



VWES Student Handbook

2025-26



Home of Cougar Pride

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 es.vwcs.net

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Mr. Justin Krogman, Principal

Mrs. Tracy Wehner, Assistant Principal

PRINCIPALS' MESSAGE

On behalf of the staff and administrators of Van Wert City Schools, we would like to welcome students and their parents to the new school year. Education at Van Wert City Schools is designed to meet the needs of each individual student, and ultimately each individual will gain from school according to the effort applied. To increase the degree of educational success it is imperative that teachers, parents, and administrators communicate openly and frequently concerning the progress of students.

The school makes special efforts to create and promote a healthy relationship between the home and school. Newsletters, regular conferences, and direct contact with parents are part of these efforts. Parents are encouraged to initiate their own contacts whenever necessary.

Our schools have a proud tradition of academic excellence. Working together will assure this year will be one of the very best.

VAN WERT CITY SCHOOLS STRATEGIC PLAN

Education • Innovation • Tradition

Van Wert City Schools will continue to be a source of Cougar Pride while providing each student a quality education through innovative instructional methods and technology.

VAN WERT ELEMENTARY MISSION STATEMENT

We at VWES work our hardest to demonstrate responsibility, kindness, and compassion for those within our building and in our community. We strive to make every day a great day and have fun as we extend our learning.



SCHOOL COLORS AND SCHOOL MASCOT

The Van Wert City School mascot is a Cougar and the school colors are scarlet and gray. We encourage our students to identify with these symbols as a representation of our school pride and spirit.

ADMISSION REQUIREMENTS

A child whose fifth birthday falls on or before August 1st is eligible to enter kindergarten. Kindergarten is mandatory before entering first grade. Early admission to kindergarten is permissible provided the policy adopted by the board of education is followed. Initial entry of pupil into VWCS shall provide a copy of the birth certificate, immunization record, and child custody order in accordance with the ORC (Ohio Revised Code).





ATTENDANCE

Parents must contact the school office each morning when a child is to be absent or tardy. Please call the School Office (419-238-1761) before 8:30 a.m. or you may send the teacher a note with another child.

Van Wert City Schools considers every school day important to each child's academic progress. Parents should make every effort to take vacations when school is not in session. However, it is also understood that all vacations cannot align with the school calendar. Family vacations must have prior permission granted by the Principal. Vacation days are limited to 5 (five) days per school year.

Arriving on time is important to your child in developing good work habits and it is important to your child's class so that the education process is not interrupted. Students who *arrive after the 8:20 a.m. tardy bell will be considered tardy* and must stop at the office to get a tardy slip. *Students who leave after 2:20 p.m. but before the end of the day will be coded as "Early Dismissal."* **Tardy and early dismissal issues are both counted as truant occurrences.**

If you are picking up your child/children early or if you call ahead to request that someone else will be picking them up, for safety purposes, the school will check that they are listed as your child's emergency contact and may be required to show identification.

If a student is absent from school and visits the doctor, please provide a doctor's excuse to the school office. Absences with a doctor's slip will not count toward the 72 hours described as "Habitually Truant."

If the student is on a field trip with a parent/guardian and the student leaves the field trip or school before the end of the school day, then the student will incur an unexcused absence.

Regular school attendance is absolutely essential and required by law. Absences with parent/guardian verification are not to exceed the hours limits as set forth by ORC.2151.011. The definition of habitually truant (ORC 2151.011) has changed from days to hours and is listed as the following:

- a. Absent 30 or more consecutive hours
- b. Absent 42 or more hours in one school month
- c. Absent 72 or more hours in one school year

VAN WERT CITY SCHOOLS

Transportation Procedures

We believe that “consistency means safety” and therefore we believe we must limit the daily changes to transportation plans that our schools receive.

- * For **ALL** buildings, any changes in after school transportation provided by the district, (busing), must be delivered to the school by a note from the parent/guardian or by a telephone call from the parent/guardian to the school no later than **2:00 p.m.** on the day of the change.
- * Parents will designate **ONE** bus stop location as their child’s **primary/normal** bus stop. Students must ride this bus daily, unless the school is notified by **2:00 p.m.** that day and your child would then be a pickup from their school.
- * **A secondary/emergency bus stop may be designated.** Students may ride a secondary/emergency bus only on occasion and if the reason for the change is pre-approved by the principal. Families that have shared parenting agreements may designate a second bus stop when the mother and father do not live together. These families must provide the school(s) with a monthly calendar (by the first of each month) showing where the child goes each day. No student will be transported to an address outside of our school district or to a bus stop that is not already an established bus stop.

