

W Wooster City School District

Inspiring World-Class Academic Achievement



Edgewood Middle School
Student Handbook
2018-19

*2695 Graustark Path
Wooster, OH 44691*

Telephone: (330) 988-1111
FAX: (330) 345-8237

School Mascot: General
School Colors: Blue and Gold
Grade Levels: 5th, 6th, and 7th

Welcome to Edgewood Middle School

Edgewood Middle School has provided a quality education to the students of Wooster for many years. **We are a school community with a commitment to excellence in all that we do!**

This handbook is intended to provide parents and students with information and rules specific to Edgewood Middle School and to provide for the safe and efficient operation of the school. If you have any questions pertaining to this information or other operations of the school, please feel free to call the school office at (330) 988-1111.

Sincerely,

Brad Warner
Principal

Edgewood Administration

Mr. Brad Warner

Principal

Mr. Martin Yoder

Associate Principal

Mrs. Beth Hart

Secretary

Mrs. Alexis Smith

Secretary

Mrs. Lori Niro

Registrar

Mrs. Ashley Bonenfant

Guidance Counselor

Mrs. Shannon Baldwin

Guidance Counselor

Mr. Marvin Horton

School Psychologist

Important Contact Information

Edgewood 24-Hour Attendance Line: (330) 345-6475, Press 2

Edgewood Office Phone: (330) 988-1111

Edgewood Office Hours: 7:30 a.m. – 4:00 p.m.

Edgewood FAX: (330) 345-8237

WCS Central Office: (330) 264-0869

WCS Transportation: (330) 264-4060

I Have a Question About...

Reporting an absence.....	Call the Attendance Line!(330-345-6475,press 2)
Announcements.....	Mrs. Smith
Athletics.....	Mr. Rubino
Attendance.....	Mrs. Smith
Bus Transportation.....	(330) 264-4060
Class work.....	Teacher
Discipline.....	Administrator
Illness during school.....	School Nurse
Lockers.....	Mrs. Niro
Lunch/Cafeteria.....	Mrs. Shafer
Medication in school.....	School Nurse
Progress Book.....	Mrs. Niro
Report Cards.....	Mrs. Niro
Scheduling.....	Counselor

Wooster City School District

Mission Statement

The mission of the Wooster City Schools is to provide the opportunities and encouragement for all learners to realize their potential.

Edgewood Middle School

Mission Statement

The mission of Edgewood Middle School is to promote personal development through an instructional program that strives for quality in an atmosphere that encourages the academic, physical, social, and emotional growth of all students. All students will have higher achievement every year.

Edgewood Middle School

Vision Statement

Every student will leave Edgewood Middle School fully prepared to successfully transition to 8th grade at WHS.

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This student/parent handbook is based in significant part on policies adopted by the Board of Education and administrative guidelines developed by the superintendent. These policies and guidelines are incorporated by reference into the provisions of this handbook. The policies and administrative guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this handbook since it was printed. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the district’s website, <http://www.woostercityschools.org>, and click on “Board of Education” and “Board Policies and Guidelines” and find the specific policy or administrative guideline in the table of contents for that section.

I. BEHAVIOR

EDGEWOOD SCHOOL CLIMATE

At Edgewood, we believe in our students. We encourage our students and let them know they are valued as people. We understand that children sometimes make mistakes and fail to accomplish goals. We believe that training in appropriate behavior and prosocial behavior is just as important as the consequences for inappropriate behavior. When students act in an appropriate, respectful manner, our response as staff members is to acknowledge, encourage, and praise this behavior. We believe parents should be informed of their child’s behavior so that they can help encourage appropriate and prosocial behavior in an effort to maintain consistency. Our goal is to develop responsible students who will become productive citizens in our society.

Students must behave in a way that promotes a safe, peaceful, and encouraging manner conducive to learning. In order to accomplish this, there are certain procedures that must be followed so that our students will be able to learn and progress in an environment conducive with positive behavioral supports. The messages we want to send are of our commitment to excellence, our faith in your children to make good decisions, and that Edgewood is a safe place to be for all students. For these things to happen, young people need to know the expectations of the school and be supported in the home.

We ask that all students learn and live the “General 3”:

1. Be Respectful
2. Be Responsible
3. Best Effort Always

Students are expected to behave in ways that demonstrate:

1. Respect for all school personnel and parent/community volunteers.
2. Respect themselves and their classmates.
3. Respect for right of others to secure an education in an environment that is safe, orderly, and bully-free.
4. Respect for places in and around the school.
5. Respect for materials and property belonging to the school and others.
6. Appropriate use of language for school in all conversations.
7. Responsibility by completing ALL homework and class work and turning it in when it is due.
8. Responsibility by behaving respectfully in the hallways and when entering or leaving the building.
9. Responsibility by dressing appropriately and practicing habits of personal cleanliness.
10. Trustworthiness, Fairness, Honesty, Caring, Kindness, Respect, Responsibility, Good Decision Making, and Good Citizenship.

Students have the right to:

1. A high quality, meaningful, standards-based learning experience.
2. Protection from physical, emotional, and/or verbal abuse.
3. Be disciplined in a humane and appropriate manner, in private when possible.
4. The opportunity to admit the error in their choices and be held accountable in making better behavior choices.

Attendance Highlights:

- **All attendance calls and notes must include the first and last name of the student AND the first and last name of the parent or guardian!**
- **Always call the school if your student will be absent unless the absence was prearranged. Use our attendance line 24 hours a day!**
- **All attendance notes are turned into the main office, not to the student's teacher.**
- **Parents must sign students out from the main office. Students may sign themselves in from appointments IF they bring a medical note. Otherwise, the parent must sign them in.**

Daily Attendance: Students are expected to attend classes regularly and to be on time in order to receive the full benefit of the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons, it is important that a student must satisfy academic and attendance requirements. **(See Board of Education Policy Guidelines 5200)**

Each day a student is absent, a parent must call to notify the school. These calls should be made by 9:00 a.m. A dedicated attendance line with instructions is available 24 hours a day to accept your calls. Please call (330) 345-6475 and press 2 to reach this dedicated line.

Excused Absences: An excuse for absence from school may be approved on the basis of any one or more of the following conditions:

- **Personal illness:** If s/he deems it advisable, the principal may require the certificate of a physician.
- **Illness in the family:** The absence under this condition shall not apply to children under 14.
- **Quarantine of the home:** The absence of a child from school is limited to the length of the quarantine as

fixed by the proper health officials.

- 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.
- Work at home due to the absence of parents or guardians: Any absence arising because of this condition shall not extend for a period longer than that for which the parent or guardians were absent and students must be at least 14 years of age.
- Observance of religious holidays: Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
- Emergency or set of circumstances, which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
- **Students will not be released to anyone not listed on the emergency medical form without written parent/legal guardian permission.**

Unexcused Absences: Any absence not justified by one of the above categories will be judged unexcused.

Truancy: HB 410 indicates that time in school will be measured in hours: Whenever any student under the age of 18 has 30 consecutive hours, 42 or more in a month, or a total of 72 hours of unexcused absences from school during any school year, the Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the District's intent to notify the Judge of the Juvenile Court of the student's excessive truancy. Wayne County has developed a common plan in cooperation with the Prosecutor's Office to aggressively intervene with habitually truant students and their parents per O.R.C. 3321.191.

