

WAYNE TRACE ELEMENTARY SCHOOLS GENERAL INFORMATION

Parents and guardians, thank you for reviewing the contents of this handbook with your child. We look forward to partnering with you to provide the best possible educational experience for your child. Using and understanding this handbook will help ensure everyone in our schools have a safe, productive and fulfilling school year.

This handbook is not an all-inclusive list of policies and procedures for our district/schools. If you have questions about a school matter, please contact your student's teacher or building administrator.

ACCIDENT PROTECTION POLICY

The Wayne Trace Board of Education authorizes the Superintendent to make accident insurance covering children available to parents at a nominal premium. Covering a child in the program is at the discretion of the parents. The insurance covers accidents that occur during school, on the way to and from school, and while attending school functions.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. *The School has tack strips throughout the building that may be used for posting notices after receiving permission.

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

***The school administration has the right to determine whether an absence is excused or not.**

****Students who have missed 45 excused hours or more during a semester, may not receive full credit on assignments such as their homework, projects, presentations or tests and quizzes.**

*Any student, without written medical authorization, shall not miss more than seven (7) class periods (in one subject) per semester. If a student should be absent on the 8th day of any semester without reasons listed below they may be denied credit for those courses taken during that quarter.

a. After a student has five (5) unexcused absences in a semester, the parent shall be notified by 1st class mail with a copy of the attendance policy.

b. After a student has eight (8) unexcused days, the parent shall be notified by 1st class mail with a copy of the attendance policy, a conference may be suggested for the parents and the student to

attend, the possibility of him/her not passing the semester, and the juvenile court attendance officer may be notified.

c. After a student has missed eleven (11) unexcused days in a semester, a conference will be held for the parent(s) and student to inform them that credit may be denied for the course due to accumulated absences. The student will be informed that s/he shall remain in class and shall be required to complete all assigned class work. A notification of this meeting will be sent to the juvenile court attendance officer.

d. The parent may appeal the decision of the Superintendent to the Board of Education. Reasons for exemptions: (1). (2). (3). (4). Religious observations. Attendance at funeral. Medical verification by treating physician. Pre-arrangement with Principal.

*An absence from school will be considered unexcused if a call is not made by the parents or a note is not turned in to the office after the student returns to school. 27

*Students returning to school after being absent will bring a dated note from parent or legal guardian. Include on the absence note: student's first and last name and grade, date of the absence, and reason for absence.

*If requesting an excused absence for some future date, students must bring in a note prior to the absence so arrangements can be made. If a student knows he/she will be missing school for the purpose of family vacation or college visit, that student must fill out an Advance Notice of Absence form. The completed and signed form is due to the office 3 days before the planned absence.

According to Section 3301-51-13 of the Ohio Revised Code, students may only be excused for the following reasons:

A. Personal illness. The approving authority may require the certificate of a physician if he deems it advisable.

B. Illness in the family. The absence under this condition may not apply to children under fourteen years of age.

C. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.

D. Death of a Relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.

E. Absence of parents or guardians. Any absence arising because of this condition may not extend for a period longer than that for which the parents or guardians were absent.

F. Observance of religious holidays. Any child of any religious faith may be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.

G. Emergency or set of circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

H. Anytime a student has to be absent to receive a scholastic or honorary award.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered "habitually truant" if the

student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in a month, or seventy-two (72) or more hours in one school year.

If a student is habitually truant and the student's parent fails to correct the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Notification of Absence

If a student will be absent, the parents must notify the School at 419-263-2512 Ext: 400 by 9:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action. Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Principal.

Make-up of Tests and Other School Work

Students who are absent from school shall be given the opportunity to make-up missed work. The student should contact his/her teacher as soon as possible to obtain assignments. *The number of days for completion of make-up work will be equivalent to the number of excused days of absence. *If a student misses a teacher's test due to an absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the Principal to arrange for administration of the test at another time.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. If a student under the age of 18, has thirty (30) or more consecutive hours, for forty-two (42) or more hours in a month, or seventy-two (72) or more hours in one school year, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absences.

BICYCLES

Students are permitted to ride bikes to school with their parents' approval. The school will not be responsible for bikes damaged or stolen while on school property. We recommend that only

students who live in the immediate vicinity ride bikes to school. Bicycles must remain parked during school hours.

