

# **Wyoming Primary Schools Student and Parent Handbook 2025-2026**



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

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

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

**Principal: Jennifer Earhart  
Assistant Principal: Paige Arata**

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

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## **DISTRICT VISION**

Engaged learners empowered with the knowledge, perspective, and skills essential for success in a rapidly-changing world.

## **DISTRICT MISSION**

In partnership with families and community, Wyoming City Schools cultivates innovative, student-centered educational programs and opportunities that foster the academic growth and personal development of every child.

## **GENERAL SCHOOL INFORMATION**

We welcome you to communicate with the office staff during school office hours, which are 7:45 A.M. until 3:45 P.M. during the school year.

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

### **Daily Schedule**

The bell rings at 8:30 A.M. for students to enter the building; instruction begins promptly at 8:35 A.M. Students should not report to school before 8:25 A.M. because supervision is not provided until this time. Students are dismissed at 3:30 P.M. with bus riders being dismissed slightly earlier. The children are expected to promptly leave school unless they are participating in a supervised after-school activity.

Morning kindergarten is from 8:30 A.M. to 11:30 A.M. Half Day Kindergarten Specials consist of physical education, music, art, and library once a week.

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

Wyoming Primary has an unwavering belief in the ability of every student to achieve success. By developing Positive Behavioral Interventions and Supports (PBIS), we have a range of systematic and individualized strategies for achieving positive social and learning outcomes in our school community.

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

1. I am respectful.
2. I am responsible.
3. I am safe.
4. I am ready to learn.

### **Instructional Fees**

At the beginning of each school year, instructional fees are assessed based on each student's grade level and/or course/class load. Fees are available to be paid online via the [Wyoming PaySchools portal](#) the first week of September. Wyoming City Schools strives for financial stewardship and wants to partner with families to ensure fees are paid in a timely manner. Fees are due by October 31st and school buildings will send fee reminders throughout the year. Instructional fee waivers are processed

for those students who qualify for free lunch and complete the paperwork required for fee waivers. Applications for free lunch are available [here](#) through our nutrition services partner, Milford City Schools.

### **Student Dress Code**

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

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

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

### **Student Searches**

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

School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Contents of personal communication devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Random searches of vehicles and personal belongings may include the assistance of dogs trained to detect the presence of drugs.

### **FIELD TRIPS**

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

When attending an overnight trip that is school affiliated, the supervisor has the authority to make the final decision on rooming assignments. Additionally, with overnight trips, supervisors may arrange study tables/opportunities to help students keep up with their missed work.

AM and PM Kindergarten Field Trip Procedures—AM Kindergarten class leaves when the field trip ends and there is no busing home. PM Kindergarten arrives 15 minutes before the field trip's departure; there is no busing to school. They dismiss at regular time, which is 3:30 PM.

For egregious disciplinary issues, students may lose the privilege of attending field trips/overnight trips and a family's financial payments will not be reimbursed.

## **ANNUAL NOTICES**

### **Blood Borne Pathogens**

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

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

### **Non-Service Animals in Schools and Elsewhere on District Property**

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

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

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

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects they teach.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.

- The teacher's college major, whether the teacher has earned advanced degrees and, if so, the subject of those degrees.
- Whether any aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- For general information about your child's teacher, you may ask the school's principal, or you may talk to your child's teacher about their qualifications.

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

### **Public Attendance and Accessibility**

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

### **Safer Ohio School Tip Line**

To report a tip, call or text: 844-SaferOH or 844-723-3764. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety related concerns.

Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies and the Ohio School Safety Center (OSSC) for action and follow up. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day.

### **Title IX Coordinators**

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

Assistant Superintendent  
Ericka Simmons

513.206.7025

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

420 Springfield Pike

Wyoming, Ohio 45215

Director of Pupil Services

Dr. Gina Kirchner

513.206.7022

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

420 Springfield Pike

Wyoming, Ohio 45215

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

## **ACADEMICS**

### **Curriculum**

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

- *Kindergarten*—Our kindergarten students are instructed through the use of high interest materials across the content areas. Subject areas are taught in a cross-curricular method according to the Ohio state standards and the Wyoming courses of study.
- *Reading/Language Arts*—We strive for a structured literacy approach, which combines phonemic awareness, phonics, fluency, vocabulary and comprehension with guided, shared, and individual experiences in reading and writing.
- *Math*—Our program is based on the enVision Math series and Guided Math. These tools emphasize hands-on activities and experiences where skills build upon each other in the areas of counting, patterns, sorting, measurement, graphing, and estimation.
- *Science*—The National Geographic science curriculum is used for inquiry based instruction, utilizing hands-on application through science kits, books, and teacher generated materials. Students explore the areas of Earth and Space Sciences, Life Sciences, Physical Sciences, and Science and Technology.
- *Social Studies*—Students learn to use important social skills while acquiring knowledge of people, history, and places locally, nationally, and around the world.

