

# W Wooster City School District

Inspiring World-Class Academic Achievement



## **Elementary Student-Parent Handbook 2019-2020**

# 2019-2020 ACADEMIC CALENDAR

## Wooster City School District 2019-2020 Academic Calendar

AUGUST 2019						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 12: New Teacher Orientation  
 Aug. 15: Staff Convocation  
 Aug. 16: Teacher Work Day  
 Aug. 19: First Day for Students

SEPTEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2: No School – Labor Day  
 Sept. 9: No School – Fair Day  
 Sept. 10: No School – Teacher Inservice

OCTOBER 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 18: End of the First Quarter (Grades 5-12) (41 days)  
 Oct. 18: No School – Teacher Inservice

NOVEMBER 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 4 and 5: Elementary PTC, 5-8 PM  
 Nov. 4 and 6: EWMS PTC, 5-8 PM  
 Nov. 5 and 6: WHS PTC, 4-7 PM  
 Nov. 8 : End of First Trimester (Grades K-4) (55 days)  
 Nov. 8 : No School – Release Day for PTC  
 Nov. 27-29: No School – Thanksgiving Break

DECEMBER 2019						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 20: End of Second Quarter (Grades 5-12) (41 Days)  
 Dec. 23-31: No School – Winter Break

JANUARY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 1-3: No School – Winter Break  
 Jan. 6: School resumes  
 Jan. 17: No School – Teacher Inservice  
 Jan. 20: No School – Martin Luther King, Jr. Day

FEBRUARY 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. 10 and 12: WHS PTC, 4-7 PM  
 Feb. 11 and 13: EWMS PTC, 5-8 PM  
 Feb. 17: No School – President's Day  
 Feb. 21: End of Second Trimester (Grades K-4) (60 days)

MARCH 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 2 and 4: Elementary PTC, 5-8 PM  
 March 6: No School – Release Day for Parent-Teacher Conferences  
 March 13: End of the Third Quarter (Grades 5-12) (47 Days)

APRIL 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Apr. 6-10: No School – Spring Break  
 Note: Easter is Sunday, April 12, 2020

MAY 2020						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 25: No School – Memorial Day  
 May 27: Last Day for Students  
 End of the Fourth Quarter (49 Days) and End of the Third Trimester (62 Days)  
 May 28: Teacher Work Day or Make-up Day 1  
 May 29: Teacher Work Day or Make-up Day 2

JUNE 2020						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 1-5: Make-up Days 3-7  
 June 7: Graduation Day  
 June 8-12: Make-up Days 8-12

### Calamity Days:

Five (5) calamity days are permitted before the first make-up day is used for Grades K-12.

Littlest Generals Preschool must make up all missed days.

BOE Approved: 01/14/19

School Year Days Converted to Hours:  
**Littlest Generals Preschool**  
 456 hours (455 State Minimum)  
 No school on Fridays  
**Elementary School (Gr. K-4)** – 8:55 am to 3:45 pm  
 1094.6 hours (910 State Minimum)  
**Middle School (Gr. 5-6)** – 8:45 am to 3:35 pm  
 1117 hours (910 State Minimum)  
**Middle School (Gr. 7)** – 8:00 am to 2:43 pm  
 1081 hours (1001 State Minimum)  
**High School (Gr. 8-12)** – 8:05 am to 2:48 pm  
 1111.6 hours (1001 State Minimum)

# CENTRAL OFFICE AND ADMINISTRATIVE STAFF

## Board Of Education

School board meetings are usually held on the fourth Tuesday of each month. The public is invited.

You may access Wooster Board of Education Policies and calendar at

[www.woostercityschools.org](http://www.woostercityschools.org).

## **WHO'S WHO IN WOOSTER CITY SCHOOLS**

*144 N. Market Street*

330-988-1111

Michael Tefs, Superintendent

Bonnie West, Treasurer

Karen Arbogast, Director of Elementary Education

Richard Leone, Director of Secondary Education

Heidi Haas, Director of Pupil Services

Amanda Terakedis, Coordinator of Pupil Services

Rebecca Furlong, Director of Technology (330/345-4000)

Michael Foore, Director of Support/Fiscal Services

### CORNERSTONE ELEMENTARY

101 W. Bowman Street

Eric Vizzo, Principal

Molly Richard, Assistant Principal

330-988-1111 ext 4003

### LURA B KEAN ELEMENTARY

432 Oldman Road

Brandon Cobb, Principal

330-988-1111 ext 5500

### MELROSE ELEMENTARY

1641 Sunset Lane

Kaylee Harrell, Principal

330-988-1111 ext 3500

### PARKVIEW ELEMENTARY

773 Parkview St.

Steve Furlong, Principal

330-988-1111 ext 4500

### EDGEWOOD MIDDLE SCHOOL

2695 Graustark Path

Brad Warner, Principal

Martin Yoder, Assoc. Principal

330-988-1111 ext 7802

### WOOSTER HIGH SCHOOL

515 Oldman Rd.

Tyler Keener, Principal

Sara Crooks, Assoc. Principal

Nate Steiner, Assoc. Principal

330-988-1111 ext 7801

### WCS TRANSPORTATION DEPT.

1494 Old Mansfield Rd.

Vic Cole, Transportation Supervisor

Sherri Prindle, Assistant Transportation Supervisor

330-988-1111 ext 1600

**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.**

*Welcome to Wooster City Schools. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish it to be. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this updated student/parent handbook annually to explain students’ rights, responsibilities, and consequences for misbehavior.*