CAFETERIA RULES

- Students are issued a lunch number, which they enter on a keypad after they get their lunch.
- Students are not permitted to purchase food for another student.
- Money may be applied to a student's lunch account through E-Z pay.
- When entering the cafeteria students are to get into lunch line, purchase their meal and then find a seat.
- When students have finished eating, they will pick up their trash, throw it away, and then follow the directives of the cafeteria monitors.
- If a student's account goes into a negative balance, money must be put on the account in order to make the next purchase.
- All food purchased in the cafeteria must be consumed in the cafeteria. Students will not be permitted to drink anything but water during the school day. All other drinks should be consumed in the cafeteria. Students must eat their breakfast at home or in the cafeteria before school.
- Students that choose to pack their lunch, must also eat that food and drink in the cafeteria. No food or drink is to be brought from home and consumed anywhere but the cafeteria at any time, unless teachers give permission to consume food and drink in their classroom only, (not in common areas other than cafeteria).

Cell Phones

Cell Phones are prohibited inside of the classroom. Students are to place their phones in their locker upon arriving to school.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Any change of address must be reported to the District at 419-263-2512 and changed in Oneview: <https://waynetrace.esvportal.com/>. Any home/cell phone number and/or parent work phone number change should also be reported immediately.

CHILD CUSTODY REGULATIONS

In cases of divorce/separation, a copy of the most recent and /or final agreement of the divorce decree/separation agreement that stipulates the custodial provisions must be provided to the school. Subsequent changes to the court order or decree must also be provided to school officials.

COMMUNICATION

The district and individual schools use a variety of tools and tactics to communicate with parents and the community. These tools include, but are not limited to:

Website: The primary source of District information is our website, www.waynetrace.org.

Parent notification system (emails, phone calls and texts): Wayne Trace Schools uses an e-communication and telephone service through Bright Arrow to contact large groups of households for special announcements and emergencies, such as calamity days. This system

sends emails, phone calls, and text messages to the addresses and phone numbers parents have identified as their contact preferences in Bright Arrow.

Parents and Guardians are automatically enrolled as subscribers based on the contact information we have on file through Bright Arrow. For that reason, it is important for parents to ensure their contact information in Bright Arrow is correct. This can be done by contacting the school. These messages include, but are not limited to, information about snow/calamity days. School information can also be accessed at the school's Facebook page at:

<https://www.facebook.com/WTRaiders>

CONCERNS/QUESTIONS

The district encourages parents to first work with their child's teachers to address concerns or resolve conflicts. If you have further concerns-after meeting with the teachers, contact the school's administration.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher.

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or Paulding County Health Service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or Paulding County Health Service.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Wayne Trace has a nit free lice policy. The hair must be free of all nits and bugs.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

DELIVERIES

We ask that parents do not have things delivered to students at school such as balloons, flowers, and food items. Flowers and balloons are not permitted on buses.

DIRECTORY INFORMATION

The district proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that not even directory information is not released for a profit-making plan or activity. Such information includes:

1. student's name;
2. student's address;

3. telephone number(s);
4. student's date and place of birth;
5. major field of study
6. participation in officially recognized activities and sports;
7. student's height and weight, if a member of an athletic team;
8. dates of attendance ("from and to" dates of enrollment);
9. date of graduation; and
10. awards received;
11. Student's photo.

Parents may contact the school counselor's office to request that the school not release any of the above information about the student.

Senate Bill 26 requires Ohio Public Schools to release directory information on sophomores, juniors, and seniors to armed forces recruiters. However, a student's parent/guardian/custodian may submit a written request to the school district that the information not be released.

Please review Policy 8330 Student Records for more information on directory information and student records.

DISMISSAL PROCEDURES

Please notify your child's teacher about the daily routine your child should follow at dismissal time. If there is any change in a student's normal dismissal routine, a note stating the change must be written to the student's teacher; otherwise, students will be dismissed according to their regular routine.

It is extremely important for a hand written note to be sent to school if a student has a change in their transportation to go home. If we do not have a note stating a specific change in the dismissal of the student, that particular student will be going home following their regular dismissal plan. All changes in regular dismissal plans must be received by the office prior to 2:00 pm.

Hand Written notice is required (but not limited to) the following situations:

- Student staying after school for clubs / classes / meetings AND must be received by the office prior to 9:00 am.
- Student getting picked up instead of riding bus
- Student being picked up by someone other than who normally would
- Student needs to leave early for doctor's appointment, etc.
- Student has limited physical abilities due to illness/injury / medical problems and need to refrain from physical education class and recess.