### **Grading Philosophy**

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

### **Grading Scale**

The purpose of the grading scale is to clearly, accurately, consistently, and fairly communicate

learning progress and achievement to students and families. Teachers of all subjects will use the following grading standards on progress reports:

Kindergarten: During the first trimester, only benchmark information (including the letters and letter sounds the student can identify) will be reported. Kindergarten students will receive report card marks for academic areas in the second and third trimesters only to allow them time to acclimate to the school environment. Engaged Learner Characteristics marks will be reported in all three trimesters. The following keys will be used to report performance levels:

**Performance Level Key:**

**M** = Consistently meeting or extending the standard

**P** = Progressing toward understanding the standard but requires practice and support

**L** = Limited understanding of the standard; experiences difficulty and requires consistent practice and support

**NA** = Not assessed at this time

**Engaged Learner Characteristics Key:**

**A** = Always

**S** = Sometimes

**R** = Rarely

Grades 1-4 will receive standards-based report cards at the end of the first, second, and third trimesters. Academic performance on grade level standards and Engaged Learner Characteristics marks will be reported in all three trimesters. The following keys will be used to report performance levels:

**Performance Level Key:**

**M** = Consistently meeting or extending the standard

**P** = Progressing toward understanding the standard but requires practice and support

**L** = Limited understanding of the standard; experiences difficulty and requires consistent practice and support

**NA** = Not assessed at this time

**Engaged Learner Characteristics Key:**

**A** = Always

**S** = Sometimes

**R** = Rarely

Students in grades 1-4 will also receive a summary of their benchmark results (MAP Reading and Math) each trimester. That information will be summarized as:

**Benchmark Levels:**

**Above Benchmark:** 76th percentile or higher

**At Benchmark:** 40th-75th percentile

**On Watch:** 26th-39th percentile

**Below Benchmark:** 25th percentile and below

MAP Family Reports will accompany the report cards for a more detailed description of each child's strengths and areas for growth in reading and math.

### **Homework Guidelines**

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

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

### **Standardized Tests/Achievement Tests**

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

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

Please see the testing chart below.

| <b>Grade</b> | <b>Administered Tests</b>                      |
|--------------|--|
| Kindergarten | Ohio's Kindergarten Readiness Assessment (KRA) |
| Grade 2      | INVIEW Tests                                   |
| Grade 3      | OST - Math<br>OST - English Language Arts      |

Grade 4 OST - Math  
OST - English Language Arts  
INVIEW Tests

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

## **ATTENDANCE**

School attendance is a major component of academic success and we want every student to attend school regularly. In many cases, irregular attendance is the major reason for poor school work.

### **Absences from School**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which they have been assigned.

In accordance with the State law, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The State law considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. appointment with a health care provider
- C. illness in the family necessitating the presence of the child
- D. quarantine of the home
- E. death in the family
- F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- G. observation or celebration of a bona fide religious holiday
- H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. (Any classroom assignment missed due to the absence shall be completed by the student.)
- I. such good cause as may be acceptable to the Superintendent
- J. medically necessary leave for a pregnant student in accordance with Policy 5751 K.
- K. service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725
- L. college visitation
- M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
- N. absences due to a student being homeless

### **Contacting the School: Attendance Procedures**

Because it is important to receive notice from a parent/guardian when a student is absent, only a phone call or a written note (including email) from a legal guardian are appropriate forms of communication. A parent or guardian must contact the attendance line immediately when a child is absent from school. The date(s) of the absence and the reason for the absence must be provided to the attendance line. Whenever a student is absent or tardy, parents need to be

specific about the reason why so the school can accurately record the type of and reason for the absence (excused or unexcused). Simply saying “my child is going to be absent” or “my child has an appointment” does not provide enough information to accurately record the absence. An absence outside the scope of the aforementioned excused absence reasons will be considered unexcused and may result in the student not being able to make-up missed school work.

An automated call will be placed to the student's parent/guardian if a message is not received in advance by the school's attendance office. This contact will alert the parent/guardian to immediately contact the student's school to register their child's absence.

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

### **Excessive Absences**

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the student is considered *excessively absent*. The attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

The following “medical excuses” will not count toward a student's excessive absence hours: 1) personal illness; 2) illness in the family necessitating the presence of the child; 3) quarantine of the home; 4) health care provider appointments (doctor, dentist, mental health provider, etc.); 5) medically-necessary leave for a pregnant student in accordance with Policy 5751; 6) death in the family; or 7) another set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medically excused absence occurs any time a student is out of school due to illness or medical visit (physician, dentist, mental health, etc.). A medical excuse for personal illness will be accepted in the form of a doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to five (5) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. Medical excuse absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10 ) days if the student or someone in the student's family is in quarantine due to a recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

### **Habitually Truant**

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or

C. the student has received an age and schooling certificate.

G. religious expression days, up to three (3), with pre approval by the principal

Teachers are responsible for reporting attendance and tardiness to the front office, and attendance staff will maintain the database for attendance. Whenever possible, interventions for attendance are provided as a pattern of absences is developing. These may include referral to guidance counselors, attendance contracts, and/or a letter from the building administrator.