Parents/Guardians will no longer be permitted to switch to a different bus stop for convenience reasons (i.e. after school social events, lessons, ball games, parent is running late, riding with friends, etc.) If a parent/guardian cannot get to their child’s normal bus stop, the parent’s/guardian’s options would be to ask someone else to pick them up at the normal bus stop OR request, with a note or call to the school by 2:00 p.m., to pick their child up from the school building at normal dismissal time.

- * If the parent/guardian is hosting or involved with a birthday party, slumber party, social event, dance or sporting event after school which includes students other than their own, they will not be permitted to have those friends ride the bus home or to a bus stop with their student. If a parent/guardian is having an event like this, that parent/guardian may pick up all of the students from the school at the normal dismissal time. The parent of each child riding home with another parent/guardian must provide the school with a note or a phone call permitting this. Again, this must occur before 2:00 p.m. on the day of the change. We appreciate your cooperation with this to allow a safe and organized dismissal.
- * For transportation to school, if your child regularly rides one of our shuttle busses, please refrain from changing the bus stop your child goes to in the morning. The bus drivers need to know what students are riding their buses. If you must change the morning shuttle your child rides, please notify the school at least 48 hours in advance so the bus driver can be notified.

Students scheduled to leave early from school for an appointment will be called down to the office upon the arrival of the parent/guardian. This will allow for us to maximize educational time and minimize disruption and confusion.



NOTE: *Per board policy, a student may be suspended from school bus/vehicle riding privileges for all or part of the school year for any violation established regulations for bus conduct and/or for conduct on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.*



BUS RULES

If students ride a bus, the following safety regulations are important and they are aligned with our elementary Cougar C.L.U.B. PBIS program:

- The bus driver is, at all times, in full charge of the bus and the students who ride it.
- Listen to the bus driver's directions.
- Keep hands, feet & objects to yourself.
- Stay in line all the way to the bus.
- Quiet talking.
- Use kind words.
- Encourage others to follow the rules.
- Stay in your seat.
- Quiet at the railroads.
- Keep aisles free of all objects.
- No eating or drinking on bus.
- Keep all body parts & objects inside bus.

In extreme or repeated cases of misbehavior, as stated in board policy, a student may be denied transportation for a period time. Parents will be notified when students are suspended from riding the bus.

If you are dropping off or picking up your child/children, please see the map and instructions at the end of the handbook. Please make sure you are ready for them to get out of the car safe and quickly. Please pay attention to those directing you for pick-up, there are a lot of students we need to ensure remain safe and get to their cars quickly. Students who refuse to come into the building **MUST** be brought into the office by the guardian and/or parent.

If your child/children are a parent pick-up, there is a sign in sheet on the commons door for you to sign in. Please sign your child/children's name and wait in the line. A staff member will call their name for dismissal.



CAFETERIA BREAKFAST & LUNCH POLICY

Students are not allowed to bring in food/drinks to consume as breakfast in the morning. Any food or drink must be finished before entering the building. We appreciate your full cooperation on this to keep our building clean before the school day begins.

All food at lunch time must be eaten in the cafeteria. While eating in the cafeteria, students should be courteous, deposit all litter in wastebaskets, and leave the table and floor in a clean condition. Glass containers are not permitted in the cafeteria because of the danger of breakage. Packed lunches must contain a beverage other than pop. Occasionally a student may lose or forget his lunch money, and if this occurs, he may charge his lunch for that day only. For safety reasons, we do not allow lunch visitors. We understand that it is an enjoyable experience for both students and parents, but to ensure the safety of everyone, we do not support this practice.

CAFETERIA cont.

Van Wert City Schools participates in the National School Lunch Program sponsored by the United States Department of Agriculture (USDA) which permits the school to offer free and reduced price meals to students who qualify.