DRESS AND APPEARANCE CODE

Dress and appearance must be appropriate for school and should not disrupt the learning environment. Colored hair that is not a natural color, such as blue, green, etc., tattoos, distracting jewelry, piercing, bare midriffs, spaghetti strap shirts, tank tops, and T-shirts with suggestive, drug-related, alcohol-related, or violent imprints are prohibited. Girls' skirts and dresses are to be of reasonable length. (Must be as long as their fingertips) Shorts, skirts, and split skirts are permitted; however, cut-off sweats, biker shorts, short-shorts, etc., are not. (Shorts are prohibited 2nd and 3rd Nine Weeks) Students may not wear sweatshirt hoods, hats, caps or bandannas inside the school

building. The principal reserves the right to make judgment as to what is appropriate. If disagreement occurs-administration makes the final decision.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided on the districts Oneview portal found at <https://waynetrace.esvportal.com/>.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request, phoning the office, or coming to the School Office personally to request the release. Telephone calls for changes to regular dismissal arrangements must be received by the office no later than 2:00. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

Allowable exceptions include enrolling under the District's open enrollment policy and enrolling and pay tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DHS custody;
- the student's current IEP, if one has been developed for the child; and
- a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

ENTRANCE AND DISMISSAL PROCEDURES

Students may enter the building for breakfast at 8:30 am at Payne and 8:30 am at Grover Hill. On two hour delay days, students may enter the building at 10:40 am. Breakfast is not served on two hour delay days. Wayne Trace Local Schools provides delay and cancelation updates at Option 5 at any Wayne Trace telephone number. Students will be dismissed at 3:30 pm each afternoon.

EQUAL OPPORTUNITY

Wayne Trace Schools believe in the worth of every individual. We pledge to provide equal opportunity for students regardless of sex, race, or national origin. Students who believe that have been denied such equal opportunity should inform the principal.

FEES-FEE WAIVER

The District assesses a fee to all students for supplies and consumable materials. Where applicable, the cost of the student planners will be included in the school fees. These materials become the student's property. Families who are financially unable to pay for necessary materials should refer to board policy for fee waivers. Applications are available in the school office. Failure to pay school fees will result in report cards being held until payment is received.

FIELD TRIPS

Student participation in a field trip requires submission of a field trip permission statement signed by an authorized adult, appropriate student behavior, and appropriate attire that presents a positive image of the school. The student code of conduct needs to be followed on all field trips. A student's participation on a field trip may be restricted based on grades and attendance. If chaperones are needed, only a parent or legal guardians can chaperone a field trip. Younger

siblings are not allowed to attend with a chaperone, and chaperones are prohibited from smoking or vaping while on board-owned busses and while on the field trip. All school rules apply while students and chaperones are on school-sponsored field trips.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all required safety laws and will conduct all required drills in accordance with State law.

GIFTED STUDENT SCREENING AND IDENTIFICATION POLICY

The Board of Education shall ensure that procedures are established to identify all gifted students. The District follows the identification eligibility criteria as specified in Section 3324.03 of the Ohio Revised Code and the *Operating Standards for Identifying and Serving Gifted Students* as specified in the District Plan.

GRADES

Kindergarten through second-grade students will receive standards-based report cards each nine weeks. The documents will be based on grade-level standards.

Grades 3-6: Wayne Trace Local Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:

- 93 to 100 = A = Excellent achievement
- 84 to 92 = B = Good achievement
- 74 to 83 = C = Satisfactory achievement
- 63 to 73 = D = Minimum-Acceptable achievement
- 0 to 62 = F = Failure

I = Incomplete

P = Acceptable achievement

The school may also use: E= Excellent, S= Satisfactory, and U- Unsatisfactory

Plus (+), minus (-), and check mark () may be used on the grade cards if in the opinion of the teacher the pupil's progress is more accurately reported.

Kindergarten through Second Grade use an Ohio Teaching Standards Based report card.

GRADING PERIODS

Students will receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

HEALTH CONCERNS

If your child has a health concern, please provide the school nurse medical documentation from your child's physician. Mutual understanding about health concerns will help us to better care for your child. Please update your student's information as necessary.

School personnel will provide basic first aid and care for injuries and illnesses that occur at school. If an emergency arises during school hours due to an illness or injury, school personnel will attempt to notify the parent/guardian. If unsuccessful, one of the telephone numbers listed on the Emergency Medical Authorization form will be called. The student must be picked up within a reasonable amount of time. Any changes in information (telephone numbers/addresses) can be made by notifying the school office.