Because suspensions are considered non-absences, they do not count toward truancy triggers because suspensions represent a legitimate excuse to be out of school.

During a period of unexcused absence, students are held accountable for all content so learning is not interrupted.

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

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

Principals may release students before the end of a school day only upon presentation of a written, face-to-face, or phone call request from the child's parent or for emergency reasons. Students may be released only to a parent or to a properly-identified person authorized in writing by the parent to act on their behalf. A student may be released "on their own" only with verified parental permission. No students, regardless of their age, will be able to sign themselves out without permission from a parent or guardian. If an excuse for an absence is not presented within 24 hours, the absence will be marked unexcused.

Students with professional appointments (ex. doctor, dentist, court) need to bring a note to the school after the appointment. If a student is going to arrive late to school or leave school early, a detailed description of the absences must be provided in writing (such as a doctor's note for a doctor's appointment), or in a phone call within 24 hours of the absence/dismissal. If an excuse for an absence is not presented within 24 hours, the absence will be marked unexcused.

Parent(s), guardian(s), or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers. If parents or guardians will be out of town, it is helpful for the school to be notified of the names and phone numbers of the adults responsible for the child.

### **Tardiness**

Being on time matters, and we want students to take ownership of their time and understand the importance of punctuality. Students arriving tardy to school need a note or a phone call to the attendance line (513) 206-7315. A tardy outside the scope of the aforementioned reasons will be considered unexcused and will result in students not being able to make-up missed school work

and disciplinary consequences.

Students arriving between 8:35 a.m. and 9:40 a.m. without an acceptable excuse are considered tardy.

### Vacations

While students can miss school to take a vacation, these absences are considered unexcused, and in some cases where enough unexcused absences/hours are accumulated, can lead to the truancy process as dictated by Ohio law. Please refer to the Wyoming Primary School Attendance Process for more information. Whenever a proposed absence-for-vacation is requested, parents must notify the principal in writing. The purpose and length of the absence should be made clear. Those who would like to express their views on a potential absence must request an appointment with the principal.

- Vacations are documented as unexcused absences; however, students may make-up their work. If the make-up work is not completed, this will be reflected in the students' grades.
- Students will be expected to make up any major tests given during the absence on the first day back in school or at the teacher's convenience.
- Major papers/projects due during the period of absence must be turned in prior to leaving.
- All missed assignments must be turned in on the first day back in school or at the teacher's convenience.

### Attendance Support Process

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

| Number of Hours of Absences  | School Action   |
|--|---|
| <p>19 or more unexcused/excused hours in a week</p> <p>**A student may have up to 5 medically excused absences without a doctor's note but with a phone call from a parent/guardian. A medical excuse for personal illness will be accepted in the form of a doctor's note within 5 school days of the absence or a "parent call-in" on the day of the absence due to illness or doctor's visit.</p> | <p>The state law considers the following factors to be reasonable excuses to be time missed at school:</p> <ul style="list-style-type: none"><li>A. personal illness (a written physician's statement verifying the illness may be required);</li><li>B. appointment with a healthcare provider;</li><li>C. illness in the family necessitating the presence of the child;</li><li>D. quarantine of the home;</li><li>E. death in the family;</li><li>F. necessary work at home due to absence or incapacity of parent(s)/guardian(s);</li><li>G. observation or celebration of a bona fide religious holiday;</li><li>H. out-of-state travel (up to a maximum twenty-four (24) hours per school year) to participate in a District-approved enrichment or extracurricular activity;</li><li>I. such good cause as may be acceptable to the Superintendent;</li><li>J. medically necessary leave for a pregnant student;</li><li>K. service as a precinct officer at a primary, special or general election in accordance with the program;</li></ul> |

