coate
Administrative Rep	Maurice Sadler	School Rep	Mrs. Moore

### SAFETY AT HEYWOOD—for “THE SAFETY OF OUR CHILDREN

We would like to remind all parents/guests upon entering the building to:

- Stop in the office and sign in
- Please provide identification.
- Place a visitor/volunteer badge in a visible location on oneself
- Inform the office staff of your appointment and wait for further directions.
- To sign out before leaving.

This will ensure that we attend to all our parents/guests in a safe and timely manner.

**Students should ONLY cross streets at the crosswalks and stop signs!!!!**

### SCHOOL FEES

School fees are \$30.00 for all students, kindergarten through 5<sup>th</sup> grade. The fees cover the planner and all workbooks. These fees will not be on the parental portal until the middle or end of October. Students in The Troy City Schools who receive either Aid to Dependent Children or Ohio Disability Assistance will not be charged school fees. However, the Miami County Department of Human Services must send a waiver to us. See your caseworker for more information. Without this waiver, even if you qualify, you will be expected to pay the fees.

### HOURS OF OPERATION

Breakfast is served from 8:20 to 8:50. After eating breakfast, children will follow regular morning procedures. The tardy bell rings at 8:55 am. The school day ends at 3:30 pm. Your child is expected to be here every day and on time. If your child is going to be absent or late to school, please call the attendance line at (937) 335-4881. Attendance has been changed from days missed to hours missed. The new law requires schools to send a letter to the parent when a student misses 38 or more hours in a month with or without a legitimate excuse. After 65 or more hours in a school year, a letter will be sent for excessive absences.

### TRANSPORTATION

Please do not send notes to school allowing your child to ride a bus home with another student unless you have first called transportation (937)332-6091.

For FERPA information, please visit the Troy City Schools website at [www.troy.k12.oh.us](http://www.troy.k12.oh.us).

# Health Policies/Procedures



School personnel are often faced with the responsibility of administering medication at school when a student has an illness that does not prevent him/her from attending school, but requires medication for relief or cure. Ideally, all medication should be given in the home under parent supervision, but the District recognizes that many times children are able to attend regular schools because of the effectiveness of medication in the treatment of chronic disabilities and illnesses. Any student who is required to take prescribed medication during regular school hours should comply with school regulations, particularly in view of widespread concern over the abuse of drugs. These regulations include the following:

- The Principal in each building shall appoint a responsible person or persons to supervise the storing and dispensing of medications in the absence of the school nurse.
  - Whenever possible, the medication and the permission form that has been signed by a physician and the parent/guardian should be brought to school by the parent/guardian.
  - Each student's medication should be brought to school in an appropriate container and have affixed a prescription label including the student's name, name of medication, dosage, doctor's name, and directions concerning time and route of administration.
  - For elementary students (grades K-6), a medication form Physician Request for the Administration of Medication by Troy city School Personnel signed by a doctor and parent/guardian must be on file in the school clinic. This form is required for all medications, prescription and non-prescription (ointment, cold medications, Tylenol, ibuprofen, etc.)
  - All medications dispensed in the school should be stored in a locked or secured place that is not easily accessible to students or others in the building
  - Opportunities will be provided for communication between the parent, school personnel, and physician regarding the efficacy of medication administered during school hours.
  - The school nurse or delegated personnel will notify the parent or guardian as quickly as possible if a reaction to medication occurs. The parent's and physician's telephone numbers will be available in the student's record.
- The principal will designate an individual and a "back-up" who will administer "life saving medications and/or injections" if requested in writing by a student's family and physician.
  - There should be close cooperation between school personnel and the student's physician so that the medical program can be modified as warranted by changes in the student's condition.
  - Students shall be allowed to possess a metered dose inhaler or dry powder inhaler only in accordance with the provision of O.R.C. 3313.716. The Self-Medication for Asthma Inhalers Authorization form must be completed and on file in the clinic.
  - Students shall be allowed to possess an epinephrine auto injector for self-administration in accordance with the provisions of O.R.C. 3313.718. Parents/guardians who choose to have their child carry an epinephrine auto injector must also, by law, provide a back-up epinephrine auto injector to be kept in the school clinic. The Authorization for Student Possession and Use of an Epinephrine Auto Injector form must be completed and on file in the clinic
  - A student with head lice shall be excluded from school. Instruction will be given to the family concerning proper treatment of individual(s) and environmental care. Upon return to school, the student will be excluded if live lice are still present. The student may