Students may purchase their lunch at school, or bring their lunch with them; however, "FAST FOOD" lunches to school are prohibited.

Free or reduced priced lunches are available to children who are determined eligible following the return of applications, which will be made available to all families at the beginning of the school year. Applications can also be found in the school office or on the school's website. Applicants are responsible for meals until a free or reduced application is completed and approved.

The cafeteria uses a computerized debit system to purchase lunches.

Money can be deposited into the account whether the student is free, reduced or a full paying student. Money will only be deducted when the student uses the account. Checks should be made payable to Van Wert City Schools and the student's name and /or ID# should be on the check. The student may use this account for meal or ala carte purchases.

This is a completely confidential system. All students access the system in the same manner regardless of whether they receive free, reduced or full price meals. The computer will deduct a meal charge from the student's account according to their pay status.

Van Wert City Schools provides breakfast daily in each of our buildings except when school is delayed.

Offer vs Serve Policy

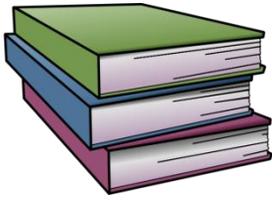
Offer vs. serve provision of the school lunch program means students are offered five food components each day from within the federally-required traditional lunch pattern. Van Wert City Schools offers this to students in grades 1-12. All students are encouraged to take all items offered, however under offer vs serve, students need only take a minimum of three of five components offered one of which must be a fruit or a vegetable. This allows students to refuse a food item they do not like, encourages freedom of choice, and helps eliminate waste

CHARGING POLICY

In grades 1-5 a student may charge up to 5 lunches. Charge slips are sent home weekly. A phone call will be placed to the parent/guardian to resolve this issue. The last three weeks of the school year there will be NO CHARGING allowed.

All menus are subject to change without notice.

This institution is an equal opportunity provider.



CARE OF BOOKS, VALUABLES AND PROPERTY

Students are responsible for proper care of all **textbooks and library books**. If books are lost or damaged, the student is responsible for their replacement or repair.

Each student is expected to assume responsibility for the care of all school property. Students who damage property are responsible for paying the damage. Disciplinary action will be taken by the school concerning malicious behavior which results in damages. Students are urged to keep anything of value at home and are responsible for the loss of valuable items. Any loss of valuable should be reported to the principal's office.

CODE OF CONDUCT/STUDENT DISCIPLINE CODE

A violation of any rule herein may result in disciplinary action including suspension or expulsion!

A. Fighting

Students have many opportunities to solve differences without resorting to fighting. Teachers, counselors, coaches, and administrators are available for discussion of differences. Fighting is not permitted in the building, on school grounds, or in buses. If a physical altercation occurs, students are to consult an adult immediately.

B. Hazing

It is policy of Van Wert Board of Education that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to nay person.

C. Disruption of School

A student shall not, by use of violence, force, fear, coercion, threat, intimidation, noise, passive resistance, or through any conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall he/she engage in any conduct or urge other student to engage in conduct which would result in a material disruption of school.

D. False Alarms

A student shall not initiate a false fire alarm or bomb threat that may place in danger the lives of those associated with the school.

E. Insubordination

Insubordination is the refusal of a student to cooperate with a reasonable request by a staff member of the school system. Any action judged by school officials to involve misconduct or misbehavior and not specifically mentioned in other sections will be dealt with as insubordination.

F. Narcotics, Drugs, Alcoholic Beverages

A student is prohibited from using, possessing, or transmitting any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.

G. Tobacco

The use of tobacco products by students is prohibited on school property or in the vicinity of the school. Possession of any tobacco products is prohibited. The penalty for tobacco use may result in a suspension/expulsion and notification to local law enforcement agencies.

H. Counterfeit Drugs/E-Cigarettes

The use of any counterfeit controlled substance means the following:

- Any substance that is represented to be a controlled substance but is not a controlled substance or is a difference controlled substance.
- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- No person shall knowingly possess any counterfeit controlled substance.
- Students will face suspension if found to be in violation of the "Counterfeit Drugs/E-Cigarettes" policies.

I. Weapons and Dangerous Instruments

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon or a look alike weapon either on the school grounds during and before or after school hours, or off the school grounds at any school activity or on school buses.