|   |   |
|---|---|
|   | <p>L. college visitation;<br/> M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;<br/> N. absences due to a student being homeless.</p>   |
| <p><b>With a non-medical excuse, or with an unexcused absence, or without a legitimate excuse</b></p> <ul style="list-style-type: none"> <li>• 38 or more hours in a school month, or</li> <li>• 65 or more hours in a school year</li> </ul> | <ul style="list-style-type: none"> <li>• Student is considered <b>excessively absent</b></li> <li>• Within 7 days of the triggering absence, the school's attendance officer must notify the parent in writing of the student's absences.</li> <li>• Around 85 hours of absences, an additional letter may be sent home.</li> </ul>   |
| <p><b>Without a legitimate excuse</b></p> <ul style="list-style-type: none"> <li>• 30 or more consecutive hours,</li> <li>• 42 or more hours in a school month, or</li> <li>• 72 or more hours in a year</li> </ul>                           | <ul style="list-style-type: none"> <li>• Student is considered <b>habitually truant</b></li> <li>• Within 7 days of the triggering absence, the district will: Select an absence intervention team (AIT), and make at least 3 attempts at meaningful contact with a parent or guardian</li> <li>• Within 10 days of the triggering absence: The student is assigned their AIT</li> <li>• Within 14 days of the triggering absence: Absence Intervention Plan (AIP) must be developed (can include counseling and referrals to community social service agencies)</li> </ul> |
| <p>Additional unexcused hours after attendance meeting and/or breaking of attendance contract</p>   | <p>At the discretion of administration, school privileges may be revoked (such as school dances, early release/late arrival, extracurricular activities, athletics – spectator or participation) and/or a referral for supportive services.</p>   |
| <p><b>Juvenile Court Filing</b></p>   | <p>The school district can file a charge of habitual truancy:</p> <ul style="list-style-type: none"> <li>• On the 61<sup>st</sup> day (or one business day after a holiday or Court closure) after the AIP was implemented if the student did not make progress on the plan or the student continues to be absent</li> <li>• Prior to the 61<sup>st</sup> day after the implementation of the AIP if the student is absent 30 or more consecutive hours or 42 or more hours in a month while the plan is being implemented</li> </ul>                                       |

\*Monitoring of student absences will occur biweekly. This information is adapted from Board Policy 5200.

## **DISCIPLINE**

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

## **Due Process Rights**

Per WCS Board Policy 5611 it is recognized “that students have limited constitutional rights when it comes to their education”; therefore due process will be enforced during all disciplinary situations.

## **Discipline Levels**

Wyoming Primary School uses a system of tiered consequences for its disciplinary action. As educational professionals, every effort is made to consistently support and protect our students. However, there are occasions where the use of flexibility within this plan by the administrative staff will best serve the needs of the individual student and the student population in general.

Through the use of the tiered system, administrators, teachers, and school counselors will work together in an attempt to find causes of student misbehavior so that the students may benefit from the wide range of educational experiences and course offerings. The Wyoming Primary School staff is always available to provide professional guidance and offer understanding and assistance when necessary.

The Assistant Principal will have the responsibility of working directly with the discipline of student misconduct. Every attempt will be made to communicate to parents all necessary information concerning discipline or attendance problems. Parents and guardians should feel free to contact the Assistant Principal for assistance.

Copies of the Discipline Code and relevant board policies are available in the office, upon request, to students and parents.

These discipline regulations apply to conduct: while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle, whose use is controlled, organized, or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel.

During the time of suspension (not to include in-school detention), expulsion, or removal, the parent, guardian, or custodian of the student (or the student if eighteen years of age or older) is responsible for the student. While suspended, expelled, permanently excluded, or removed from school, students are not permitted to attend curricular or extracurricular activities or to be on school premises for any reason unless a prior appointment has been made with school officials.

## **How The Tiered Consequence Chart Works**

**Level I: General violations of classroom, bus, and school rules.** These offenses are considered minor offenses and ones that can be addressed and corrected by a school staff member (teacher, paraprofessional, and administrator) or a bus driver.

**Level II: These offenses require an administrator to address the situation.** These behaviors are more escalated than Level I misconduct or have been repeated to the point that a teacher’s/ staff member’s multiple interventions have not corrected the behavior.

**Level III: These offenses significantly disrupt the educational process, school environment, and/or school related activities.** They may have repeated Level II

consequences and may include, but are not limited to, acts of physical aggression, vandalism, drug/alcohol possession or use, engaging in sexual acts during school/school related functions, and bullying. These acts may receive consequences of in-school detention (ISD) or out of school suspension.

**Level IV: Offenses of this nature are considered willful and/or malicious acts that may compromise the educational environment and/or safety for one or more students or staff members.** The consequences for Level IV behaviors may include, but are not limited to, out of school suspension and expulsion.