*Parents should review and discuss the information in this handbook with their school-age children. Teachers will also review this handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this handbook. Please be sure to sign and return the last page of this handbook with your and your child’s signature. If you have any questions, please contact the principal.*

Mr. Eric Vizzo, Principal  
330-988-1111 ext. 4001  
[wstr\\_evizzo@woostercityschools.org](mailto:wstr_evizzo@woostercityschools.org)

Mrs. Molly Richard, Assistant Principal  
330-988-1111 ext. 4002  
[wstr\\_mrichard@woostercityschools.org](mailto:wstr_mrichard@woostercityschools.org)

Mrs. Carol Banach, School Secretary  
330-988-1111 ext. 4003  
[wstr\\_cbanach@woostercityschools.org](mailto:wstr_cbanach@woostercityschools.org)

Mrs. Tammy Lingle, School Secretary  
330-988-1111 ext. 4004  
[wstr\\_tlingle@woostercityschools.org](mailto:wstr_tlingle@woostercityschools.org)

Adopted by the Board of Education in August 2019.  
Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education on January 2016.

# ***Wooster City Schools***

## **Equal Education Opportunity**

This district provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school district's Civil Rights Compliance Officer, the Director of Elementary Education, at 330-988-1111 ext. 1240.

## **School Day**

The elementary school day for students begins at 9:05am and ends at 3:45pm.

## **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. Many times it will be the responsibility of the student to deliver the information. 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 Wellbeing**

Student safety is the responsibility of families, 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 a current 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.

## **Injury and Illness**

All injuries must be reported to a staff member 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 emergency procedures as outlined on the emergency medical form 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.

***Head Lice prevention and control:***

To prevent the spread of this nuisance disease to other children while attending Wooster City Schools we ask that parents check their children regularly especially if excessive itching of the scalp is observed. The school nurse and trained staff members will complete periodic head checks at school. Children initially identified with live head lice will be sent home with a parent or guardian for treatment. Children who cannot be sent home will remain in the school clinic. If only nits are found, the child will remain in school with teacher and parent notification. Nit removal will be monitored. Children are expected to return to school no later than the morning after the initial identification, treatment, and removal of nits. The child should bring the tear-off portion of the lice identification letter completed, including parent/guardian signature, as well as the product label. Children who return to school with evidence of treatment and nit removal improvement/progress noted upon recheck by trained personnel, will remain in school and encouraged to retreat in 7-10 days after initial treatment. If you have questions, please call your school's medical assistant.

## 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 that 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 eye(s). 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.**

---

American Academy of Pediatrics (2013)  
NASN School Nurse (2015)

## Section I – General Information

### *Enrolling in the School*

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

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. A birth certificate or similar document

- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. 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. Central office administration 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 direction of the Director of Elementary Education, with regard to enrollment procedures.

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-in-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 who has been 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.

### ***Kindergarten Entrance***

Any child who is to be enrolled in kindergarten must be five on or before September 30. Kindergarten is compulsory in the state of Ohio. Just because a child reaches the age of 5 does not mean that she/he must go to kindergarten. Parents have the right to hold their child back an additional year and send her/him to kindergarten the following year. In some situations this is a wise decision. Kindergarten registration is held citywide in the spring. If you have any questions, please contact your building principal.

## ***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.

## ***Early Dismissal***

No student will be allowed to leave school prior to dismissal time without a phone call, written request signed by the parent/guardian or the parent/guardian coming to the school office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without permission signed by the custodial parent(s) or guardian.

## ***Withdrawal/Transfer from School***

Parents must notify the principal about plans to transfer their child to another school. School records will be transferred to the new school within 14 days of the new school's request.

## ***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. 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 any student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the elementary district RN.

## ***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 on or off school grounds including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The emergency medical authorization form is provided at the time of enrollment and at the beginning of each school year.

## ***Use of Medications***

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

- A. The appropriate form must be filed with the respective building's clinic 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.
- B. All medications must be registered with the clinic 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.

- C. Medication that is brought to the clinic will be properly secured. Medication must be delivered to the clinic 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 allergic reactions and/or asthma during school hours provided the student has written permission from a parent **and** 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 must provide a back-up dose to the school clinic. Students are strictly prohibited from transferring emergency medication, Epi-pens, or inhalers to any other student for their use or possession.

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.

- D. 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.
- E. The clinic will maintain a log noting the date and 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 clinic. Physician authorization is not required in such cases.

If a student is found using or possessing a 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. Please note that cough drops are considered OTC medication.

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 clinic.

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.

### ***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 health services 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.

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 Non-Casual 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.

### ***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 bloodborne 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 With Disabilities***

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

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

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. 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 IDEA, A.D.A. Section 504, and state law. Contact the Director of Pupil Services, at (330)988-1111, ext. 1229 to inquire about evaluation procedures, programs, and services.