NURSE/CLINIC

The school health clinic is available to students who may become ill or injured. Students should not contact parents on their own if they are ill. Students with symptoms of possible communicable diseases should not attend school. Please keep your child home if signs of illness including: vomiting, diarrhea, or elevated temperature (100.0 or above) occur. Your child will be sent home with symptoms of illness and must be fever and symptom-free for 24 hours before returning to school.

SCREENINGS

Vision screening will be provided in grades, K, 1, 3, 5, and 9. Hearing screenings will be provided in grades K, 1, 3, 5, 9 and 11.

IMMUNIZATIONS

State law and district policy require written proof of every student's immunization status. Any student who does not meet the minimum state-required immunizations or exemptions within the first 14 days of school attendance may be excluded.

HEALTH SCREENINGS AND CURRICULUM

State required vision and hearing screenings are completed annually.

All fourth, fifth, and sixth grade students will be shown a HYGIENE, GROWTH and DEVELOPMENT video as part of their health curriculum. The GROWTH and DEVELOPMENT video will be shown to all fifth grade students unless the school receives a note from the parent expressing their wishes for their children to not view the tape. If parents are concerned about the content of this film, the school encourages them to make arrangements to preview the video before it is shown to their child.

Hearing and vision screenings are state mandated. Preschoolers get their hearing and vision checked when they attend the county screenings before they attend preschool. Kindergarten children get their hearing and vision checked during their kindergarten registration/screening in April before kindergarten begins in August. Students get their hearing and vision checked in their 1st, 3rd, and 5th grade years of elementary school

Hearing and vision screenings are done on an as needed basis per the teacher's request, as well.

HOMEWORK

Homework is a teacher-planned learning activity that takes place largely outside the student's regular school hours. It should reinforce classroom learning and expand on a student's school experience. Homework is considered an important part of the instructional program. Parents are encouraged to set aside a regular time each evening to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for test, etc. Teachers may offer specific suggestions for evening activities. A guideline to follow is up to 10 minutes per grade level each night for homework.

HONOR ROLL

The honor roll will be published at the end of each nine week grading period for Grades 3-6. All classes count toward the honor roll.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the School Nurse.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Students should not return to school until they have not had a fever for more than 24 hours.

INTERIM REPORTS

The purpose is to inform parents of progress their child is making in classes at the midway point of a grading period. The interim report may be sent home with the student for the parent and student to read and discuss

LOCKS, LOCKERS, AND SCHOOL-ISSUED BACKPACKS

Lockers are the property of the school; therefore, there should be no expectation of privacy for materials stored within lockers. Students are responsible for its cleanliness inside and out. Lockers should not have clothing, books, paper, or any other materials sticking outside of the locker. Students are responsible for damage to or loss of textbooks, notebooks and other items in their locker. The administration has the authorization to search lockers and school-issued backpacks and the contents within, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the laws or the rules of the school.

Reasonable grounds also exist when there is suspicion that a locker contains items detrimental to the health and welfare of students and staff of Wayne Trace Schools.

LOST AND FOUND

The lost and found area is maintained at each building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year.

MAKE-UP WORK/ REQUEST FOR HOMEWORK

Students will be permitted to receive credit for make-up work. Students who are absent on the day before a pre-announced quiz, test, or project will be required to take the quiz/test or present the project on the scheduled date unless new material was covered during the absence.

Homework assigned before the absence is due upon the student's return. The amount of time permitted to complete make-up work will equal the number of days absent.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the School's cafeteria. Canned or bottled soda is not permitted. No student may leave school premises during the lunch period without specific written permission from the Principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the superintendent's secretary.

USDA Nondiscrimination Statement Update: This institution is an equal opportunity provider.

MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be on file in the respective building before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto-injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school

nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

- o Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
- o If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The principal's office will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child

- o may self-administer non-prescribed medication.
- o may keep non-prescribed medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Cough drops may be sent to school and be kept in the office. The student's name should be on the package.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students. NEOLA 2260

PARENT CONFERENCES

Families are encouraged to schedule a conference at any time to discuss your child's progress. This is perhaps one of the best means of communication for the child, the parents, and the school personnel.

Preplanned parent-teacher conferences are held in the fall. These conferences are very important to both parents and teachers. Parents will have the opportunity to know and understand more fully the progress of your child in school. The conferences enable teachers to better understand each child and parent's expectations. Parents are urged to make every effort to schedule a conference during the scheduled days. Information regarding conferences is sent home with students approximately three weeks before the conference dates.

PARENT'S RIGHT TO KNOW (ESSA)

Parents may request information regarding any State or local education al policy regarding student participation in any annual statewide assessments mandated by the ESSA and by the SEA or LEA, which may include policy, procedures, or parental right to opt the child out of such assessment, where applicable.

PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, or the principal by telephoning the school offices at either 419-587-3414 (Grover Hill) or 419-263-2512 (Payne).

PARENT VISITATION

Visitors, particularly parents/guardians, are welcome at school. To properly monitor the safety of students and staff, each visitor must report to the school office upon entering the building to sign in and obtain a visitor's badge. Any visitor without a visitor/volunteer badge will be asked to return to the office. If parents wish to meet with a staff member or observe a classroom, they should call to schedule an appointment. Parents are welcome to visit our school for special programs and class observations. Students are not permitted to invite friends or relatives to school during the school day.

PERSONAL ITEMS

Students are discouraged from bringing valuable items to school. If brought to school, these items remain the responsibility of the student. Such items can be lost or damaged. The school cannot assume responsibility for losses or damages. Skateboards, scooters, and roller blades/ skates are not permitted.

PHONE CALLS

Students must have the approval of their teacher, principal or office staff before making a telephone call. Telephone calls should be limited to emergency situations.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. The Board shall annually notify parents of this policy, and publish it on the District's website.
NEOLA 5630.01

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial

accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

PROMOTION, ACCELERATION, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

- current level of achievement based on instructional objectives and mandated requirements for the current grade
- potential for success at the next level
- emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- potential for success in the accelerated placement based on sufficient proficiency at current level
- social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

- failure to demonstrate proficiency in Mathematics, Reading, Social Studies, Science and/or English.
- failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- scoring at the below basic level on any State-mandated assessment test

A student will be retained at his/her current grade level based on the following criteria:

- scoring at the below promotions score on the Third Grade ELA assessment as determined by the Ohio Department of Education.

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year OR has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affection are **NOT** permitted during the school day.

PUBLIC SCHOOL CHOICE OPTIONS

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

RECESSES

Children are required to go outside unless prohibited by weather conditions or health reasons. Indoor recess will be held on days of inclement weather or when the wind chill factor is below 20 degrees. On these "indoor" days, students will remain indoors and participate in classroom games and/or activities. If your child has a medical problem and must remain indoors or have limited activity, please provide the school office with a written note. A physician statement must accompany any request for extended excuse from recess. Parents will not be permitted to attend recess unless it is approved in advance by the principal.

SAFETY

Please report all safety issues to the office. Students who feel uncomfortable reporting this information to the office may see a teacher or counselor. Additionally, concerns can be reported to the Ohio SaferSchool Hotline by calling 1-844-SAFEROH. Calls to the Ohio SaferSchool Hotline can be made anonymously.

SAFETY DRILLS

Several types of emergency/safety drills are conducted throughout the year, including fire, tornado, medical, and school intruder drills. These drills are held to acquaint students with proper emergency/safety procedures and evacuation routes. Each student will be instructed of his/her responsibilities during these drills.

SAFETY AND SECURITY

All visitors must report to the office when they arrive at school.

All visitors are given and required to wear a building pass while they are in the building.

Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All outside doors are locked during the school day.

Portions of the building that will not be needed after the regular school days are closed off.

SCHEDULING AND ASSIGNMENT

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

SCHOOL COUNSELING SERVICES

School counselors offer classroom guidance, as well as skill and support groups for study skills, grief, friendship, fear anxiety, stress, anger management, and separation/divorce.

They also offer individual counseling to help students manage both academic and emotional issues, as well as provide mediation in resolving peer conflicts. Students can obtain a pass from their teachers or self-refer to schedule a time to meet with a school counselor.

SCHOOL PROPERTY

Lockers/cubbies are school property. If school officials have reason to believe a locker/cubbie or other school property is being used inappropriately, school personnel may search the school property without permission of the student. Students who share lockers/cubies must be respectful of one another's property.

Students are responsible for their textbooks and district-owned technology devices. Textbooks and literature books that are lost or excessively damaged beyond normal usage shall be the responsibility of individual students. Replacement costs and/or fees will be assessed accordingly. The school and other equipment in the building must be treated with respect. Damage and marking on the walls, doors, or other surfaces will not be tolerated.

SCHOOL LUNCHES

The school operates a cafeteria, which offers students hot, nutritious lunches each school day. Students who bring lunches from home may purchase milk in the cafeteria.

The computerized cash register system allows parents to prepay for their child's lunches in advance. Parents may monitor and add funds to their students' account.