Attendance Letters: Attendance to school is vital to student success. As a reminder to parents, we will mail attendance letters home when a student's absences reach the following levels:

30- Hours Unexcused Absences: If a student reaches 30 consecutive hours of unexcused absences, the school may request an early intervention meeting/send a letter/ or a Phone call home with the student present. This information is meant to help avoid further attendance issues and potential consequences.

31- Hours Total Absences Letter: This letter is informational only. No action is necessary.

62- Hours Total Letter: If a student accumulates 62 hours absent (excused and unexcused, full or half days, totaling 62 hours), a student **must** provide a physician's note explaining the necessity for the absence or receive administrative approval.

62- Hours Unexcused Absences: If a student reaches 62 hours of unexcused absences, the school may refer the student to the Absence Intervention Team (AIT). As a result, a meeting will be held at the school with the parent, student, administrator, and the members of the AIT. This meeting is meant to avoid further attendance issues and potential consequences.

72-Hours Unexcused Letter: A total of 72 hours unexcused may initiate truancy proceedings.

Late to School: Students are expected to be on time to school and classes unless they have a valid excuse or pass from a teacher. Students who are late are subject to disciplinary action. Parents are ultimately responsible

for their child's attendance.

Consequences per marking period:

After every 4th tardy to school a Friday after school detention will be assigned.

Persistent tardiness during the school year may result in further disciplinary action.

Planned Absence Form: A note from home is required for all advanced absences. The note must be turned into the main office and include the dates of the absence and the reason for the absence. The student will then be given a Planned Absence Form to present to each teacher for his/her signature and assignments. **Planned absence forms are strongly recommended for family need/emergency, and any full day absences due to medical appointments.**

Vacation/Out-of-Town: Consideration will be given to those families who because of unavoidable circumstances must take their vacation during the school year. Prearranged vacations may not exceed a total of five school days during the school year. **A planned absence form is required.**

The vacation days may be granted under the following conditions:

- The student has continually demonstrated a good attendance record.
- The days missed by the student will not be detrimental to their academic standing in their current courses or educational program. The final three days and/or beginning three days of a semester will not be approved for vacation for students in grades 7-12.
- At least one parent/guardian will be accompanying the student during this vacation.
- **Any vacation days must be approved at least 10 school days in advance** of the first date of the vacation (Policy 5200). Changes to this would be at the principal or associate principal's discretion.
- Students must make up work missed according to a schedule of one day per each vacation day granted.
- Days missed in excess of the prearranged vacation will be unexcused.

Unexpected short-term out-of-town absence: Unexpected out-of-town absences will ONLY be excused with a note from the parent/guardian specifying the reason for the absence. Notes may be brought to the main office when the student returns to school.

Family Need: State regulations require that any excuse from future school attendance must be limited to five days with possible renewal to a total of not more than 15 days during the school year. State regulations recognize only valid essential work for parent or guardian providing the student is over 14 years of age or the physical incapacity or death of a parent or guardian as the only valid reasons for an excuse from school attendance. Any excuse from future school attendance must not endanger the student's educational welfare or scholastic achievement. Parents must file a written request for pre-arranged absence with the school principal, who then may grant excuses only according to state regulations.

Early Release: Any student who must leave school during the day for any reason **must bring a note to the main office on the morning of the absence**. Please do not send these notes early! The note must include the **first and last name of the student**, the time the student will be picked up, the reason for the absence, and the name of the person who will be picking up the student. A pass will be given to the student allowing them to leave class and be in the office at the appropriate time for pick up. Please turn in any medical notes from appointments when your student returns to school.

Make-up Work: It is the responsibility of students to request their missed assignments immediately upon their return from an absence. Students will have as many days as they were absent to make up their work. A teacher may allow more than this if it is deemed necessary. **Check Progress Book for missed assignments!**

CELL PHONES, HEADPHONES, AND OTHER ELECTRONIC DEVICES

See also Board of Education Policies 5136, 5900, and 7542

Students may not use cell phones to call home during the school day (see 'phone usage')

Possession of an electronic communication device (ECD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege.

A student may possess a cellular phone or other ECD provided that during school hours and on school vehicles it remains off and stored out of sight. The requirement that cellular telephones and ECDs must be turned off will not apply if the student is using the cellular telephone or ECD for an educational or instructional purpose with the teacher's permission. "Using" refers to not only the making and/or receiving of calls, but also using the ECD for any other purpose (e.g. sending e-mails, text messages or instant messages, taking pictures, making recordings/videos, etc.) Students also may not use ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Distracting behavior that creates an unsafe environment or a disruption to the educational environment will not be tolerated.

ECDs, including but not limited to devices with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, lockers rooms, shower facilities, bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has the authority to make determinations as to other specific locations and situations where possession of an ECD is absolutely prohibited.

DRESS CODE

See also Board of Education Policy 5511.

Public schools must create an educational environment that provides students with the opportunity to learn. Clothing, accessories, or hair (including hair color) that distracts from the educational process, constitutes a safety hazard, or makes a statement inappropriate to the school setting will not be permitted. The following are presented as guidelines to promote better understanding of appropriate student appearance:

1. Grooming:
 - a. Excessive make-up of any kind is not to be worn.
 - b. Hair that is deemed a distraction by the administration will be addressed. The school will require a change in color or style within 24 hours.
 - c. At no time should hair cover the eyes and interrupt the educational process.
2. Clothing should be constructed and worn in such a manner that it is not unduly revealing. Sheer, see-through garments, spandex, thin straps, halter and tank shirts, and bare midriffs are not allowed. Tops and shirts must be able to be tucked in. The cut of the shirt may not exceed four fingers down from the point of the collarbone.

3. Students must wear shoes in and around the building at all times.
 - a. For P.E., shoes should have a soft upper and soft rubber sole (non-scuffing and without a heel) that provides good traction for your child’s safety and that of his/her classmates.
 - b. The shoes also should have laces to be tied (Velcro is ok) so that the shoes stay on and the laces are off the ground.
4. Clothing, and/or accessories exhibiting words, logos, symbols, blood, death, trademarks, innuendo or other references to alcohol, tobacco, drugs, sex, profanity, violence or death, etc. are not appropriate for school and are prohibited. Jewelry cannot be worn if it causes a safety concern
5. Shorts or skirts may be worn to school and should be of an acceptable length, per discretion of administration. Excessively tight shorts or skirts are not permitted.
6. Pants must be worn at the waist with absolutely no undergarments showing. Belts will be required if pants do not stay in a position that covers undergarments. Proper undergarments will be worn under ALL clothing and will not be visible.
7. At no time should sleeping apparel be worn. This includes pajama pants and/or slippers.
8. No hats (including but not limited to full head coverings such as bandanas, head scarves, hoods, etc. are permitted in the building. (Exception: Approved religious or medical need). Hooded sweatshirts are permitted but at no time should the hood be up in school.
9. Sunglasses shall not be worn in school unless required by a physician.
10. All clothing should be neat, clean, and in good repair.
11. Any style of dress that has the effect of disrupting the educational environment is prohibited.
12. Any apparel that may be deemed gang-related shall not be worn.
13. Outdoor coats and jackets and ski-type vests may not be worn in school.
14. No pen or marker marks are to be written on skin or on clothing in the form of written words, symbols, or design.
15. Chains such as dog chains and wallet chains, dog collars, etc. are prohibited.
16. No facial piercings – other than ears – are permitted to be worn (even if covered).