### ***Homeless Students***

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the Director of Elementary Education at (330)988-1111 ext. 1240.

### ***Student Records***

The school district maintains many student records including both directory information and confidential information. (See district policy 8330).

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. For further information about the items included within the category of directory information and instructions on how to prohibit its release, parents may consult the board's annual *Family Education Rights and Privacy Act (FERPA)* notice which can be found at the school office. 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.

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 the requested student records to the school principal. 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.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents 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 Ave, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://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](mailto:FERPA@ED.GOV) and [PPRA@ED.gov](mailto:PPRA@ED.gov)

### ***Student Fees and Fines***

Students will be provided necessary textbooks for courses of instruction without cost.

Charges may 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 the withholding of grades and credits.

### ***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.

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 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.

## ***Meal Service***

The school participates in the national school breakfast and lunch program. Breakfast is available for \$1.25/student (\$0.30 reduced price) and lunch is available for \$2.70/student (\$0.40 reduced price). Students may also bring their own lunch to school to be eaten in the school's cafeteria. Student may leave school premises during the lunch period with a parent/guardian after being signed out of the office.

Applications for the school's free and reduced price meal program are distributed to all students upon enrollment and/or request. For questions regarding the application please contact the Food Service Secretary Jessica Tawney, 330-988-1111 ext. 3023.

## ***Fire, Tornado, and Safety Drills***

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

Emergency Evacuation Drills (fire) will be conducted 6 times during the year, and Tornado drills will be conducted 1x month during the months of April-May-June.

## ***Emergency Closing and Delays***

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

TV channels: CBS, NBC, ABC, WUAB, FOX,

Radio channels: FM radio station WQKT 104.5, or AM stations WTAM 1100 or WKVX 960.

Please avoid calling the school or bus garage unless it is an emergency.

Information concerning school closings or delays can also be found on the school's web page at [www.woostercityschools.org](http://www.woostercityschools.org)

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. To add/delete/update emergency contact numbers

parents can go to the communication button on the left side of the WCS Home Page and update their Parent Portal Information.

### ***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.

### ***Visitors***

**State law requires that ALL VISITORS (including parents) REPORT TO THE SCHOOL OFFICE upon entering the building.** During school hours, all outside doors are locked. Visitors must report to the to obtain a visitor's badge. Any visitor found in the building without a badge will be escorted to the office.

Wooster City Schools welcomes and invites you to visit; 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 (8:35-4:05) 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.

- A. Students may not bring visitors to school without prior written permission from the principal.
- B. Students are not permitted to open school doors to visitors.
- C. Staff are expected to question people in the building they do not recognize and who are not wearing a badge, and to question people who are "hanging around" the building during or after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All district employees are to wear photo-identification badges while in district schools and offices, or on district property.
- F. Except in the case of service animals (required for use by a person with a disability) and therapy dogs, no other animals may be on school premises at any time.

### ***Lost and Found***

Name/labels on supplies, articles of clothing, and other belongings are the most helpful factor in recovering lost property. Unclaimed items will be given to charity at the close of the school year.

### ***Use of School Telephones***

School 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.

## ***Electronic Communication Devices***

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. Strict adherence to this guideline is required.

An "electronic communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of ECDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may possess a cellular telephone or other electronic communication device provided that during school hours and on school vehicles the cellular phone or other ECD remains off and stored out of sight. The requirement that the cellular telephone and ECD 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 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, locker rooms, shower facilities, bathrooms, swimming pool, 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 authority to make determinations as to other specific locations and situations where possession of an ECD is absolutely prohibited.

A student may keep his/her ECD "on" under the following circumstances with prior approval of the building principal:

- A. The student has a special health circumstance (e.g. an ill family member, or his/her own special health condition).
- B. The student is using the ECD for an educational or instructional purpose (e.g. taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the ECD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the district's network. The preceding prohibitions do not apply to board-owned and issued laptops, PDAs, or authorized assistive technology devices.

Students are prohibited from using ECDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a ECD to violate the privacy rights of another person may have their ECD confiscated.

No expectation of privacy will exist in the use of ECDs on school premises/property. Students are prohibited from using an ECD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using an ECD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their ECDs to receive such information.

The board assumes no responsibility for theft, loss, damage, or vandalism to ECDs brought onto its property, or the unauthorized use of such devices. Students and parents are strongly encouraged to take appropriate precautions, if students have ECDs in their possession, to make sure the devices are not left unattended or unsecured.

Using an ECD in an unauthorized manner or in violation of Policy 5136, 5900, 7542 or this guideline may result in loss of this privilege, additional disciplinary action (e.g. warnings, parental notification and conferences, suspension, expulsion), confiscation of the ECD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography). A person who discovers a student in possession of or using an ECD in violation of this guideline is required to report the violation to the building principal. If a teacher or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the ECD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian. Students whose ECDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians. If multiple offenses occur, a student may lose his/her privilege to bring an ECD to school for a designated length of time or on a permanent basis.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## ***Student Acceptable Use Of Technology***

### ***Computer Use [See Board Policy 5900—Student acceptable Use of Technology]***

Wooster City Schools and the state of Ohio have provided computers for all students to use. District guidelines will be followed. Any intentional misuse of computers may result in a loss of privileges.