## Pediculosis Management

Head lice is the common term and can be a common problem, but I would like this not to be common in Troy City Schools. Now that the schools are filled with children, I would like parents/guardians to help by checking their own children. Routine screenings throughout the year can help prevent the spread of lice. The Clinic Assistance will also conduct screenings in the classroom. Confidentiality is high priority!

- Lice are relatively harmless—there are about 6 to 12 million cases per year. The cost of getting rid of them can be expensive though. Lice are typically attracted to clean hair and are spread through head-to-head contact or by sharing brushes, hats, combs, coats and scarves.
- Carefully examine every head in your home, using a comb to look for any sign of lice or nits (small eggs).
- Be aware of persistent head scratching by family/household members.
- Pay special attention to areas around ears and nape of neck
- Live lice are about the size of a sesame seed and are grayish/brown. Lice eggs are white, yellow, brown or tan in hue and are about the size of a poppy seed. Eggs are glued to the hair shaft and need to be removed manually.
- Wash hands thoroughly.
- If live lice are found, notify the school and immediately use a lice shampoo. Your child may return to school after treatment and will need to be rechecked by the Clinic Assistant before going to the classroom.
- It is also important to wash bedding, towels and clothing with soapy hot water and dry items in a hot dryer.
- Vacuum carpets, pillows, mattresses, overstuffed furniture and car seats
- Store items like stuffed animals and non-washable pillows in tightly sealed plastic bags for at least two weeks.
- Soak combs, brushes and hair accessories in very hot water for 15 minutes



***For Parents of Young Children  
Understanding Bullying in Ohio Schools***

Because of the prevalence of bullying in today's schools and its negative consequences for students, Ohio law requires that by Dec. 30, 2007, all Ohio public school districts adopt policies prohibiting harassment, intimidation and bullying. The law outlines a definition for these behaviors and requires that school districts adopt procedures for documenting, investigating and reporting complaints. Parents who understand the law and local school policies about bullying are better prepared to play a role in any potential bullying situation involving their children.

***What is bullying?***

Ohio law [Ohio Revised Code (ORC) 3313.666(B)(E)] defines bullying, harassment and intimidation in Ohio schools as any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student more than once, and that 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.

The term "bullying" in this fact sheet refers to all instances of harassment, intimidation and bullying as defined by law.

***Facts to know about bullying:***

- Bullying is disrespectful and can be dangerous, humiliating and life threatening.
- Bullying includes electronically transmitted forms; "cyber bullying" occurs when a perpetrator conveys his/her message through the Internet or a cell phone, personal digital assistant (PDA) or other wireless hand-held device.
- Bullying on the basis of race, ethnicity, religion, disability or sexual orientation is a form of bias or hate and should not be dismissed as teasing.
- Bullying behavior that continues into adulthood may turn into violent behavior toward strangers, friends and family.

***How can parents help prevent bullying?***

**Parents are their children's first teachers.** Whatever parents say and do at home, their children are likely to imitate and repeat in other settings. The most important skills that parents can teach their children are to speak and act in respectful ways and to solve problems fairly and peacefully. Here are suggestions to help parents teach by example:

**At Home:**

- Talk with children often and listen carefully to what they have to say.
- Discuss bullying behavior and how hurtful it can be to others.
- Make behavioral expectations clear and be consistent with discipline when siblings and peers engage in hurtful teasing and bullying.
- Help children understand the meaning of friendship by modeling friendly behavior.
- Discuss the fact that all people deserve respect, even though their individual characteristics and personalities may differ from the expected.
- Urge children to tell an adult when they are being bullied.

### **At School:**

- Learn the school rules, expected behavior and consequences of bullying.
- Participate at school, offer services and attend school-sponsored activities.
- Communicate regularly with your child's teacher.
- Report bullying behavior immediately when you become aware that it is happening.
- Ask for and accept the school's help if your child is a target, a bully or a bystander.