Students who come to school in violation of the dress code may be detained and discipline consequences may be issued.

It is the responsibility of the staff to interpret and enforce the guidelines for student dress and grooming in homeroom or as early in the day as possible. Staff members will send those students who do not abide by these guidelines to the office for appropriate action. The administration reserves the right to make judgments as to what is appropriate dress and grooming for the school environment. Students may be required to change inappropriate clothing, be removed from the regular school setting, and/or be sent home when his/her dress or grooming is considered inappropriate and/or disruptive to the learning process. Students in violation of the dress code may also face disciplinary action.

DISCIPLINE AND DISCIPLINE CODING

<u>Discipline Offense</u>	<u>Discipline Code</u>
Bullying	19
Cell Phone Violation	24
Dangerous weapon/Not a Firearm	07
Disobedient/Disruptive/Disrespect	18

Explosive, Incendiary, Poison	08
Failure to Serve Discipline	18
False Alarm/Bomb Threat	14
Fighting/Violence	03
Firearm Look-A-Like	20
Forgery/False Information	18
Harassment/Intimidation	19
Horseplay	18
Loitering	18a
Missing Assignments	18
Misuse of Technology	18
Refusal to Work	18
Serious Bodily Injury	22
Success Plan Violation	SUC
Tardy	23
Theft/Stealing	05
Truancy	01
Unwanted Sexual Conduct	21
Use/Possess of Alcohol	10
Use/Possess of Other Drugs	11
Use/Possess of Tobacco	09
Use/Possession of Firearm	06
Vandalism/Damage	04

EXPULSION

See also O.R.C. 3313, and Board of Education Policy 5500-5700.

When it becomes necessary to consider expulsion, a student and his/her parent or guardian must be given written notice of the intention to expel and the reasons for it. A formal hearing will be held before the Superintendent of Schools, a written record of which shall be kept and if a parent or guardian should desire that counsel be allowed to take part in said hearing, such will be allowed.

Should the parent, guardian, or adult student wish to challenge the decision of the superintendent after the expulsion hearing, they may do so by appealing in writing to the Board of Education. Parents or guardians have the right to bring legal counsel. The student or parents may ask for a private hearing before the board, but any action must take place at a public meeting. The reinstatement of a student demands a majority vote of the total board membership.

HALL CONDUCT

Students are expected to conduct themselves in an orderly fashion in the halls before school, after school, and during class changes. Students should refrain from running, horseplay, shoving, yelling, using inappropriate language and gestures, and loitering. All food or beverages must be consumed in the cafeteria area. (Breakfast can be taken out of cafeteria if needed.) Students must secure written permission from the teacher, administrator, or support staff member giving permission to be in the halls during class time. **Students must**

report to class first to receive permission before reporting to the office and/or clinic.

HARASSMENT/Bullying

See Board Policy 5517

I. General Statement of Policy

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the school. Please promptly report any type of harassment to a teacher, staff member or administrator. For additional details, please refer to Board Policy 5517 located on the district website.

II. Defining Bullying

The graphic on the next page defines behavior normally associated with bullying.

• The Definition of “Bullying” used by the school system

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation

TECHNOLOGY

Wooster City Schools and the State of Ohio have provided computers for all students to use. Students, staff, and volunteers must sign an on-line agreement (Acceptable Use Policy Form) which states that the users will use the computer within the guidelines set forth by the district.

TRANSPORTATION

Bus Safety and Rules: Wooster City Schools provide bus transportation for many of its students. It is the goal of the Wooster Board of Education to provide transportation to and from school in a safe and efficient manner. For the safety of all, the following behaviors are expected of all students:

Prior to loading (on the road and at school) each student shall:

- Be on time at the designated loading zone five minutes prior to scheduled stop.
- Stay off the road at all times while walking to and waiting for the bus.
- Line up single file to enter.
- Wait until the bus is completely stopped before moving forward to enter.
- Refrain from crossing a highway until the bus driver signals it is safe.
- Go immediately to a seat and be seated.

During the bus ride, each student shall:

- Obey the instructions of the driver.
- Go directly to his/her assigned seat.
- Observe classroom conduct.
- Not eat, drink, or chew gum.
- No profanity.
- No smoking or tobacco chewing.
- Keep body inside bus.
- Not shout or throw objects out the windows.
- Keep the aisles clear and the bus clean.

Leaving the bus each student shall:

- Remain seated until the bus has stopped.
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver is not to discharge students at places other than their regular stop or home or at school unless s/he has proper authorization from school officials. A student who becomes a discipline problem on the bus shall be subject to the appropriate consequences that may include (among others) parent contact, referral to the principal, loss of recess, detention, copying bus rules, in-school suspension, bus probation, and temporary or permanent suspension of riding privileges.

Very serious problems, such as fighting on the bus or disrespect or refusal to listen to the driver may result in bus suspension even for a first offense. If a student is suspended from the bus, his/her parent(s) shall be required to furnish transportation to and from school during the entire period of suspension. Parents' cooperation in working with the schools will help create a safe and pleasant bus riding experience for the students. **Students may not ride a bus other than their own without permission from the transportation administration (bus garage).**

WEAPONS

Students are prohibited from possessing, storing, making, or using a weapon, including a concealed weapon, in a school zone and any setting that is under the control of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school sponsored event, or a Board-owned vehicle.

The term “weapon” means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

School administration will refer any student who violates this policy to the student’s parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

II. DURING THE SCHOOL DAY

Student Identification Cards

Wooster City Schools will provide each student with one student identification card and lanyard. These cards will be used for the cafeteria and the library. In the cafeteria, students will store their lunch balance on the card for use at breakfast and lunches. While in the library, students will swipe the card to check out books.

- If students lose their card and lanyard a second copy will be maintained in the office.
- If students lose their second copy, a \$5.00 replacement charge will be assessed.
- Students are not permitted to check out a library book without their student identification.
- Only current Wooster ID cards are permissible.
- Students may only be in possession of their own ID card (Violation will result in school consequences)
- Lost, damaged, defaced (i.e. stickers, markings) or stolen cards are the responsibility of the student; students must report to the Front Office to pick up their second copy or to purchase a new card at the cost of \$5.00 for the ID card.
- ID cards remain the property of Wooster City Schools.

BACKPACKS / BOOKBAGS

For both the security of the building and to minimize hallway congestion, backpacks/book bags are to be kept in lockers during the school day.