#### **TECHNOLOGY ACCEPTABLE USE POLICY (AUP)**

Each year students, staff and volunteers must sign an acceptable use policy form, which states that the users will use the computer within the guidelines set forth by the district. Parents of children under the age of 18 will also be asked to sign with their child.

The Wooster City School District is pleased to make available to students, access to interconnected computer systems with the district and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the school district to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

### ***Student Identification Cards***

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

- \* If students lose their card, a second copy will be printed by the Tech Department and sent to the office.
- \* If students lose their second copy, a \$5.00 replacement charge will be assessed.
- \* 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 purchase a new card at the cost of \$5.00 for the ID card.
- \* ID cards remain the property of Wooster City Schools.

### ***Library***

The library plays an important part in our educational program. There are many volumes in our school libraries and our children take advantage of this. Classes are scheduled to make regular visits and individuals or groups make additional visits as needed. Parents are needed to help at

all times. If you can help a half-day per week, please inform the librarian or the secretary. **Students with overdue books may not be allowed to check out more books until past due books are returned.**

### ***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

### ***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.

### ***Family Changes***

A student's school work often reflects changes in the family - new baby, illness of a grandparent or other family member, divorce, marriage, 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. Knowing of a special family circumstance will help the teacher support the child with extra sensitivity.

### ***Gifted Identification***

Wooster City Schools has a state mandated gifted identification plan. This plan allows us to identify students in the areas of superior cognitive ability, specific academic ability in reading and math. Specific criteria for identification are used for each area. Complete information may be obtained from your child's building principal.

### ***Smoking Policy***

Wooster City Schools has designated all schools and school grounds as smoke free. Smoking is prohibited any place on the grounds of Wooster City Schools.

### ***Insurance***

The Board of Education recognizes that students may suffer injuries in the course of attendance at school and participation in the athletic and co-curricular programs of the schools. Accordingly, the board will provide such insurance coverage as is authorized by law and will make available to parents insurance coverage for other contingencies. The board will maintain insurance coverage by a qualified insurer at no cost to the student for injury resulting from accidents sustained in the course of transportation under the authority of the board.

The board will provide parents the opportunity to purchase group insurance coverage, at no cost to the board, for injury resulting from accidents sustained by students in school, on school grounds, at an activity sponsored by the school, while traveling between home and school, and

in any activity round-the-clock. Participation shall be voluntary, and in no case shall this insurance coverage be a requirement for participation in any school activity.

## **SECTION II – ACADEMICS**

### ***Field Trips***

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. A blanket authorization may be obtained one time to cover a series of trips during the school year.

- A. Attendance rules apply to all field trips
- B. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips at the discretion of the building principal.
- D. No siblings are permitted to attend field trips.
- E. Parents and Guardians who wish to attend field trips with their students need to be in communication with the classroom teacher prior to the day of the field trip. Depending on the field trip, attendance and transportation may have to be limited for parents and guardians.

### ***Report Cards***

At the end of each trimester, teachers complete a report card for each student. Parents are expected to keep the copy of the report card, sign the cover of the report card envelope and return the envelope to school with their child. Parent/teacher conferences are held once in the fall and once in the spring.

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.

### ***Recognition of Student Achievement***

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

### ***Homework***

The policy of the WCS regarding homework emphasizes that the work should be of a kind the teacher finds necessary to accomplish at home. Homework activities are an extension of the classroom; as such, the teacher should provide adequate supervision and evaluate the completed activities. Some students may need encouragement to pursue novel ideas or to follow through on creative solutions to problems. Others may need guidance in providing needed study and practice on some of the more basic skill areas. It will be necessary, at times,

to have reasonable and worthwhile homework assignments for students and that these be based on the student's individual needs and abilities.

## **SECTION III Student Conduct**

### ***ATTENDANCE (see Board Policy 5200)***

#### ***School Attendance Policy***

Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline, and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. For these reasons, we feel that a student must satisfy academic and attendance requirements.

The explanation of each absence shall be made (by the parent or guardian) to the building principal as designee of the superintendent.

- Anytime a student is absent, a parent must call to notify the school (note, voicemail or e-mail). Please notify by no later than 9:30 am.
- Parents or Guardians include first & last name, homeroom and reason for absence when notifying of an absence.

An excuse for absence from school may be approved on the basis of any one (1) or more of the following conditions:

- A. Personal illness**  
(a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child**
- C. Quarantine of the home**
- D. Death of a relative**
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)**
- F. Observance of religious holidays**  
(For observing a religious holiday consistent with his/her creed or belief)
- G. Out of State Travel to Participate in a District approved enrichment or extracurricular activity.**
- H. Such good cause as may be acceptable to the Superintendent**
- I. Absence During the School Day for Professional Appointments**  
Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside the school day. Since this is not always possible, if a student is to be absent for part of the day:
  - The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment.