| Level of Offense  | Consequence  |
|---|--|
| <p><b>LEVEL I</b><br/> <i>Examples:</i></p> <ul style="list-style-type: none"> <li>● Disrespect to others</li> <li>● Horseplay/physical contact</li> <li>● Insubordination</li> <li>● Disruptive behavior</li> <li>● Cheating (minor assignment)</li> <li>● Personal Communication Device; second offense: cell phone to office)</li> <li>● Taking another's item</li> <li>● Electronic device: minor misuse</li> </ul> | <p><b>Consequence Action: Teacher Response Options</b></p> <ul style="list-style-type: none"> <li>● Verbal redirection</li> <li>● Seat change</li> <li>● Student/teacher conversation</li> <li>● Student/counselor conversation</li> <li>● Teacher/parent conference.</li> <li>● Student conference</li> <li>● Loss of privilege</li> <li>● Writing assignment</li> <li>● Restorative consequence (i.e. help clean classroom if making a mess)</li> <li>● Change of seat</li> <li>● Class detention (teacher maintained)               <ul style="list-style-type: none"> <li>○ Contact with home is required</li> </ul> </li> <li>● Class behavior plan</li> <li>● Written letter of apology</li> <li>● Lunch detention               <ul style="list-style-type: none"> <li>○ Phone call home required</li> </ul> </li> <li>● Teacher discretion may allow additional consequences</li> </ul> <p><b>If the offense becomes repetitive:</b> If offense continues and a teacher detention has been served and contact home has been made:</p> <ul style="list-style-type: none"> <li>● Office referral</li> </ul> <p>*Teachers are not limited to these options.<br/>           *Skipped detention: the teacher should contact home and attempt to reschedule. A second skipped detention will lead to an office assigned detention. A detention slip sent home with the student does not constitute contact home.</p> |
| <p><b>LEVEL II</b><br/> <i>Examples</i></p> <ul style="list-style-type: none"> <li>● Stealing (item(s) of value)</li> <li>● Cheating (test, major project)</li> </ul>   | <p><b>Consequence Action: Office Referral</b></p> <ul style="list-style-type: none"> <li>● If behavior took place in the classroom, the teacher should contact home and let parents know a referral was placed for behavior.</li> <li>● Office follows through with discipline in line with offense. Such discipline can consist of:               <ul style="list-style-type: none"> <li>○ Detention</li> </ul> </li> </ul>   |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>● Misuse of technology (personal or school) <ul style="list-style-type: none"> <li>○ Inappropriate website/obscene website, inappropriate communication, etc.</li> </ul> </li> <li>● Harassment</li> <li>● Insubordination (refusing to listen and leaving a classroom)</li> <li>● Repeated level I offenses</li> </ul>   | <ul style="list-style-type: none"> <li>○ Lunch detention</li> <li>○ In School Detention (ISD)</li> <li>○ Out of school suspension</li> <li>○ Administrator-student-parent conference</li> <li>○ Exclusion from extracurricular/athletic activity</li> <li>○ Behavior contract</li> <li>○ Temporary removal of the student from the classroom</li> </ul>  |
| <p><b><u>LEVEL III</u></b><br/> <i>Examples:</i></p> <ul style="list-style-type: none"> <li>● Bullying/threatening behavior</li> <li>● Vandalism</li> <li>● Discrimination</li> <li>● Fighting</li> <li>● Repeated/egregious misuse of technology (personal or school) <ul style="list-style-type: none"> <li>○ Inappropriate website/obscene website, inappropriate communication, etc.</li> </ul> </li> <li>● Harassment based on gender, race, sex, etc.</li> <li>● Dangerous objects/substances</li> </ul> | <p><b>Consequence Action: Office Referral</b><br/> The office follows through with discipline in line with offense. Such discipline can consist of:</p> <ul style="list-style-type: none"> <li>● Detention</li> <li>● In School Detention (ISD)</li> <li>● Out of school suspension</li> <li>● Exclusion from extracurricular/athletic activity</li> <li>● Behavior contract</li> <li>● Expulsion</li> </ul> |
| <p><b><u>LEVEL IV</u></b><br/> <i>Examples:</i></p> <ul style="list-style-type: none"> <li>● Weapon possession and/or use</li> <li>● Drug and narcotic possession and/or use</li> <li>● Miscellaneous malicious acts that may compromise the safety of the school community</li> </ul>   | <p><b>Consequence Action: Office Referral</b><br/> The office follows through with discipline in line with offense. Such discipline can consist of:</p> <ul style="list-style-type: none"> <li>● Exclusion from extracurricular/ athletic activity.</li> <li>● Behavior contract</li> <li>● In School Detention (ISD)</li> <li>● Out of school suspension</li> <li>● Expulsion</li> </ul>                    |

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

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

**Code of Regulations for Conduct of Pupils**

This code of regulations is adopted by the Wyoming Board of Education pursuant to 3313.661, Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular or extracurricular activities pursuant to Ohio Revised Code 3313.661 and Policy 5610 of the Wyoming Board of Education.

*The types of conduct prohibited by this code of regulations are as follows:*

1. Damage or destruction of school or private property, on or off school property.
2. Unauthorized bodily contact of a school employee on the school premises while in the custody or control of the school.
3. Possession, use, sale or distribution of a firearm on school property, in a school zone, or in any other areas controlled by the school during school activities.
4. Possession, use, sale, or distribution of a dangerous object (which may render physical harm to another improperly used) on school property, in a school zone, or in any other areas controlled by the school during school activities.
5. Possession or use of a “look alike” counterfeit weapon or instrument on school property, in any other areas controlled by the school.
6. Unauthorized bodily contact (Level I, II, III).  
The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school sponsored event.
7. Level I--Pushing, shoving, in the grasp
8. Level II--Students have physical altercation, but end altercation on their own.
9. Level III--Physical altercation had to be ended by bystanders/school personnel or is an act of assault

*Any unauthorized bodily contact may result in an automatic out of school suspension.*

10. Verbal, written, or electronic threatening, defaming, or intimidation of students or other persons on school premises or in the course of a school-related activity.
11. Bullying on school premises or in the course of a school-related activity.
12. Verbal, written, or electronic threatening or intimidation of school employees.
13. Chronic misbehavior which disrupts or interferes with any school activity.
14. Disregard of reasonable directions or commands by school authorities including school

administrators and teachers.