J. Theft

Theft of school or other person's property will not be tolerated. Legal steps may be taken against persons found guilty of theft.

K. Assault on an Employee

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee.

L. Responsibility

Students and their parents (guardians) will be held financially responsible for any vandalism that the student commits on school property. Court action may be taken if deemed necessary.

M. Repeated Violations

A student shall not repeatedly fail to comply with regulations necessary to operate the educational system.

N. Threatening, Degrading, or Disgraceful Acts

A student shall not engage in any act which threatens, degrades, disgraces, or tends to threaten, degrade, or disgrace another person, by written, verbal, or gestural means.

O. Morning Drop-Off

Parents are expected to ensure that students are physically and emotionally regulated before arriving at school each day. If a student refuses to enter the building, a parent or guardian must accompany the child into the front office. Please note that staff are not able to assist in these

situations. While staff enjoy greeting students in the morning, it remains the parent's responsibility to ensure their child enters the building safely.

***NOTE:** Toys, electronic gadgets, trading cards, and similar items should be kept at home, as they are not needed at school. These items are not allowed on campus and, if brought, will be confiscated. Confiscated items will only be returned when a parent comes to pick them up. Other items, such as fidget toys, may also be confiscated if they become a distraction either inside or outside the classroom. *Additionally, it is the responsibility of parents to ensure that unsafe items are not brought to school.*

Van Wert Elementary Cougars

Building Expectations

PBIS Matrix--Positive Behavior Interventions and Supports

	Use C.L.U.B. to: Be Respectful	Use C.L.U.B. to: Be Responsible	Use C.L.U.B. to: Be Safe
Arrival/ Dismissal	<ul style="list-style-type: none"> • Use inside voice (0-1) • Listen to all adults 	<ul style="list-style-type: none"> • Be ready to leave 	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and objects to yourself • Stay in your seat
Bus	<ul style="list-style-type: none"> • Use inside voice (0-1) • Listen to all adults 	<ul style="list-style-type: none"> • Be ready to leave 	<ul style="list-style-type: none"> • Walk at all times • Seat on Seat and Back on Back • Keep food and drink in backpack
Hallways	<ul style="list-style-type: none"> • Use inside voice (0-1) • Listen to all adults 	<ul style="list-style-type: none"> • Face forward 	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and objects to yourself • Stay on the right side
Restroom	<ul style="list-style-type: none"> • Use inside voice (0-1) • Wait patiently and give privacy 	<ul style="list-style-type: none"> • Flush • 1 (soap) and 3 (paper towel) rule • Leave no trace 	<ul style="list-style-type: none"> • Walk at all times • Keep floors dry
Playground	<ul style="list-style-type: none"> • Use outside voice (3) • Listen to all adults • Include everyone • Be a good sport 	<ul style="list-style-type: none"> • Dress for the weather • Line up quickly with inside voice (0-1) • Report problems to an adult 	<ul style="list-style-type: none"> • Take turns • Keep hands, feet, and objects to yourself • Watch for others
Commons	<ul style="list-style-type: none"> • Use inside voice (0-1) • Listen to all adults • Say please and thank-you 	<ul style="list-style-type: none"> • Clean hands - use hand sanitizer • Leave no trace 	<ul style="list-style-type: none"> • Walk at all times • Keep hands, feet, and food to yourself • Stay in your seat

DELIVERIES

Edible Treats

- All treats need to be pre-packaged
- Please notify the classroom teacher in advance
- Please deliver treats to the office before 10:00am to ensure classroom delivery

Flowers/Balloons

- Deliveries will be held in the office until the end of the day
- Please keep in mind that safety regulations prohibit large bouquets/balloons on buses due to distraction/safety issues for bus drivers & the safety of our students.
- Please consider picking up your student at the end of the day, if you have anything delivered to them, to ensure safety on the buses. If we have major concerns with items received, the school may require a parent/guardian to pick up balloons/flowers.

DRESS AND GROOMING



The basic responsibility for the dress and grooming of students attending Van Wert City Schools rests with parents and students. The continued cooperation and good taste shown by the large majority of parents and students of VWCS is desired.

The guidelines set forth in this dress code have been approved for elementary students by the Board of Education.