- The student shall report to school immediately after his/her appointment if school is still in session)

(maximum of 24 hours per school year)

**J. Emergency or Special Circumstances**

(Which, in the judgment of the superintendent, constitute a good and sufficient cause for absence from school)

Attendance need not always be within the school facilities; a student will be considered to be in attendance if present at any place where school is in session by authority of the board.

The board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program, provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

***Procedures Concerning Absences and Truancy***

Families will be forewarned once their child has accumulated 30 hours of absence.

ORC 3321.191 (C)(1)	Consecutive Hours	Hours Per School Month	Hours Per School Year
<b>Habitual Truancy</b>	30 hours without legitimate excuse	42 hours without legitimate excuse	72 hours without legitimate excuse
<b>Excessive Absences</b>	N/A	38 hours with or without legitimate excuse	65 hours with or without legitimate excuse
<b>Chronic Absenteeism</b>	N/A	N/A	10% or 92 hours with or without legitimate excuse

Trigger an Attendance Intervention Plan (AIP) meeting:

1. Student reaches level of habitual truancy as reported in DASL
2. Secretary sends out standardized attendance call to parents\* notifying them that an AIP meeting will be set (1st notification)
3. Secretary sends out a calendar invite to team (see below) with the date and time of AIP meeting based on availability on shared calendars. AIP meeting MUST be held no later than 14 days from the triggering absence date.
4. Secretary runs AIP letter and fills in the date of time of meeting and mails to parent (2nd notification)
5. Within 7 days of the triggering absence, if the parent has not responded to meeting invitation, a school counselor will call parent. (3rd notification, if needed)

Wooster Attendance Intervention Team (AIT) Members:

Optimally, a Wooster AIT will consist of the student, parent, building principal and building guidance counselor. Attendance secretaries, teachers, the school resource office or

other staff members with a relationship to the student may be asked to participate on an as-needed basis. Each building can determine its own teams.

Standard Agenda for AIP Meeting:

1. Discuss student attendance
2. Discuss factors/barriers contributing to the student not coming to school
3. Discuss academic progress and behavior at school
4. Discuss recommendations offered by the parent and/or student
5. Discuss interventions recommended and offered by the school
6. Establish an Attendance Intervention Plan for the student and begin tracking for 60 days.
7. Give a written copy of the AIP to the parent at the conclusion of the meeting or, if the parent is not present, mail a copy of the AIP to parent within 7 days of meeting.

**Contact from a parent/guardian is required for all advanced absences** and must include the dates of the absence and the reason for the absence. Any absence not justified by one of the above categories will be judged unexcused.

### ***Tardiness and Leaving School Early***

**For any student leaving the building during the school hours, a parent or guardian must notify the school.** Notes sent in should be presented to the teacher upon the child's arrival at school. The parent must come into the office, report to our school secretary and sign out the child. Upon his/her return, the child and/or parents are to sign-in on the same sheet indicating the time of return. If someone other than a parent is to pick up the child, the office must be notified in advance. This same procedure is to be followed if a child is to leave because of illness.

Students will not be released to anyone not listed on the emergency medical form without parent/legal guardian permission.

Any student who arrives after 9:05 AM will be counted as tardy, unless the student has a doctor's (or other professional) appointment.

### ***Student Vacations During the School Year***

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester or during district/state testing). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The district will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered inexcusably absent from school and subject to truancy regulations.

The student may be given approximate assignments and materials and pages to be completed.

The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

***TWO-WEEK notice*** is requested in order to make fair determinations and preparations. **Prearranged vacations may not exceed a total of five school days during the school year; days missed in excess of the prearranged vacation will be unexcused.**

## ***Harassment***

### I. General Statement of Policy

Offensive speech and conduct are entirely inappropriate in the Wooster City Schools. It is a violation of board policy for any pupil, teacher, administrator, or other school personnel to harass a pupil, teacher, administrator, or other school personnel in any of the following ways:

- A. Sexual Harassment
  - 1. Verbal: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats toward a fellow staff member, student, or other person associated with the Wooster City Schools.
  - 2. Nonverbal: Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school or work environment, or making of offensive sexually suggestive or insulting gestures, sounds, leering, and the like to a fellow staff member, student, or other person associated with the Wooster City Schools.
- B. Racial/Gender/Ethnic/Religious/Disability and Other Harassment
  - 1. Verbal or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, gender, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the Wooster City Schools.
  - 2. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment, or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the district.

### II. Reporting Procedures

Any person who believes he or she has been the victim of sexual, racial, or other forms of harassment by a student, teacher, administrator, or other person associated with the Wooster

City Schools must report the alleged act immediately to the immediate supervisor. Students should report incidents of harassment to their teacher, counselor, or principal. If the immediate supervisor or student's teacher, counselor, or principal is the alleged harasser, the staff member or student should contact the Title IX Coordinator, Director of Elementary Education or the Section 504 Coordinator, Director of Pupil Services, as appropriate. If the alleged harasser is a student of the district, the supervisor, if not the student's principal, should immediately inform the student's principal of the alleged harassment. The school district encourages the complainant to use the available report form, but oral reports will be considered complaints as well.

The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

A written summary of each report is to be prepared promptly by the staff member receiving the report and forwarded to the Title IX Coordinator, Director of Elementary Education, or the Section 504 Coordinator, Director of Pupil Services, as appropriate.