### ***What should parents do if their child is bullied at school or at school-related events?***

- Be aware of their child's experiences at school.
- Obtain their school district's written anti-bullying policy; learn about bullying's consequences.
- Report bullying problems to school officials immediately.
- Keep accurate records of incidents and be specific about their child's experiences when discussing resolution of the problem with school staff.
- Call local law enforcement if they believe their child is in immediate danger.

### ***What should school administrators do when bullying occurs?***

By law, building principals or their designees are to:

- Respond to and investigate any incident of bullying that is reported verbally or in writing;
- Document the incident in writing and notify parents or guardians of any students involved;
- Use intervention strategies to protect victims from additional harassment or retaliation; and
- Use interventions or disciplinary procedures for any guilty students.

For more information, see the model policy and school personnel fact sheet on the Ohio Department of Education's Web site, listed at the end of this document.

### ***If a child has experienced a confrontation with a bully, parents can build the child's confidence with reassurances that:***

- The child is not at fault; the bully's behavior is the problem.
- Everyone is entitled to respect; the child does not deserve to be bullied.
- You will work with the child's teacher, principal, school counselor and school staff to ensure that the bully's behavior is addressed and that your child will be protected.
- You are committed to helping the school protect your child and other children from bullies.

### **Anti-Harassment, Intimidation and Bullying State Partners and Resources**

The Ohio Department of Education (ODE) offers information online including the model policy, a Power point presentation, fact sheets, webinars and Web links. ODE also provides free presentations on the model policy and workshops for parents titled the Parent Academy: Conditions for Learning, which addresses bullying. For more information, contact ODE Office of Family and Community Support toll-free at (877) 644-6338 or (614) 644-8863 or see <http://www.ode.state.oh.us>, keyword searches: *bullying prevention*, *ORN* and *parent academy*.

The Office of Ohio's Attorney General the Office's Web site provides information on protecting children, Internet safety and cyber-predator awareness. <http://www.ag.state.oh.us/>

The Ohio Department of Health (ODH) Rape Prevention Education Program (RPE) is committed to primary prevention of sexual violence, or stopping sexual violence before it happens, by promoting respectful and healthy relationships for all Ohioans. ODH partners with the Ohio Alliance to End Sexual Violence ([www.oaesv.org](http://www.oaesv.org)) and the Ohio Domestic Violence Network ([www.odvn.org](http://www.odvn.org)) to implement a statewide sexual and intimate partner violence prevention plan, and supports this work in local communities. More information can be found at <http://www.healthyohiprogram.org/sadv/sadv.aspx>

**Ohio Mental Health Network for School Success** provides training, technical assistance, and support to schools interested in anti-bullying education, prevention, and intervention strategies. In addition, the OMHNSS has created the Effective Practices Registry which highlights local best practices that address non-academic barriers to learning, including bullying. More information can be found at: [www.muohio.edu/csbnhp](http://www.muohio.edu/csbnhp)

**The Ohio Department of Alcohol and Drug Addiction Services** provides staff to work in collaboration with the Anti-Harassment Intimidation and Bullying committee to review and discuss policies as well as provide training and technical assistance via, webinar or face to face state-wide. The Division of Prevention Services also utilizes its AOD Prevention Program Specialists to provide training, technical assistance and other presentations to community coalitions, schools and other community based organizations around harassment, intimidation, violence and bullying as it relates to alcohol and other drug use.

**eTech Ohio** has achieved world-class stature with regard to student access to technology, and is recognized nationally as an educational technology leader. As a state agency, eTech Ohio is dedicated to enhancing learning by developing programs and using best practices to serve learning organizations while acquiring, integrating and sustaining educational technology. eTech Ohio recognizes that educators are vital to Ohio's future and economy; therefore, it is our mission to provide educators with professional development and resources to enhance learning for all Ohioans. This site provides information and resources to assist educators in effectively utilizing technology to enhance student achievement and the development of 21st century skills. <http://www.etech.ohio.gov/>

4/20/2012

As a parent of a student at Heywood School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call Marion Stout, Business Manager/Director of Human Resources, at the Board of Education, 937-332-6700.