SCHOOL TIME SCHEDULE

Check our school or district website for information on daily start and stop times for typical days and days for which a two-hour or three-hour delay occurs.

SIGNING IN VISITORS TO SCHOOL / PICKING UP YOUR CHILD

All visitors to any school must first stop at the office and sign in. Do not report directly to the classroom, lunchroom, or playground during school hours. This is done for the safety of all students. If you need to pick up your child, you must come to the office to sign your child out and wait there

for the office personnel to get your child for you. All students arriving late must first report to the office to sign in before heading to class.

SOCIAL MEDIA FOR STUDENTS

Although social media can be useful for many purposes, care must be taken to maintain an atmosphere of respect consistent with the behavior expected of students in school as outlined in federal and/or state law, board policy and school rules. Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the Internet. Students are personally responsible for the content they publish online. Because digital content lives in perpetuity, anything you publish will be public for a long time. Use common sense and adhere to the Social Media for Students Policy when posting content online. The Social Media for Students Policy applies to the use of social networking in the classroom as well. The same rules and policies that govern student conduct at school apply to social networking activity when social networking is used in conjunction with a class assignment or other school activities.

Please review this policy in its entirety on the District website.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Wayne Trace charges specific fees for activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in exclusion from field trips, the withholding of grades, credits, and/or graduation diploma.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

The following general rules apply to all fund-raisers:

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in a fund-raising activity for a group in which they are not members.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records.

Directory information on a student is not protected by the "Privacy Act." Directory information includes a pupil's name, address, phone number, date and place of birth, major field of study, dates of attendance, date of graduation, sports activities participated in, and the height and weight of athletes. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Superintendents secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parents;
- mental or psychological problems of the student or the student's family;

- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships;
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the superintendent's secretary to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

- Student has limited physical abilities due to illness/injury / medical problems and need to refrain from physical education

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education

and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law.

SURVEILLANCE CAMERAS

Surveillance cameras are mounted in and around various locations throughout the building. Students may be recorded at any time. Please refer to the district's website for additional guidelines on video and electronic monitoring.

TEXTBOOKS

All textbooks are the property of the Wayne Trace Board of Education. The student is responsible for his/her own textbooks. Loss or unreasonable damages will result in fines. Students must write their name in ink inside each textbook cover. Students are encouraged to cover all textbooks with book covers.

TITLE IX AND SECTION 504

If you believe you have been discriminated against, please inform the principal. Then, if not satisfied, the complaint should be forwarded to the district's Title IX and/or Section 504 Coordinator, who can be reached at [\(419-399-4100\)](tel:419-399-4100). If not satisfactorily settled at this level, the complaint may be made to the superintendent, who will act as the district's final mediator. Please refer to the district's policy on discrimination for additional guidance.

USE OF LIBRARY

The library is available to students throughout the school day. Books may be checked out for a period of 2 weeks. To check out any other materials, contact the librarian. The library is a classroom, therefore general classroom rules apply such as: enter quietly, stay in proper area, ask for help when needed, be a good listener, and handle material properly.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and/or having a pass shall be reported to the Principal. Visitors are expected to follow all school

rules. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

Visitors are not allowed in the building during the school day without an appointment, this includes former-students. This includes younger brothers, sisters, and children. Visitors are not permitted on the playground.

Balloons and flowers are not permitted to be delivered as student gifts in the classroom. Balloons and flowers are not permitted to be transported on the school bus.

VOLUNTEERING IN WAYNE TRACE SCHOOLS

All persons volunteering within Wayne Trace Schools must submit a Volunteer Application and sign a Volunteer Code of Conduct form. These forms are available in all of our school offices and on the district website.

WATER BOTTLES

Water bottles are allowed during the school day. Glass water bottles are prohibited. Water bottles are to be used for water only. No juice, pop, energy drinks or powdered flavoring.

WITHDRAWING FROM SCHOOL

Please notify the school office before withdrawing a child from school. Office personnel will explain the procedures that must be followed.

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

WRITTEN NOTICES FROM PARENTS

It is extremely important for a hand written note to be sent to school if a student has a change in their transportation to go home. If we do not have a note stating a specific change in the dismissal of the student, that particular student will be going home following their regular dismissal plan. All changes in regular dismissal plans must be received by the office prior to 2:00 pm.

Hand Written notice is required (but not limited to) the following situations:

- Student staying after school for clubs / classes / meetings AND must be received by the office prior to
- 9:00 am.
- Student getting picked up instead of riding bus
- Student being picked up by someone other than who normally would
- Student needs to leave early for doctor's appointment, etc.