### III. Investigation

Investigation of a complaint will begin immediately and will normally include conferencing with the parties involved and any named or apparent witnesses. The investigation may be conducted by Wooster City Schools' officials or by a third party designated by the school district.

In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents, past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation will be completed as soon as practicable. The Title IX or 504 coordinator will make a written report to the superintendent upon completion of the investigation.

### IV. School District Action

If the investigation reveals that the complaint is valid, the Wooster City Schools will promptly take appropriate action to prevent the continuance of the harassment or its recurrence. This may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, or termination. Any form of sexual harassment of a student is considered a form of child abuse and the abuser will be reported immediately.

The complainant will be notified of the completion of the investigation in accordance with state and federal law regarding records privacy.

### V. Reprisal

Wooster City Schools will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged harassment or any person who testifies, assists or participates in an investigation. Retaliation includes, but is not limited to: any form of intimidation, coercion, reprisal, or harassment.

## VI. Definitions

### *Sexual Harassment* -

Unwelcome behavior of a sexual nature. It may be physical, verbal, or visual (such as displays of derogatory cartoons or posters).

### *Quid Pro Quo* -

A Latin term used in law that means "you do something for me and I'll do something for you." In street terms, it means sex-for-jobs/grades, etc. It can be based on a single advance or a long series of incidents.

### *Hostile Environment* -

The most prevalent form of sexual harassment. For practical purposes, any sexually oriented conduct or any sexually oriented atmosphere that is intimidating or offensive to a reasonable person of the same gender can be construed as a hostile environment. It generally involves a course of conduct. This can also be related to gender ethnic, racial, or other harassing remarks.

### *Bullying* -

Any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior:

- causes mental or physical harm, and
- is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

Source: Jennifer Astles, DASA Newsletter, January 2014, TST BOCES

## ***Student Discipline Code (Suspension, Expulsion, Due Process)***

### ***Suspension, Expulsion And Due Process***

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, including tolerance of diversity of race, color, religion, gender, family status, national origin, handicap, age, or ancestry, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. The board has "zero tolerance" for violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of Conduct. The board also has a "zero tolerance" for excessive truancy, and truancy from school, classes will result in disciplinary action as set forth in the board's Student Attendance Regulation.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. O.R.C. 3313.20, 3313.534, 3313.66, 3313.661

### ***Suspension***

If a student's behavior is such that it becomes necessary to consider suspension, due process requires that the student and his parents be given oral and/or written notice of the intention to suspend and the reasons for it. Should the student deny the charges, she/he will be given an explanation of the evidence which the administration has to support the charges; and the student will also be given the opportunity to present the student's side of the story. An appeal may be addressed to the superintendent whose decision will be final. No suspension shall be for more than ten school days.

Should the behavior of a student at anytime create a condition in which the very presence of the student in question poses a continuing danger to persons, property, or to the academic process itself, that individual may be immediately removed from the school without having followed the procedure outlined above. In such extreme cases, the necessary notice and hearing should be extended to the student within twenty-four hours or as soon after his dismissal as is practicable.

This policy, like others of the Wooster Board of Education, is applicable to all approved school activities regardless of whether they fall within the regular school day or not.

## ***Expulsion***

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 or adult student should desire that counsel be allowed to take part in such 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, guardians and adult students 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.

The following is a list of activities that may lead to suspension and/or expulsion

1. Extortion.
2. Use of profane or obscene language, symbols, or gestures.
3. Fighting, hitting, unauthorized touching; inciting or encouraging others to fight or hit.
4. Damage or destruction of school or personal property - vandalism.
5. Theft or unauthorized possession of another's property.
6. Cheating.
7. Slanderous or libelous acts.
8. Public display of affection, sexual activity, or indecent exposure.
9. False fire, tornado alarms, or bomb threat.
10. Possession or use of tobacco products or unauthorized possession of matches or lighters on school premises.
11. Possession of fireworks, firearms, or other dangerous weapons or look-alike weapons.
12. Improper dress or grooming.
13. Threats, menacing remarks, verbal intimidation or harassment.
14. Disregard of authority, disrespect or insubordination to school personnel.
15. Forgery or intentionally giving incorrect information to school personnel.
16. Loitering.
17. Possession, use, sale, distribution, or being under the influence of any drug including alcoholic beverages or any counterfeit drugs of abuse.
18. Multiple violations or expanded misbehavior.
19. Unauthorized use of school computers/phone technology.
20. Disruption, interference with, or creating or taking part in disturbances in curricular or co-curricular activities.
21. Provoking, assaulting, or harassing a student, visitor, or school employee.
22. Failure to accept other disciplinary measures.
23. Other behavior not specified above.