CLINIC

School Nurse: All students will be required to have an Emergency Medical Authorization on file in the school nurse’s office each year. Students must report to their scheduled teacher to obtain a pass to see the nurse unless there is an emergency. If the nurse believes the student should be sent home, a parent or guardian will be notified. Only the school nurse, the principal, or the principal’s designee can notify a parent or guardian. Only the parent/guardian or other designee as written on the student’s Emergency Medical Form may sign the

student out from school.

In the event that the nurse is not in the building, the student should report to the principal or the principal's designee in the office. **Under NO circumstances should an ill student call home from a classroom, his or her cell phone, remain in a restroom, or other unsupervised area or leave the school building or grounds without a parent/guardian signing him or her out at the main office.** A disciplinary consequence will follow all violations of this rule.

Health Guidelines for School Attendance: Should I keep my child home or send him or her to school? Do not send your child to school if any of the symptoms or conditions listed in **APPENDIX D** were present in the last 24 hours. You may also be asked to bring your student home if any of these symptoms or conditions appear during the school day.

Medication: Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. **If possible, the parent at home should give all medications.** If a student needs to be administered a prescribed medication during the school day, the school will accommodate the parent under the following conditions:

1. The school nurse, principal, or principal's designee will supervise the secure proper storage and administration of medications. Medication will be stored in the school clinic unless otherwise specified by the physician or authorized healthcare provider with prescriptive authority.
2. **The medication must be received in the container in which it was dispensed by the prescribing healthcare provider or licensed pharmacist.**
3. Written permission must be received from the parent/guardian of the student, requesting that the school district comply with the physician's or other prescribing health care provider's order. (Form 5330-A)
4. The school nurse, building principal, or the principal's designee must receive and retain a statement which complies with O.R.C. 3313.713 and is signed by the physician or other provider who prescribes the medication. (Form 5330-A).
5. The parent/guardian or other person having legal care or charge of the student must agree to submit to the school nurse, the principal, or the principal's designee a revised statement signed by the physician or other prescribing health care provider, if any of the information originally provided changes.
6. No employee who is authorized by a board of education to administer a prescribed medication and who has a copy of the most recent prescriptive statement would be liable in civil damages for administering or failing to administer the medication unless h/she acted in a manner that would constitute gross negligence or wanton or reckless misconduct."
7. No person employed by the board of education will be required to administer a medication to a student except pursuant to requirements established under this policy. The board of education shall not require an employee to administer a medication to a student if the employee objects. Parents will be notified

in a timely manner if this is the case.

8. **Parents must provide medication in the purchased container, labeled with the student's name and sign a form for the school to dispense any medication to their child. (Form 5330-B) All medication will be locked up in the school clinic cabinet under the student's name.**
9. Any student who uses or distributes a medication of any kind, including those over-the-counter, to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the code.

Immunizations: The school nurse in the student health folders keeps immunization records. **Please do not turn in immunization records to coaches with sports physical information.** State law requires that pupils must be excluded from school if they have not had all the required immunizations. Ohio law requires all 7th graders to have: five (5) DPT, plus an additional Tdap, four (4) Polio, three (3) Hepatitis B, two (2) MMR, one (1) Varicella, and one (1) Meningitis.

Parents are responsible for having their child properly immunized prior to the first day of school. Upon review, parents will be notified if their child is not in compliance with state regulations. Pupils will be excluded from school (unexcused) if parents do not comply within 14 days after the first day of school.

DAILY SCHEDULE

(Please see Appendix B)

DRUG SNIFFING DOGS

Periodically, drug-sniffing dogs are used in the Wooster City Schools to assist in the maintenance of Drug Free Schools. Lockers and classrooms may be checked.

EQUAL EDUCATION OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered in this district regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

FIELD TRIPS

Throughout the school year, students are offered the opportunity to participate in educationally oriented field trips. These field trips offer students the chance to experience educational opportunities that cannot be provided in the classroom. In order to participate in a field trip a student must have a current on-line emergency medical form on file with the field trip box checked. Students will not be allowed to participate on field trips without completion of this form. Verbal permission will not suffice. Individual grade level teams may establish additional criteria for eligibility for participation on field trips. If you require any assistance, please contact the school office.

Field Trip Procedures:

- Any student with a disciplinary action anytime during the school year may be denied participation on the trip.
- Students are expected to help contribute to the cost of any field trip. There may be scholarships for part

of the costs.

- A non-refundable date for the cost of each field trip will be established and given with trip information.
- Field trips are part of the educational learning process. Every field trip has State Standards that students will be meeting. Students who do not attend the field trip will have alternate assignments that coincide with each trip.

Students who do not attend the field trip are expected to be in school and complete the alternate assignments.

GUIDANCE

Services: Guidance counselors are available daily to assist students and parents. They help with academic problems, interpersonal conflict, scheduling changes, as well as referral sources to outside agencies. Special forms are available in the office to make an appointment to see a counselor. Counselors are also active with mediation and conducting group sessions with students who have common issues.

Schedule Changes: Due to the fact that the master schedule and the hiring of staff is based on requests for classes made by parents and their children in March of the previous school year, few schedule changes will be made.

Requests for changes to student schedules must be made in writing by the parent/guardian during the first 10 days of the school year, including those classes that meet second semester or second, third, or fourth quarter. Any student who withdraws from any class after that period of time will receive the grade of W/F, Withdrawn Failing, on the report card unless waived by the principal. **Schedules will not be changed for teacher preferences.**

Scheduling for Next Year: Scheduling for the next school year usually begins in March.

Promotion/Retention Policy:

1. Students who are at risk of failing a core content class for the entire school year may be retained.
2. Students who are at risk of failing any core content class may be placed on a Success Plan or in a credit recovery program. Also, an intervention team may be formed to help the student be successful.
3. The principal reserves the right to make an administrative decision regarding retention based on collective data analysis.

LOCKERS

Lockers are school property and may be searched at any time. Students are responsible for the proper upkeep of their lockers. Lockers are to be kept clean and orderly at all times, free from stickers, signs, etc. **There is to be NO decorating of the outside of lockers.** School authorities have the right to inspect lockers at any time. **Lockers will not be shared.** Lockers are not to be changed without permission of the office. Leave valuables at home – do not bring them to school and store in lockers. Coats must be put in lockers and not taken to class. If a student has a problem with his or her locker, contact the main office.

Don't share your combination with anyone!

LOST AND FOUND

EWMS is not responsible for personal items lost or stolen. Items that are found are placed on the Lost and Found Table outside the library. Several times during the year, items that are not claimed are donated to area charitable organizations.

PHONE USAGE

We only allow students to use the phone with teacher permission. Things we would like you to discuss with your child that would alleviate unnecessary use of the phone include:

1. What to do in the case of early dismissal for inclement weather or emergency.
2. After school activities such as scouts, youth center, visits to friends, etc.
3. Inclement weather at dismissal

If we do not have a written note or a phone call **before 2:30**, your child will follow his/her normal procedure (go home on the bus or walk as usual).

[Please promote your child's safety by making sure s/he has memorized your phone number.]