15. No backpacks, bags, or purses of any kind are allowed in classrooms or hallways during the school day. Students are required to store such items in their school lockers during the school day.
16. Any disruption or interference with school activities (including promposals).
17. Presence in areas during school hours where a student has no legitimate business without permission or supervision of school administrators or teachers.
18. Presence in areas outside school hours where a student has no legitimate business without permission or supervision of school administrators or teachers after 3:05 p.m.
19. The student, staff, and municipal parking lot is off-limits during the school day. Students may go out to their cars with permission from the administration.
20. Leaving school during school hours without permission of the proper school authority/not signing in upon return to the school building.
21. Distribution or placement of pamphlets, leaflets, buttons, signs, insignia, etc. on school property without the permission of the proper school authority.
22. Demonstrations by individuals or groups causing disruption to the school program.
23. Disrespect to a teacher or other school authority.
24. Skipping detention.
25. Refusing to take detention or other properly administered discipline.
26. Falsifying information given to school authorities in the legitimate pursuit of their jobs.
27. Possessing, distributing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any underage drugs, un-prescribed drugs look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the school or in school-controlled vehicles.
28. Possessing, distributing, transmitting, concealing, consuming, appearing under the influence of, using or offering for sale any tobacco products (including smokeless tobacco), look-alike tobacco products, electronic cigarettes, including any paraphernalia, while on school grounds or facilities, at school-sponsored events, or in other situations under the authority of the school or in school-controlled vehicles.
29. Possessing, distributing, transmitting, concealing, consuming, appearing under the influence of, using or offering for sale any alcoholic beverages including non-alcoholic beers and any paraphernalia, while on school grounds or facilities, at school-sponsored events, or in other situations under the authority of the school or in school-controlled vehicles.
30. Sexual harassment.  
Sexual harassment has no place in the Wyoming City School District and will not be tolerated. Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of

a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays of sexually suggestive obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.

31. Turning in or threats of false fire, tornado, bomb, or disaster alarms.
32. Extortion of a pupil or school personnel.
33. Forgery of documents.
34. Skipping class.
35. Tardy to school
36. Tardy to class.
37. Cheating or plagiarizing. (See Code of Academic Integrity)
38. Hazing.
39. Gambling.
40. Public display of affection.
41. Engaging in sexual acts/sexual touching on school premises or school related functions.
42. Unwelcome sexual conduct.
43. Publication of obscene, pornographic, or libelous material.
44. Use of indecent or obscene language in oral or written form or gestures/cursing.
45. Use of offensive language in a discriminatory manner. Federal law protects students from discrimination of race, color, national origin, sex, religion, familial status, and disability. It also protects students who do not conform to stereotypical notions of masculinity and femininity.
46. Indecent exposure.
47. Setting or attempting to start a fire, or using or possessing smoke bombs, fireworks, incendiaries, etc.
48. Possession of a lighter.
49. Theft and/or possession of stolen property.
50. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education.
51. Disobedience of driving regulations while on school premises.
52. Collusion, complicity, attempt, and aiding and abiding in the violation of a perversion of the Student Code of Conduct.
53. Compromising the school's safety.
54. Defaming others (staff or students).
55. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or in the control or custody of the school district regardless of whether on or off school premises, or at a school-related or extracurricular activity regardless of

location.

56. Any other activity by a pupil, which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity while in the control or custody of the school district regardless of whether on or off school premises, or at a school-related activity regardless of location.
57. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, Ohio Juvenile Code, and/or any municipal criminal or juvenile ordinance.
58. Misuse of technology or turning on personal communication devices during school hours when not permitted. Student use of cell phones is restricted to passing periods, before/after school, and during lunchtime in the cafeteria. Cell phone use is prohibited in the classroom. Students are encouraged to keep their cell phones in their lockers or in the classroom pocket folders during class time. The amount of points assigned will be determined by the type of device, the quantity of infractions, and the severity of the offense. For example, a personal communication device used to record during standardized testing, or in a restroom, is a serious offense that carries severe consequences.
59. Aggression towards others.
60. Repeated violation of the Student Dress Code

### **Permanent Exclusion**

When a student commits one of several serious crimes which are specified by law, the Superintendent may seek to have that student permanently excluded from school. The offenses for which permanent exclusion is authorized are as follows:

1. conveying deadly weapons onto school property or to a school function;
2. possessing deadly weapons on school property or at a school function;
3. carrying a concealed weapon on school property or at a school function;
4. trafficking in drugs on school property or at a school function;
5. murder or aggravated murder on school property or at a school function;
6. voluntary or involuntary manslaughter on school grounds or at a school function;
7. assault or aggravated assault on school grounds or at a school function;
8. rape, gross sexual imposition or felonious sexual penetration on school grounds, at a school function or when a victim is a school employee and;
9. complicity in any of the above offenses, regardless of location.