Articles of clothing or any other possible distractions (hair style, hair color, headbands, etc.) that become disruptive to the educational process will not be allowed. Clothing with offensive illustrations, drugs, alcohol, tobacco, or sexual slogans, illustrations or innuendos, bizarre or unusual clothing are considered in violation of the school district's dress code policy.

Please abide by the following clothing guidelines in accordance to the dress code:

Pants: Appropriately worn at/above the waistline for all students, legged garments worn the second and third nine weeks should be no shorter than midcalf.

Shorts: Must be finger-tip length; *only permitted August-October 31 & April-Last day of School*

NOTE: compression tights worn under SHORTS are not permitted November-end of March

Skirts, Dresses, Split Skirts: No shorter than finger-tip length.

Shirts: No tank tops, strapless, bare midriff, muscle shirts, or see-through blouses.

Shoes: Closed-toe shoes are required. No light-up shoes due to distraction to others.

Hats: No hats, bandanas, scarves or other head gear in the school building.

Coats/Jackets: Not to be worn in the building during the school day.

Tattoos: Tattoos (temporary or permanent) are not permitted to be visible during the school day.

Undergarments: Any visible undergarment is considered violation of school dress code.

Soiled, torn or cut off clothing: Not permitted.

GRADE CARDS



Grade cards are issued at the end of each trimester to help parents understand how their child is progressing in school.

HOMEWORK



Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

MAKE-UP WORK

Make-up work for students who are absent will be assigned when students return to school. A student will be given one day for each day of absence to complete the make-up assignments.

LOST AND FOUND

A place for lost and found articles is located in the Commons. Articles will be disposed of if not claimed within a reasonable time. Every year articles of clothing, purses, and equipment are left in the Lost and Found, so be sure that your child checks there first if he or she has lost an item.

MEDICAL INFORMATION

Emergency Medical Forms



Each student must have on file in the principal's office of the attending building an emergency medical form. This form will give the needed contact information if and when an emergency would arise. It also allows or permits a doctor(s) to give medical attention to students when the parents cannot be contacted. This form must be signed by the parent or guardian. Parents are asked to notify the school with any medical changes that may occur throughout the year. These forms should be updated with address and telephone numbers as they occur.

Medication Policy

School personnel are not permitted to dispense medication without written authority of a doctor. Any parent that has a child that must make advanced arrangements with the principal. A copy of the medication policy and necessary forms can be obtained at that time.

School Nurse

The school nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, and vision screening. Please be sure to contact the school nurse if your child has any unusual health problems.

District Letter for Head Lice Identification and Treatment

Student's Name: _____ Date: _____

Your child was found to have head lice (bugs and/or eggs) today. Please follow these treatment instructions:

1. Check the rest of the household members for head lice. (In shared custody situations, both households need to check.)
2. Purchase a lice killing product and treat your child and any other family member, who also has lice. Follow the directions on the product **exactly**.
3. Remove any dead lice and nits (eggs) by combing through hair with a nit comb and by removing with fingernail, starting at the scalp and pulling down the entire length of the hair shaft. Dispose of nits in trash bag. It helps to nit-pick in a well-lit room.
4. Do nit-picking daily, until all nit (eggs) are gone.
5. **If you are still finding live lice after treatment, contact your health care provider.**
6. If your child has long hair, please pull it back into a pony-tail during school hours, until they are cleared.

**** Your child must be checked by the nurse or designated school personnel, before being admitted back to class. They may return to class, if no live bugs are found after treatment, although nits (eggs) may still be present. Your child will be excused 2 days to do treatment for the first and second occurrence. An occurrence is defined as the period of time when the lice is first discovered and until student is clear by nurse. In order to be cleared, your child must be free of bugs and nits (eggs) for 2 weeks in a row. Your child will be checked weekly, until cleared. If at any time during weekly checks a live bug is found, you will be called to pick up child from school. Siblings (VWCS students) of the child, who have lice, will also be checked weekly, until all are cleared.**

Once treated, it is really important to do the following steps, starting the day of each treatment. Lice treatments only kill the lice and nits on the person's head at the time of treatment. It does **not prevent re-infestation. Parents must be clear of bed bugs for 2 weeks if they would like to volunteer.**