RESPONSE TO INTERVENTION [RTI]

Response to intervention integrates assessment and intervention within a multi-level prevention system to maximize student achievement and to reduce behavior problems. With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities or other disabilities (National Center for Response to Intervention). Parents are important partners in the intervention process. More intervention and suggested support ideas can be found on our district website home page on the left side. Look for "Response to Intervention" in the ***drop-down menu under Additional Information.***

SPECIAL EDUCATION

A continuum of special education programs such as speech and language therapy, a multiple disabilities program, a cognitive disabilities program, specific learning disabilities, tutoring, and class placements, psychological services, and counseling services are coordinated throughout the district by the Coordinator of Pupil Services. Criteria for the utilization of these services are dictated by State of Ohio policies and procedures. In all cases, an intervention process followed by a screening and/or evaluation process is required before a child may be considered for special educational program services. By the same token, parent permission is required for school officials to proceed with an evaluation or for school officials to recommend placement in these programs. Because procedures must be followed, it may take an extended period of time before special educational services may be recommended for a child. Should parents have any questions regarding special education services, they may contact the building principal or the Coordinator of Pupil Services at Central Office.

STUDENT COUNCIL

The group participates in leadership activities and facilitates service to the building, community and beyond. Once school begins, students will be given the criteria, deadlines, and expectations for participation.

SURVEILLANCE CAMERAS

Students, visitors, etc. are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras inside and outside the school building.

TESTING

All students are required to take all Ohio state mandated assessments. These tests are very important and a student's performance on these tests may determine future class placement. No vacations will be granted during testing.

TEXTBOOKS

The classroom teacher assigns textbooks to students. Pupils are responsible for their own books as well as library books that are checked out in their name. It is recommended that all students cover their textbooks. Fines are assessed for damaged or lost books/workbooks.

VISITING THE SCHOOL

State law requires that ALL VISITORS (including parents) REPORT TO THE SCHOOL OFFICE upon entering the building.

Visitors must sign in and receive a badge that they must wear while in the building.

Edgewood Middle School is a school that maintains an "open-door" policy. We welcome you and invite you to visit at any time, however, we do ask that you make prior arrangements to visit your child's classroom with the classroom teacher. "Dropping in to talk" with a child's teacher during the school day is very disruptive to the academic environment and interrupts instruction. Instead, please call your child's teacher to schedule a conference at a time that works for both of you.

WEATHER

(Please see Section V: Communication)

SPECIAL SECTION: AFTER SCHOOL ACTIVITIES

ATHLETICS/EXTRACURRICULAR

- Students must be in attendance by 11:25 a.m. in order to participate in any after school co-curricular or extracurricular activity. This includes practices and performances.
- Any student leaving school and going home because of illness is not eligible to participate in any after school co-curricular and extracurricular activity that day (or over the weekend if leaving school early the day prior to the weekend).
- Students must earn passing grades in a minimum of five subjects during the preceding grading period (OHSAA Bylaw #4).
- All athletes must follow the Wooster City Schools Athletic Code of Conduct.
- If you have any questions, please contact the Edgewood Athletic Director, your student's guidance counselor, or refer to the Ohio High School Athletic Association By-laws which are available on the association's website: www.ohsaa.org.

Extracurricular Activities: Academic Challenge, Geography Bee, National Junior Honor Society, Spelling Bee, Yearbook, Power of the Pen, Math Counts, Knitting Club, and Drama Club.

Music: Band, Jazz Band, Choir, and Orchestra.

Athletics: Football, Cross Country (B/G), Volleyball, Cheerleading, Basketball (B/G), Wrestling, Track (B/G).

Pay-to-Participate: Edgewood has a one-time \$50.00 pay-to-participate fee for athletics. Athletic fees will be waived for students who have turned in a sign waiver form.

School Dances: EWMS and its support clubs may offer dances during the school year. **Attendance at these events is optional and is only for 7th Grade EWMS students.** Dress code for the dances will be similar to the school dress code. No one is permitted to leave after arriving unless their parent picks them up early. Any student who is asked to leave for violating school rules will not be able to attend future dances. A signed permission slip from a parent/guardian is mandatory. No student will be permitted to attend without one.

III. Breakfast/Lunch/Recess

BREAKFAST PROGRAM

Edgewood offers breakfast each morning. Seventh grade students eating breakfast may enter the building at 7:30 a.m. Breakfast will be served from 7:30 - 7:55 am. Students will be in their classrooms by 8:00 am. Fifth and sixth grade students eating breakfast may enter the building at 8:20 am. Breakfast will be served from 8:20-8:42 am. Students will be in their classroom by 8:47 am.

Please avoid sending your child early, as the doors will not open before 7:30 a.m. Monthly lunch menus are available online and in the school office. Students may eat daily or only days you select. Cost is \$1.25 daily. If students qualify for the free/reduced lunch program, they will also qualify for breakfast. Reduced cost is 40¢ daily.

LUNCH PROGRAMS

The cost of a **student** lunch for the 2016-2017 school year is **\$2.90**. Wooster City Schools offers free and reduced priced meals for children unable to pay the full price of meals under the National School Lunch Program. **A new application must be completed each school year, and applications must be turned in prior to September 30 or your child will incur charges.** *Parents may fill out an application in the school office where the child attends to see if they are eligible for free or reduced meals.* One completed application covers all children attending Wooster City Schools. Notification of eligibility will be sent to parents from the District's Food Service Office. Please keep this notification as it can be used for reduced fees for Wooster Parks and Recreation programs.

If you would like to take your child out to lunch, please send a note to the teacher in advance and sign-out the student in the office before you leave. **Also, please refrain from bringing fast food lunches to school for your child.**

1. Money can be placed on a student's account during breakfast of lunch periods.

2. Use payforit.net to go online & pay fees with a credit card or electronic check. You can also use this service to check student balances.
3. **After 3 lunches are charged, students will be served (at full charged price) a meal of a cheese sandwich, white milk, vegetable, fruit until the balance is brought to a current status.**

CAFETERIA RULES

Rules of conduct in the cafeteria are based upon the premise that students should conduct themselves appropriately. The school's rules apply in the cafeteria to all students. Any disturbance in the cafeteria will result in disciplinary action.

Cafeteria rules include:

Lunch Line

- Students are to stand in line quietly
- Cutting in line is not permitted

At the Tables

- Students are to sit at assigned tables and remain seated until dismissed by supervisor.
- Students will raise their hand to ask for assistance from a staff member.
- There is no saving of seats or moving of chairs in the Edgewood cafeteria.
- Be kind to others, including students, staff, and visitors.
- Use good table manners.
- Absolutely NO throwing of food, utensils, etc.
- Talk in a quiet tone to persons sitting near at your own table.
- Trading of food is not permitted.
- Preferential seating can be assigned per poor behavior.

Cleaning Up

- When finished eating, students should walk their trash to the nearest trash/recycling bin.
- Clean dishcloths are distributed to each table by a supervisor during the last ten minutes of lunch. A teacher will collect the cloth after the table is clean. Each student is responsible for cleaning up his/her table and floor areas.
- Floor and tables must be clean before students are dismissed.
- Do not bring carbonated beverages, fast food or any glass containers to school for lunch.