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

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

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en-route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school approved, or school related activity or

function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

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

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

### **Student Conduct On School Buses**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses. Students have duties and obligations, which will contribute to a safe and orderly bus ride, and therefore, are responsible for complying with the following rules. The failure of a student to follow these regulations may result in the loss of bus privileges:

1. Be careful in approaching bus stops; walk on the left toward oncoming traffic; be sure the road is clear both ways before crossing the roadway.
2. Be on time for the bus.
3. Sit in their seats. Bus drivers have the right to assign a student to a seat to assure reasonable conduct.
4. Remain seated while the bus is moving.
5. Obey the driver promptly; realize that they have an important responsibility and that it's everyone's duty to help. Students should not talk to the driver unless necessary while on the route.
6. No student will enter or exit from the bus through the emergency door unless specifically instructed to do so by the driver. The exit must always remain free of obstructions.
7. Keep the bus clean. No chewing gum, candy, etc., is permitted on the bus.
8. Refrain from disruptive behavior.
9. Students shall not be loud or use improper language.
10. Students may carry on the bus only objects that can be held in their laps (i.e. large musical instruments such as the cello or bass are at the discretion of Petermann).
11. Students are never permitted to transport animals, glass objects or other potentially dangerous objects on the school bus. No balloons shall be permitted on the bus.
12. No skateboards, scooters, or hockey sticks on the bus.
13. Keep your head, arms, and hands inside the bus at all times.

14. Be courteous to fellow students and the bus driver.
15. Treat bus equipment properly.
16. Remain seated until the bus stops to unload, wait for the sign from the bus driver, and then cross in FRONT of the bus.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Students will be picked up and dropped off at their appointed bus stops. Students should arrive at pickup points no more than 10 minutes prior to the scheduled time of the arrival of the school bus. All students who cross the roadway to board or depart from the bus shall wait for the driver to signal them to cross. The student shall then cross and stay at least 10 feet from the front of the bus.

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

Arrangements for a different pick-up or drop-off are not permissible. If there are extenuating circumstances, changes in bus transportation must be pre-approved through building administration. Notes written to the bus driver will not be accepted. Riding the bus to school is a privilege and convenience.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

## **HEALTH INFORMATION**

### **Administering Medication To Students**

When possible, parents/guardians should administer medications to their child(ren) at home. We understand, however, that many students are able to attend school regularly only through effective use of medication to treat illness and/or health conditions. If a student needs to take physician prescribed or over-the-counter (OTC) medication at school, the parent/guardian understands and will comply with the following guidelines:

- A completed [Medication Authorization Form](#) must be received by the principal or their designee. No medication-prescription or over-the-counter, will be administered without a Medication Authorization Form signed by the prescriber and parent/guardian. Forms may be faxed to the Middle School (513-206-7245) or hand-delivered to your child's school.
- Parent/guardian authorizes an employee of the school board to administer the medication(s) listed on the Medication Authorization form.

- Prescribed medication(s) must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration, and the date of drug expiration when appropriate. OTC medication must be brought to school in an original, unopened container/package and should be labeled with the student's name.
- All medication must be delivered to school by a parent/guardian. Please do not send medication to school with your child.
- Parent/guardian will submit additional parent/prescriber signed statements if the medication and/or dosage of medication is changed.
- Parent/guardian authorizes the school's licensed healthcare professional to talk with the prescriber or pharmacist to clarify medication order.
- Controlled substances will be counted and verified by parent/guardian and designated school staff members.
- Medication Authorization Forms expire at the end of each school year and must be resubmitted yearly.
- No employee who is authorized to administer a prescribed drug and who has a copy of the Medication Authorization Form will be liable in civil damages for administering or failing to administer the drug, unless they acted in a manner that would constitute gross negligence or wanton or reckless misconduct.
- No student shall administer any medications to other students.

### **Food Allergies and Intolerances**

We want to be diligent regarding food allergies; therefore, if your child has a food allergy you are required to provide a physician's note to the school nurse. An updated note is required with any change in allergy. Upon receipt of the physician's note, your child's meal account will be noted and a food substitution can be offered. If you have any questions, please contact the school's health staff for assistance.