1. Vacuum all rugs, carpeting, upholstered furniture, car seats, and mattress. Daily vacuuming is best.
2. Wash all clothing and bedding. What you can't wash, may be dried on high heat for 20 min, or bag items for 2-3 weeks. (This includes stuffed animals and couch accessories.) Only wear an outfit one time, then wash it.
 - It is best to wash bedding and coats/hats daily, but if unable to do so, at least put in hot dryer daily for 10 – 20 minutes.
 - A lint roller is also helpful to use on clothing after head checks and other items, when vacuuming isn't feasible.
3. Soak combs, brushes, and all hair accessories in boiled water 20-30 min. Do daily for 7-10 days.

Although head lice is a nuisance, it does NOT cause or spread disease. The school is currently following a combination of guidelines by the National Association of School Nurses, Ohio Department of Health, CDC, and school policy. The school nurse is checking for live lice and nits (eggs) when prompted and continues re-checks per guidelines.

Please teach your child to not share clothing, hair accessories, or throwing personal items on top of one another. We appreciate your assistance and patience in this matter.

For other treatment options:

Lice Clinics of America- Fort Wayne, IN: <https://lcaftwayne.com/>

There are many suggested over the counter (OTC) lice treatment options. You may also talk to your doctor for a prescription treatment.

For more information on the cycle of Head Lice and multiple treatments and prevention, please check out the following websites.

National Association of School Nurses: <https://www.nasn.org/advocacy/professional-practice-documents/position-statements/ps-head-lice>

Ohio Department of Health: <https://www.odh.ohio.gov/-/media/ODH/ASSETS/Files/chss/school-nursing/headlice.pdf?la=en>

Center for Disease Control (CDC): <https://www.cdc.gov/parasites/lice/head/index.html>

Parents are responsible for picking up their child/children in a timely manner for an illness, lice, pink eye, etc.

School officials and the Board of Education reserve the right to make final decision regarding changes in the dress and grooming of students.



MOBILE TECHNOLOGY

Van Wert City Schools will issue chromebooks to students in grades 1-5. Please reference www.vwcs.net to view the Board of Education policy of technology use for our district. **Note:** Students are NOT permitted to use personal devices on school campus (tablets, laptops, cellphones, etc.) without permission from school personnel.



NOTIFICATION OF STUDENT DIRECTORY INFORMATION

Parents may refuse to allow the district to disclose any or all of such directory information upon written notification to the district within twenty (20) days after receipt of the district's public notice.



RECESS

Recess is always supervised by school personnel and their instructions should be followed. If the temperature is 20 degrees or above and weather permits, students will go outside for recess. If your child wears a scarf, please encourage him/her to tuck the scarf into their coat to maintain safety while on playground equipment.

PLEASE SEND YOUR CHILDREN DRESSED TO GO OUTDOORS.

SCHOOL FEES

School fees are payable to Van Wert City Schools each year. The money should be turned into your child's school. Fees are listed below:

Grades 1st- 5th \$85.00

All fees must be paid each year including library fines or other outstanding charges. If payment is not made, the fees will accumulate throughout the child's school career.



P.T.O.

The Van Wert City P.T.O (Parent-Teacher Organization) has been highly involved in improving our school. All parents are urged to become members and to actively participate. Meetings are scheduled during the year (typically the first Weds of each month at 5:30p.m.) and they are announced several weeks in advance. Check the building website calendar for information and updates.

Each year the P.T.O. sponsors money-making projects. With the help of all parents, these projects can be very successful. They allow the P.T.O. to fund many important activities at the school.

PROMOTION, PLACEMENT, AND RETENTION

A student will be promoted to the succeeding grade level when he/she has:

- A.** completed the course and state-mandated requirements at the presently assigned grade;
- B.** in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C.** demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D.** demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student may be placed at the next grade level when retention would no longer serve any good purpose.

Following sound principles of child development, the Board discourages the skipping of a grade.

The superintendent shall develop administrative guidelines for promotion, placement and retention of students which:

- A.** require the recommendation of the relevant staff members for promotion, placement or retention;
- B.** require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C.** assure that efforts will be made to remediate the student's difficulties before he/she is retained;
- D.** assign to the principal the final responsibility for determining the promotion, placement or retention of each student.