Restroom Passes/Leaving the Cafeteria

- Students may only be dismissed to the restroom or to leave the cafeteria with permission from a supervisor. Students should raise their hands to ask for permission and are not to leave their seat.
- Students must sign out in the notebook and take a pass before leaving to use the restroom or leaving for any other destination.

Announcements

- When a teacher raises his/her hand, all talking must stop ASAP for an announcement. We will practice this procedure frequently so that students are prepared in the event of an emergency.

INDOOR RECESS RULES (5th and 6th Grade)

1. Use the restroom on the way back from the cafeteria to your classroom or to recess. If you need to use it during indoor recess, get permission from the adult on duty.
2. Stay in your own classroom unless instructed otherwise by your teacher.
3. Students should be seated at all times unless granted permission. Students can talk quietly, play board games, and use technology with permission of staff member on duty. Staff may also choose to watch appropriate videos/programs.
4. In order to keep all students safe in close quarters, avoid these behaviors:
 - a. running
 - b. throwing objects of any kind
 - c. crawling
 - d. tag games
 - e. jump rope
5. Computers are to be left alone unless your teacher is in the room supervising you.
6. Use INDOOR VOICES at all times.
7. The only students in the hall should be ones placed there by the adult on duty. Remember that the adult on duty is responsible for all the classrooms-use self-control and act responsibly.
8. If your teacher is allowing you to do certain activities outside the normal realm of inside recess, you must wait until the teacher is there with you to do them. (ex: paint, computers, etc.)

OUTDOOR RECESS (5th and 6th Graders)

Recess is an opportunity for social interaction for children. Students will go outdoors for recess weather permitting. A written request from the parent is required for a child to remain indoors for recess. This request will be honored for **one** day only. A physician's written request will be required for a student to continue to remain inside. If the temperature falls below 20° (including wind chill), students will not go outdoors for recess.

PLAYGROUND RULES

CLIMBER:

1. Do not play tag on or around climber.
 - a. Tag should be played in the field and not around the equipment.
2. Do not run on equipment.
3. Do not jump off climber.
4. Do not push anyone off the climber.
5. Do not climb outside the safety rails.
6. Do not "drop" from the fireman's pole. Slide down.
7. Do not throw or kick the wood chips.

SWINGS:

1. Only one (1) person is allowed on a swing at a time.
2. No one is to jump off a swing when it is in motion.
3. No one is to swing sideways.
4. No one is to climb the swings or the swing support.
5. No one is to twist the swing chains.

6. No one is to stand up on the swings or swing on their stomachs.
7. No pushing of students on the swings.

WINTER RULES:

1. No student may tear down another student's snowman or fort. If you didn't help build it or make it – LEAVE IT ALONE!!!
2. There is to be no sliding anytime at school on snow or ice.
3. Students must stay off snow piles.
4. Do not make or throw snowballs.
5. No one in the snow without snow boots. Snow boots mean that you will change into shoes when you come into the building.

GENERAL RULES:

1. Students are not permitted in the building at noon recess, unless they have a pass, or are on their way to noon room.
2. Students should walk out of the building and cafeteria in a polite manner.
3. No balls are to be kicked on the blacktop. If a loose ball is around, please pick it up and pass the ball back to the game, or put into the ball basket.
4. No balls should be thrown tossed, bounced or kicked against the building.
5. No hard balls may be used on the school grounds, including baseballs or lacrosse balls.
6. No aluminum, wooden, or plastic bats or lacrosse sticks may be brought to school or used without the direct supervision of a teacher.
7. Coats are not to be piled on the playground. They must be worn or tied around the waist at all times. Students will have 5 minutes on the wall for going back inside for a coat.
8. When the bell rings students are to stop activity, and help put all equipment away. Line up and enter the building in silence. No goofing around. Other students are in class.
9. Never run in the halls or the classroom.

SCHOOL BOUNDARIES:

Students should stay on the inside of the track area and within the general boundaries of the kickball field. Students are not permitted to be in the woods or leave school grounds at any time during school hours without proper adult supervision.

IV. TO/FROM SCHOOL

ARRIVAL AND DEPARTURE TIMES

Parent-Provided Transportation: Parents may pick up and drop off students in front of the school in the driveway loop. Follow the arrows. No cars may park in areas designated for buses on Graustark Path. Wooster Police may ticket.

A.M.:

Seventh grade students should not arrive nor be on school grounds prior to **7:35 a.m.** Prior to 8:00 a.m., students should remain in the upper gym. After 8:00 am, students must report to the office to sign in.

Fifth and sixth grade students should not arrive nor be on school grounds prior to **8:20 am**. Prior to 8:47 am, those students should remain in the upper gym. All students having breakfast should report to the cafeteria. After 8:47 am, students must report to the office to sign in.

P.M.:

Seventh grade Students must depart school grounds by 3:05 p.m. unless supervised by an adult. **Fifth and sixth** grade students must depart school grounds by 3:45 p.m. unless supervised by an adult.

After School Detentions:

Seventh Grade from 2:50-4:05 p.m. (1 hour 15 minutes)

Fifth and Sixth Grade from 3:40-4:55 p.m. (1 hour 15 minutes)

Teacher Detention is as assigned by the teacher.

Friday School

Seventh Grade is 2:50-4:50 p.m. on Fridays

Fifth and Sixth Grade is 3:40-5:40 p.m. on Fridays

BICYCLES

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property; in the observation of safety rules; and in the display of courtesy and consideration toward others. The Board will permit the use of bicycles by students in accordance with the rules of the District. The Board will not be responsible for bicycles that are lost, stolen, or damaged.

LOITERING

Students need to be supervised by EWMS staff at all times. Otherwise students are not to be on school property.

WALKING TO SCHOOL

1. Please encourage your child to practice safety rules when going to and from school.
2. Seventh grade students should arrive at school between 7:35 and 7:55 a.m. Fifth and sixth grade students should arrive at school between 8:20 and 8:42 am.
3. Students shall stay on sidewalks as much as possible, **and avoid cutting through private property at any time.** Students should not cut through parking lots, or business property. In so doing, they respect the property of others and also do not subject themselves to dangers such as unattended swimming pools, vicious dogs and other concerns.
4. Students should go straight home after school, not stopping at business places unless they have written parental permission. Students returning to school to play are not supervised unless they are participating in an announced after-school program.
5. Students should be considerate to all other students en route to and from school. There must be no fighting, pushing, name-calling, snowball throwing, etc., on the way to or from school. Remind your child that, by law, he/she is under the joint custody of principal and parent during the trip to and from school and must follow school rules.

V. COMMUNICATION / PARENT INVOLVEMENT

ANNOUNCEMENTS

Announcements for the day are made over the public-address system each morning at the beginning of first period. Teachers or advisors who wish to have announcements made should have them to Mrs. Brenner before 3:00 p.m. on the day prior. **Announcements are posted to our website on a daily basis.**

BAD WEATHER/EARLY DISMISSAL

Parents can sign up to receive district-wide calls in the event of a building or district closing! Go to the Wooster City Schools main web page to sign up. Parents and students can also listen to WQKT-FM or WDBN-FM, log on to the district website, or watch Channel 9 cable TV or major Cleveland network affiliates to get the most up-to-date Wooster school closing information.