## ***Discipline***

### ***Dress Code (See Board Policy 5511)***

Clothing, accessories, or hair (including color or style) 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:

- A. Students must wear shoes in and around the building at all times.
  1. Students may NOT wear flip-flops.
  2. 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 his/her classmates. 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.
- B. Clothing should be constructed and worn in such a manner that it is not unduly revealing. Halter-tops, tank tops, midriff tops, sleeveless muscle shirts, very short mini- skirts or other garments of this nature are not acceptable. Sports tops with large arm openings and tank or spaghetti strapped tops/camis are also **not** permitted unless a shirt is worn underneath or over.
- C. Clothing and/or accessories that graphically or symbolically promote and or imply profanity, sex, drugs, alcohol, tobacco, gangs, violence, hate language, or weapons are not permitted.
- D. Shorts may be worn to school but must be of an acceptable length (mid thigh or longer). Pants, shorts, or skirts should fit properly and reasonably around the waist and hemmed in an appropriate length. Excessively tight shorts and pajama pants are not permitted. Proper undergarments will be worn under ALL clothing and should not be visible.
- E. 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.
- F. Sunglasses shall not be worn in school unless required by a physician.
- G. All clothing should be neat, clean, and in good repair. Ripped or torn clothing may not be worn.
- H. Coats and head apparel commonly used as outerwear are not permitted during the school day.
- I. Heavy chains, wallet chains, dog chains, etc., are not permitted.

The administration reserves the right to determine the appropriateness of student dress. Students may be asked to change unacceptable clothing and parents may be called to bring suitable attire if necessary. The guidelines were developed in order to maintain safety and support an environment conducive to learning.

### ***Loitering***

Elementary students are to leave the school premises immediately after dismissal, unless involved in a supervised school activity or waiting for a school bus. This will ensure crossing guards are at their post when students are on their way home. Bused students must remain in

the classroom until their bus arrives for departure. Students leaving the area will lose the privilege of riding the bus.

Before school, students should not arrive on the campus before 8:55 AM. There is no student supervision available before this time.

### ***Roller Blades/Skateboards/Scooters***

Roller blades, roller blade shoes, scooters, and skateboards are not to be brought to school for any reason.

## **SECTION IV – TRANSPORTATION**

### ***Bus Safety, Procedures And Rules***

Wooster City Schools provides 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 students:

**Waiting to load the bus** (on the road and at school) each student shall:

- Be on time at the designated loading zone 5 minutes prior to scheduled stop
- Behave in a safe, kind, and polite manner while waiting for the bus to arrive
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway 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 trip** each student shall:

- Obey the instructions of the driver
- Go directly to his/her assigned seat
- Observe classroom/school conduct
- Do not eat, drink, or chew gum
- No profanity
- No smoking or tobacco chewing
- Keep head, hands, and feet inside the bus
- Do 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 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 she/he has proper authorization from school officials. Authorization may be granted for emergencies, but cannot include before or after school visits unless it is the requesting student's regular bus. (Simply put, students may not go on a bus to which they are not assigned...we are at or near capacity on all our buses.)

### ***Bus Discipline***

A student who becomes a discipline problem on the bus shall be subject to the appropriate consequences which may include among others: parent contacts, referral to the principal, loss of noon recess, detention, in-school suspension, bus probation, and temporary or permanent suspension of riding privileges.

Very serious problems, such as fighting on the bus, 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. In addition, students should not bring on the bus the following items: live animals, weapons, toy guns, explosives (including fireworks), tobacco products, matches or lighters, alcohol or drugs, glass containers, or other dangerous objects. Parents' cooperation in working with the schools will help create a safe and pleasant bus riding experience for students.

### ***Videotapes On School Buses***

The board of education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior.

### ***Title IX And Section 504 Coordinators (Non-Discrimination)***

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 of 1972, and Section 504 of the Rehabilitation Act of 1973:

1. Coordinator, Title IX, Director of Elementary Education, and Section 504 coordinator, Director of Pupil Services, Wooster City Schools, 144 N. Market St., Wooster, OH 44691, 330-988-1111.

The above individuals, as compliance coordinators, are responsible for ensuring 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 the law.



# Wooster City School District

Inspiring World-Class Academic Achievement

## Cornerstone Elementary School

101 West Bowman St., Wooster, OH 44691

Phone: 330-988-1111

Principal – Eric Vizzo

Extension 4001

[wstr\\_evizzo@woostercityschools.org](mailto:wstr_evizzo@woostercityschools.org)

Assistant Principal – Molly Richard

Extension 4004

[wstr\\_mrichard@woostercityschools.org](mailto:wstr_mrichard@woostercityschools.org)

Secretary – Carol Banach

Ext. 4002

[Wstr\\_cbanach@woostercityschools.org](mailto:Wstr_cbanach@woostercityschools.org)

Secretary – Tammy Lingle

Ext. 4003

[wstr\\_tlingle@woostercityschools.org](mailto:wstr_tlingle@woostercityschools.org)



## **Cornerstone Family Appendix 2019-2020**

## **Cornerstone Elementary Appendix**

The staff of Cornerstone Elementary would like to welcome you to our school. Cornerstone Elementary has provided a quality education to the students of Wooster for many years. **We are a school committed to excellence in all we do and being one of the best elementary schools in Ohio.**

This “Cornerstone Elementary Appendix” is intended to provide parents and students additional information and rules that may be specific to Cornerstone Elementary, and to provide a safe and efficient operation of the school. If you have any questions pertaining to this information, or other operations of the school, feel free to call the school office at 330-988-1111.