For the safety of students, food is limited to the cafeteria. Circumstances do allow for food in the classroom. Here are the [Wyoming City Schools Guidelines for Food in the Classroom K-12 and Allergy Free Food Options](#). Daily Classroom Snacks must be on the approved list. Half Day Kindergarteners are unable to have a daily snack due to time constraints.

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

### **Outside Food for Lunch**

#### **Wyoming Primary School Food Policy**

To ensure a safe and distraction-free environment for all students and staff:

- **Food delivery from outside vendors** (such as DoorDash, GrubHub, Uber Eats, etc.) is **not allowed** at school.
- **Parents may not bring fast food** from restaurants for their child to eat during lunch at school.

Thank you for your cooperation in helping us maintain a safe and focused learning environment

## **TECHNOLOGY**

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

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

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

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

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

### **School Telephone Use**

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

## **TRANSPORTATION**

To ensure the safe arrival and departure of children to and from school, certain procedures must be followed:

1. Children walking to or from school must follow common safety rules and obey the traffic guards along the route. (Always cross in designated crosswalks) Children must be instructed to respect private property and other children on their way to and from school.
2. For the safety of the children, the driveways are limited to school bus traffic only.
3. Students using bus transportation service are limited to established pick-up/drop-off assignments.
4. At dismissal time, students will use their usual mode of transportation unless otherwise advised with a note in advance from home. If other arrangements need to be made (i.e. emergency), please call the office before 3:00 P.M. so that the student's teacher may be informed. A student requesting a change in plans without a note, or a call from parents, will be sent home using their usual mode of transportation.
5. Children riding bicycles to and from school must park them in the racks. BICYCLES SHOULD BE PROPERLY LOCKED. The school is not responsible for damaged or lost bicycles.

The District provides transportation for all students in grades K-8 who live outside of 1.25 miles from their respective school. School bus service is provided by Petermann Transportation on behalf of the District. In accordance with State of Ohio transportation regulations, each student who is eligible for transportation will be automatically routed and will be assigned to a specific bus stop. Route information, including bus stop locations and pick-up times are updated annually on the District website the first week of August. District communication will be distributed to families regarding transportation details.

### **VISITOR POLICY**

The Wyoming City School District welcomes and encourages visits to school by parents, guardians, caregivers and other community members.

When visiting our campuses, all visitors are asked to participate in an onsite background check through Raptor Technologies. More information about Raptor Technologies is available [here](#). This visitor management process helps us strengthen our district's program of campus safety for students, faculty, staff and visitors.

A scan of a driver's license (or other state-issued or alternative form of identification) initiates the check against a national sex offender database at the time of the visit to the building. The Raptor system will only record the visitor's name, date of birth and photo for comparison with the national database. No information from the ID scan will be shared with any other agency or authority.

Once entry is approved, a badge that identifies the visitor, the date and the purpose of the visit will be generated. Children under the age of 18 who do not have a valid ID may be allowed to visit as long as they are accompanied by an adult who has completed the check-in process and been issued a badge.

Contractors and subcontractors will be subject to the same procedure as visitors.

A visitor's badge is not necessary for those who visit school buildings simply to drop off or pick up items or students. In the event that a person does not have valid identification, they may still be given access to the building, but will be escorted at all times by a school staff member.

In accordance with the Americans with Disabilities Act, the district will make reasonable accommodations so persons with disabilities may access Wyoming schools and school events. If special arrangements due to disability are necessary, please contact the building principal for assistance.

The visitor management process will only be used during school hours. Attendees at after-hours events such as performances, ceremonies, or academic/athletic competitions will not be required to complete the process.

## **BUILDING SPECIFIC INFORMATION**

### **Lunch**

Children in the primary schools have the option of eating lunch at school or going home for lunch. Eating lunch at school is a privilege and proper conduct is expected at all times. Students who bring their lunch to school from home may purchase milk at school. Children going home for lunch must present a note to their teacher indicating parent permission to do so.

Due to the limited space in all three school cafeterias, parents requesting to have lunch with their children may do so by signing their child out and enjoying lunch off the school premises.

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

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

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

AM Kindergarten parties—10:30-11:15 (Halloween, short parade through the school and at 11:30 dismissal for parents)

PM Kindergarten parties—2:30-3:15 (Halloween, students participate in whole school parade)

### **Personal Belongings**

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

### **Recess Rules And Procedures**

Wyoming Primary Schools playgrounds are safe, fun, friendly and noncompetitive environments where all interactions between students and adults are respectful. Recess is a privilege to be enjoyed by students honoring the Code of Regulations for Conduct of Pupils as prescribed by the Board of Education. Students who choose to ignore the Code of Regulations for Conduct of Pupils may lose the privilege of recess.

### **Room Parents**

If you are interested in volunteering as a room parent, contact your child's teacher. Two room parents are appointed for each classroom. The room parents assist the teacher by organizing and arranging classroom parties and recruiting membership in the Parent School Association (PSA).