The weather can change rapidly in the winter months. Parents should talk with their children ahead of time about the procedure they are to follow, such as going to a neighbor's home if it would be necessary to dismiss the children from school early in the day due to serious storm warning (something which Wooster City Schools rarely does). It is a very good idea to have a plan worked out ahead of time so that your student is prepared.

CONFERENCES - PARENT/TEACHER

- A. Two parent/teacher conferences are held each year. The first conference is scheduled for November and the second conference is scheduled for February. We strive for 100% attendance. We do feel that the second conference is important. By talking with parents later in the school year we can: (1) note progress made since the first conference; (2) become more informed as to strengths and weaknesses; (3) discuss learning difficulties or areas of concern; (4) again give the parent and teacher an opportunity to communicate.
- B. Our feeling is that these conferences are helpful and informative for both parent and teacher. We look forward to and enjoy having the opportunity to meet and talk with you.
- C. We are always willing and available to talk at any scheduled time. Do not hesitate to call and make an appointment with the principal and/or teacher. Please don't feel that the only opportunity for you to conference is at these two times.

DIRECTORY INFORMATION / PICTURES

State law mandates that schools provide directory information about students upon request from anyone asking for this information. The directory information includes name, address, telephone number, age, etc. If parents do not want this information, or pictures of their children, make their wishes known in writing. WCS provides a media form that every parent must fill out at the beginning of the school year asking to allow or not allow pictures and/or names to appear in yearbook, newsletters, or newspaper articles.

FAMILY CONCERNS

A student's school work often reflects changes in the family – new baby, illness of a grandparent or other family member, divorce, remarriage, loss of a parent's job, etc. Parents/guardians are encouraged to inform the school

of such changes, which may be of deep concern to a child. Confidentiality will be maintained.

FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act provides parents the opportunity to review their child's school records. Requests to review records should be made directly to the principal who will make the arrangements.

FEES

Fees are listed individually on the student's schedule. Fees are due at the beginning of the school year. Checks are made payable to Wooster City Schools.

GRADES

Grading Scale for 5th, 6th, 7th Grade

A+	97-100%	4.0
A	93-96%	4.0
A-	90-92%	3.7
B+	87-89%	3.3
B	83-86%	3.0
B-	80-83%	2.7
C+	77-79%	2.3
C	73-76%	2.0
C-	70-72%	1.7
D+	67-69%	1.3
D	63-66%	1.0
D-	60-63%	0.7
F	59% or lower	0.0

Note: EWMS does not weight grades; therefore, an A+ has a 4.0 designation. This level is meant to provide an intangible reward for outstanding performance.

Report Cards/Interim Reports: Student report cards are distributed to students four times per year, at the end of each nine-week grading period. Interim progress reports may be sent at any time or at the middle of each grading period to all students.

Progress Book Codes: Progress Book provides online parent and student access to grades, homework, and attendance. Every student and parent is assigned a username and password at their initial registration. If you have lost or forgotten your codes, please contact the school office.

Honor Roll/4.0 Designation: Any student with at least a 3.0 grade point average qualifies for the EWMS Merit or Honor Roll. Students who have earned a 4.0 will be recognized as Highest Distinction.

National Junior Honor Society: Eligibility for this privileged activity consists of: A minimum cumulative grade point average of 3.75 while at EWMS; evidence of outstanding character, leadership, service (to the school and community), and citizenship; and approval by the faculty committee. Students who meet the selection criteria in 7th grade will be inducted in the spring of that year. Please contact Mrs. Polly Fenton (current NJHS advisor)

for additional information.

SCHOOL NEWS

Our website is updated regularly and can be found by going to: <http://www.woostercityschools.org/ms>. It is very helpful for parents to have an email address on file for other communications.

Student Acceleration

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:

- A. 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
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

PARENT TEACHER ORGANIZATION (PTO)

P.T.O. has an active and vital function at Edgewood. This organization provides our field trips, enrichment projects, assemblies, and much more. We hope you will volunteer and become actively involved in the many service projects at EWMS.

PARENT REQUESTS

Placements for the next year will be made after school is out in June. The teachers and principal will work together for the best placement for each child. The following criteria will be considered: academics, gender equity, behavioral needs, social needs, and learning styles. Efforts will be made to find compatible and appropriate groups of students and teachers. With this in mind, please allow us to make the placement that we feel best for your child. Parental requests will **not** be accepted.

TITLE I

Because of our school demographics, we are a Title I school. In order to meet the needs of our student population, we utilize strategies based on scientific research to strengthen our core program and increase the amount and quality of learning time. We also take care to make sure our instructors are highly qualified in the teaching field, have quality staff development, provide transition plans from our preschools, and seek to reach high levels of parent involvement.

Through our Title I program, we have opportunities to provide more reading and math literacy materials, parent literacy nights, intervention assistance materials, and more. Families are welcome and encouraged to participate and/or ask questions anytime.

TITLE IX / SECTION 504 COORDINATOR

As part of the compliance program of the Wooster City Schools to identify, remedy, and prevent discrimination on the basis of race, color, national origin, sex, handicap, and age, the following persons have been designated as coordinators of Title IX of the Education Amendments Act of 1972, and Section 504 of the Rehabilitation Act of 1973: Coordinator, Title IX and Coordinator of Section 504 is the Director of Pupil and Personnel Services, Wooster City Schools, 144 N. Market St., Wooster, OH 44691. The above person, as compliance coordinator, is responsible to ensure that federal and state regulations relative to Title IX and Section 504 are complied with and that any complaints are dealt with promptly in accordance with Ohio law.

VOLUNTEERS

The Edgewood community can be supportive and loyal not only in words, but also in actions. Get involved with Edgewood as a volunteer helper! We need people who can:

- Participate in the Edgewood Mentorship Program.
- Help in the Library.
- Make educational materials for teachers.
- Share experiences or skills with whole classes or certain interest groups.
- Help with Parent/Teacher Organization (PTO) projects, special events, field trips, mini courses, etc.
- Serve as a reading volunteer. Volunteers commit one to two hours per week during the school day to come and read with a specific student. A training session and all materials are provided. We are looking for parents, neighbors, grandparents, and business people to come to Edgewood and help your children read.
- Help with gardening and landscaping.

If you are available to help in any way, long or short term, please let the principal, teacher, P.T.O. president, or secretary know.

VI. SAFETY

EMERGENCY INFORMATION

Parents must be sure that the school office has a current, working phone number and the name of some other person to call in case of an emergency, when the school is unable to reach the parents. Also, **if there is a change in a phone number or the emergency number, it is important and necessary that parents notify the school office at once.** The school keeps this information and it must be up-to-date at all times. Schools must be able to contact parents or other responsible adults quickly if the need arises. Parents are asked to cooperate with this emergency reference and to remember that the emergency information must be complete, accurate, and up-to-date.

In the event of an accident/injury to a child (especially a head injury), the office will notify parents or emergency contact persons according to the listing on the Emergency Form. If none of these people can be reached, one of the following procedures will occur:

- A note will be sent home describing the injury (minor injuries).
- The child will be transported to the hospital emergency room (major injuries).