PSYCHOLOGICAL SERVICES

Psychological services are offered to both the parents and teachers who are seeking to better understand the behavior of their children in social and academic situations. Studies will be conducted to closely examine a child's abilities, interest, self-concept, motivation and personality and to cooperatively develop some course of action to deal with the uniqueness of each child.

SPECIAL SERVICES

In addition to regular classroom experiences, Van Wert City School students will have available to them the following special services:

Art Education	Library	Computer Instruction
Enrichment Class	Physical Education	Speech Therapy
Guidance Counseling	Special Education	Vocal Music
Instrumental Music	Intervention	

SCHOOL SAFETY & VISITORS TO SCHOOL



Every parent/caregiver is welcome to visit the school at any time. To strengthen our campus safety program for students and faculty in all buildings, all visitors are now required to check in using the **Raptor Visitor Management System**. Upon arrival, visitors will be asked to present a form of identification, such as a driver's license, which may be scanned or manually entered into the system. If a parent or guardian does not have a U.S. government-issued ID, school staff can manually enter the person's name using an alternative form of identification.

SAFETY DRILLS

Fire drills and disaster drills will be conducted during the year. Teachers will provide instruction for these drills. It is very important that each student follow these instructions carefully.

SCHOOL DELAYS AND CLOSINGS

Delayed days, early closings, or cancellations of school due to weather or other emergency conditions will be announced in the following manner:

- 1) Radio
 - a) AM 1190- WOWO
 - b) AM 1220- WERT
 - c) FM 99.7- WKSD
- 2) Television
 - a) Channel 15- CBS
 - b) Channel 21- ABC
 - c) Channel 35- WLIO
- 3) Internet Website
 - a) www.vwcs.net
- 4) Text Message or Email
 - a) Sign up on the website www.vwcs.net to receive a text message and/or email regarding delays or cancellations.

ANNUAL NOTICE TO PARENTS REGARDING TEACHER QUALIFICATIONS

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the **No Child Left Behind Act of 2001**. As a part of this act we want to provide you this annual parent notice.

As a parent of a student at Van Wert Elementary 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 requested. 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 degree and, if so, the subject 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 contact the superintendent's office.

Thank you for your interest and involvement in your child's education.

Van Wert Elementary School Playground Equipment

- Make smart choices, and respect those around you.
- No piling up mulch to get on toys you cannot reach.
- No moving of mats to reach toys.
- Listen to adults on duty.
- Go play, get moving and HAVE FUN!

 <p>Teeter-Totter</p>	<p>2 at a time.</p> <p>NO standing on the middle.</p>
 <p>Catwalk</p>	<p>Walking only.</p> <p>NO pushing or shoving each other off.</p> <p>NO cartwheels on it or off of it.</p>
 <p>SPIN RACER</p>	<p>NO standing on top of.</p>



Chin Bar

Only 1 at a time on the bar.

NO standing on top of the bar.



360 Spiral Slide

1 at a time on the slide.

Slide on bottoms only.

NO climbing up the slide.

NO going head first down slide.



Cat Walk

NO running on.

NO cartwheels while on it or off from it.

NO pushing off of it.



Stump Jump



Climber

NO one on top of the bars on any part of these.



Only 1 on inside of it at a time.

NO hanging on the outside of it.

NO one pushes anyone.



3 to 4 at a time.

NO jumping off of top.



Tower Climber

3 or 4 at a time.

NO jumping off of top.



NO standing on.



Twister

1 at a time.

Keep feet on bottom
at all times.

NO spinning with
feet in air.



Super Dome

NOT A FIGHTING
RING.

NO wrapping feet
around anyone
hanging.



If you can't get up on your own, do not have anyone lift you.

NO hanging from feet.



No hanging on outside of bars.

Only 1 on slides at a time.

No going back up slides.

NO jumping off of any part.

NO sliding down off of bars.



NO climbing on top.

2 people at time on the ramp.



Swings

Only sit on your bottom.

NO pushing each other.

NO jumping out of swings.

NO standing in between red poles or climbing them.

Please allow students with needs to use the larger swings.