FIRE/TORNADO PROCEDURES

Fire: When the alarm sounds, students should walk single file to the assigned exit (posted in each classroom and reviewed periodically by staff members). There should be **NO TALKING**. Teachers will take attendance after the class has moved to a safe area. If a fire drill occurs between periods, students should report back to their previous class (a student leaving 3rd period going to 4th period should report to their 3rd period teacher's meeting location). If a fire drill occurs during lunch, students should meet their teacher in an established location outside of the school.

Emergency Situations

Initiation:

Refer to the ALICE section under ALERT

Accountability:

If you are within a safe and secure environment/facility, you will report back to the Principal or designee where you are at and who is with you. The principal and/or superintendent will then report back to the safety command center.

Recall:

When a facility is deemed safe and the investigations are complete by the police/fire department, law enforcement will notify the Superintendent or designee. The Superintendent will then recall staff and students back to the environment.

Communication and Coordination:

When a secured area is determined based on the circumstances of the event, communication will take place via cell phone or two-way radio.

Tornado: Announcements regarding tornado procedures will be made over the P.A. system. Emergency routes will be clearly posted in each room and reviewed periodically by staff. Teachers will take attendance once students are in the proper location. Students are to follow these procedures once at their designated tornado location:

- Stay clear of all doors and windows
- Remain quiet and calm and listen for instructions from staff members
- Assume the "safety position" – face down, knees drawn up under them, and covering the bone on the back of their neck with their hands

SCHOOL SAFETY PROCEDURES

Edgewood Middle School, and all Wooster City School buildings practice the ALICE Method of countering violence in the school setting. **ALICE** stands for:

1. **ALERT-** make as many people as possible within the danger zone aware that a potentially life-threatening situation exists.

2. **LOCKDOWN** - Prepare to Evacuate *or* Counter if needed. In the event of a violent situation in your immediate area, and the fact you are in imminent danger, USE ANY MEANS NECESSARY to secure your area.
3. **INFORM** - Communicate the violent intruders' location and direction in real time.
4. **COUNTER** – Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is NOT fighting.
5. **EVACUATE** - When safe to do so, remove yourself from the danger zone.

(Appendix A)

2017-18 Daily Schedules

5th Grade

Breakfast is served	8:15-8:42
Period 1	8:47-9:33
Period 2	9:36-10:20
Period 3	10:23-11:07
Period 4	11:10-11:54
Period 5	11:57-12:41
Period 6	12:44-1:28 (lunch and recess)
Period 7	1:31-2:01 (exploratory)
Period 8	2:04-2:48
Period 9	2:51-3:35

6th Grade

Breakfast is served	8:15-8:42
Period 1	8:47-9:33
Period 2	9:36-10:20
Period 3	10:23-11:07
Period 4	11:10-11:54
Period 5	11:57-12:41 (lunch and recess)
Period 6	12:44-1:28
Period 7	1:31-2:01 (exploratory)
Period 8	2:04-2:48
Period 9	2:51-3:35

7th Grade

Breakfast is served	7:30-7:55
Period 0	8:00 -8:44
Period 1	8:47-9:33
Period 2	9:36-10:20
Period 3	10:23-11:07
Period 4	11:10-11:54 (lunch and flex)
Period 5	11:57-12:41
Period 6	12:44-1:28
Period 7	1:31-2:15
Period 8	2:18-2:43 (exploratory)

(Appendix B)

2017-18 2-Hour Delay Schedules

5th Grade

No Breakfast Served

Period 1	10:47-11:24
Period 2	11:27-12:04
Period 3	12:07-12:43
Period 4	12:44-1:28 (lunch and recess)
Period 5	1:31-1:53— 4th Period
Period 6	1:55-2:17— 5th Period
Period 7	2:20-2:42 (Exploratory)
Period 8	2:45-3:08
Period 9	3:11-3:35

6th Grade

No Breakfast Served

Period 1	10:47-11:19
Period 2	11:22-11:54
Period 3	11:57-12:41 (lunch and recess)
Period 4	12:43-1:09— 3rd Period
Period 5	1:12-1:38— 4th Period
Period 6	1:41-2:07
Period 7	2:10-2:36- (Exploratory)
Period 8	2:39-3:05
Period 9	3:08-3:35

7th Grade

No Breakfast Served

Period 0	10:00-10:27
Period 1	10:30-10:57
Period 2	11:10-11:54 (lunch and flex)
Period 3	11:57-12:22— 2nd Period
Period 4	12:25-12:50— 3rd Period
Period 5	12:53-1:18
Period 6	1:21-1:46
Period 7	1:49-2:15
Period 8	2:18-2:43- (Exploratory)

Health Guidelines for School Attendance

Should I keep my child home or send him or her to school?

Do not send your child to school if any of the following symptoms or conditions were present in the last 24 hours. You may be asked to take your child home if your child:

- **Has a fever of 100 degrees or higher** - Your child may return to school when the temperature has been normal (98.6) for 24 hours *without the help of medication*.
- **Has been vomiting** - If your child has two or more episodes during the previous 24 hours, unless vomiting is determined to be caused by a non-communicable condition and the student is able to remain hydrated and participate in school activities.
- **Has diarrhea** - Two or more stools above normal for student, medical evaluation required for stools with blood or mucus, readmission after diarrhea can occur after the following conditions are met:
 1. Diapered children must have their stool contained by the diaper, even if the stool remains loose.
 2. Toilet trained children do not have toileting accidents.
 3. Healthcare provider has cleared child for readmission for all cases of bloody diarrhea and diarrhea caused by Shigella, Salmonella Yersinia, Clostridium Difficile, Cryptosporidium, Campylobacter, E. Coli, Rotavirus/Norovirus, and Giardia Intestinalis
- **Rash with fever** - May return to school after medical evaluation has determined not to be communicable. Rash without fever must not fit the description of communicable diseases on the Ohio Department of Health Communicable Disease Chart the require exclusion. The ODH chart will also be referenced for return to school criteria.
- **Strep Throat** - May return to school after taking prescribed antibiotics for 24 hours.
- **Scabies or other parasite infections** - May return to school following the guidelines of the Ohio Department of Health and/or after treatment and clearance by healthcare provider.
- **No live lice** - After treatment and upon returning to school, the child will be examined by school health staff.
- **Possible pink eye** - Purulent drainage from the eye(s) does not improve when any discharge that is present is wiped from the eye. If the child complains of eye pain with redness, has eyelid redness and/or fever, the child should see a healthcare provider. If an antibiotic is prescribed, the child must be on the medication for 24 hours before returning to school.
- **Untreated infected skin patches with weeping fluid**
- **Mouth sores** - with drooling that the child cannot control.
- **Abdominal pain** - that continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- **Has symptoms** - that prevent him or her from participating in school , such as:
 - Excessive tiredness, pale, difficult to wake, confused or irritable, lack of appetite
 - Productive coughing, sneezing
 - continuous coughing
 - headache, body aches, earache

If you are unsure about whether or not to send your child to school, please contact the school health clinic staff with any questions you may have.

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American Academy of Pediatrics (2013)

NASN School Nurse (2015)