Van Wert School Traffic Flow

ALL TRAFFIC YIELDS TO SCHOOL BUSES

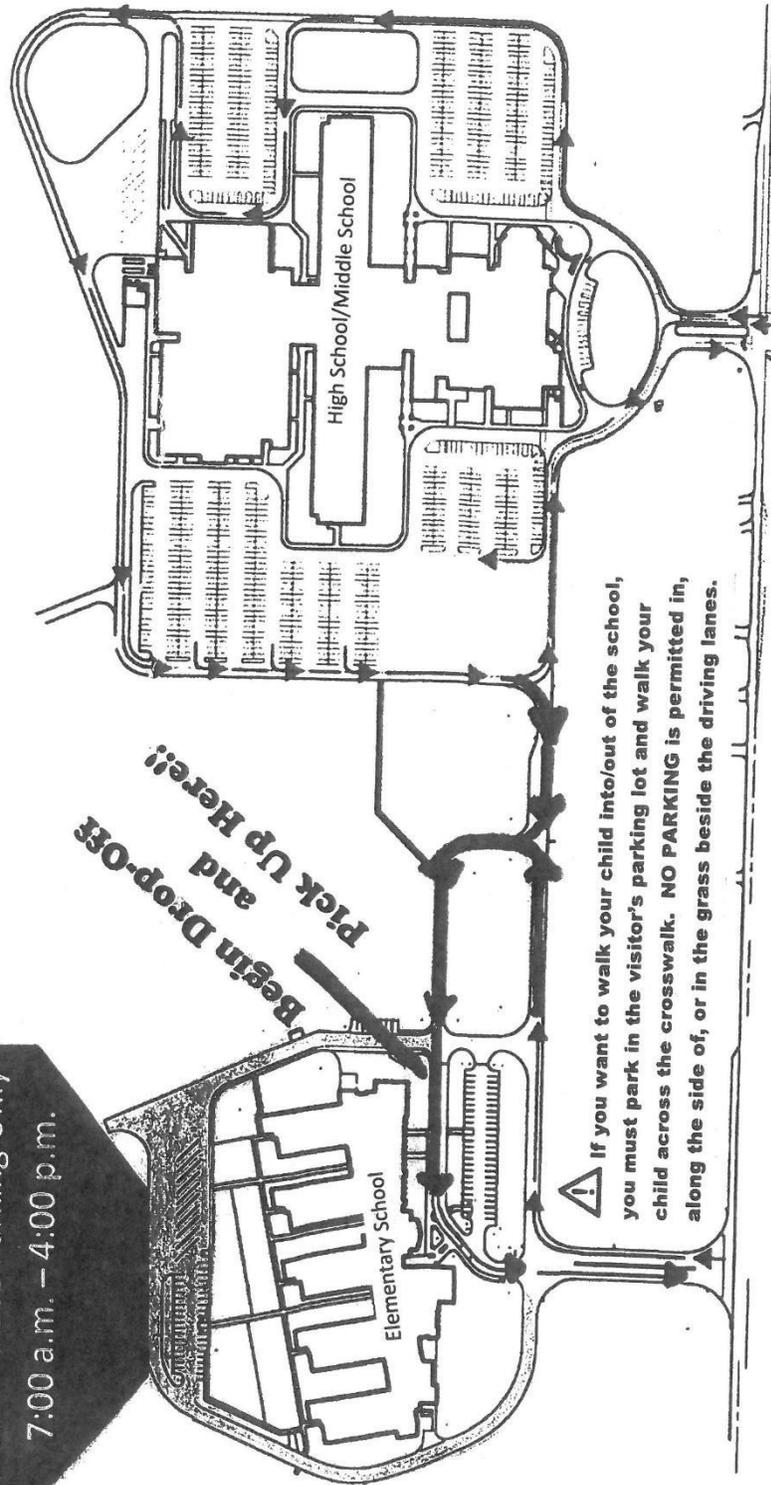
BACK & SIDES OF SCHOOL

>No Parent Parking<

FOR STUDENT SAFETY...

Staff and Bus Parking Only

7:00 a.m. - 4:00 p.m.



⚠ If you want to walk your child into/out of the school, you must park in the visitor's parking lot and walk your child across the crosswalk. NO PARKING is permitted in, along the side of, or in the grass beside the driving lanes.

State Route 118