### **Cornerstone Mission**

The mission of Cornerstone Elementary School is to “Empowering the whole child to learn, lead and lift each other up”.

## **I. BEHAVIOR**

### **CORNERSTONE SCHOOL CLIMATE**

At Cornerstone, 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 pro-social 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 pro-social 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 Cornerstone is a safe place to be for all students. For these things to happen, young children need to know the expectations of the school and be supported in the home.

#### **We ask that all students learn and live the 3 B’s for Success:**

- 1. Be Safe**
- 2. Be Respectful**
- 3. Be Responsible**

#### **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 rights 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 walking quietly at all times 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, Positive 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.

**THE LEADER IN ME – 7 HABITS**

All students at Cornerstone are instructed in The 7 Habits of Highly Effective People to develop the whole child. The Leader In Me philosophy of developing all students into leaders is used daily. Students learn how change starts with them while leading their own learning and that everyone has genius.

Habit 1: Be Proactive

Habit 2: Begin with the end in mind.

Habit 3: Put first things first.

Habit 4: Think win-win.

Habit 5: Seek first to understand the to be understood.

Habit 6: Synergize

Habit 7: Sharpen the saw.

**CORNERSTONE BEHAVIOR PLAN**

Cornerstone has adopted a positive behavior intervention system that aligns to The Leader In Me. This system functions proactively and unites our staff with common language, practices and application with the following principles:

- We can effectively teach appropriate behavior to all students
- Intervene early
- Use a multi-tier support model of service delivery
- Use research-based, scientifically validated interventions
- Monitor student progress to inform interventions
- Use data to make decisions

Students can earn 4 different colored tallies throughout the day.

- **Blue-** I was safe, respectful, and responsible and displayed one of the 7 Habits.
- **Gold-** Whole class tally for positive synergy as a class
- **Orange-** Student was talking without permission or interrupting learning and/or teaching
- **Red-** Student was not following classroom and/or building expectations

## **CODE OF CONDUCT**

In order for the Cornerstone Code of Conduct to be successful, two general ideas have been identified for all students to follow:

- **Students may not interfere with anyone else's ability to learn.**
- **Students may not interfere with his or her own ability to learn.**

Students will behave and conduct themselves so that the highest level of academic achievement can be maintained. We reserve the right to use discretion relative to the severity of the offense.

### **Possible consequences for failure to follow the Code of Conduct are:**

1. Teacher/student conference.
2. Loss of privileges such as recess.
3. Telephone call to parents.
4. Discussion with principal
5. Parent/teacher/principal conference.
6. In or Out of School Suspension
7. Before or after school detention

# Cornerstone Elementary School-wide Expectations

Based on the 7-Habits and developing leaders in all students.

Leaders:	Hallway	Cafeteria	Restroom	Playground	Assembly	Dismissal
<b>Be Safe</b>	Hands, feet, and objects to self. Walk. Stay on the right, single file.	Keep hands and feet to self in line. Use both hands with trays. Walk to table and remain seated. Raise your hand if you need assistance.	Let an adult know when you are leaving the classroom. Use the facilities properly. Report unsafe, unclean behavior to an adult. Go straight there and straight back to class.	Use the equipment the way it's meant to be used. Keep hands and feet in your space. Stay where an adult can see you at all times. Watch out for younger or weaker students. Wear a coat until the temperature reaches 45 degrees.	Walk in single file in a quiet and orderly fashion. Sit in your assigned space, with bottom on chair or floor. Keep hands & feet to self. Remain seated until dismissed.	Quiet so instructions can be heard. Walk single file on the right side of the hall with "assured clear distance". Cross only at a crosswalk. Wait until the car has stopped and the duty teacher has given the ok.
<b>Be Respectful</b>	Think ahead; "Do I have what I need?" Ask yourself: "Am I bothering anyone?" Watch where you're walking.	Know the menu and be thinking about your food choice. Think about question words and use them appropriately. Watch for ways to help others. Thank those that help you.	Respect others' privacy. Care about school property. Find other ways to take a break when needed.	Read and follow the rules in the handbook. When the whistle is blown, direct your attention to the adult. Use kind words to ask for what you want and to solve problems. Ask yourself: "Am I following the problem-solving steps? Am I bothering anyone?"	Ask yourself: "What's the purpose?" Listen attentively Before asking a question, consider: "Does it have to do with the topic? Is it respectful to the speaker?"	Remember any changes to dismissal for the day. Stay in assigned area and listen for your number. Be on the lookout for ways to help. Always check bus number before getting into bus.
<b>Be Responsible</b>	Pick things up. Be quiet. Respect the work of others displayed in the hallways.	Buy ticket in the morning between 8:50 and 9:00. Raise hand to get help or permission from the duty teacher. Take menus home to plan pack/buy days. Use a quiet voice and avoid yelling to children at another table. Clean up after yourself.	Keep the restroom clean. Stay quiet and save talking for outside. Get done and get out so others can have a turn.	Follow directions of adults on duty. When the whistle blows to line up, move quickly to your assigned spot. Use restroom BEFORE going outside or WAIT until you come back in. Put supplies away after use. Make sure you have your coat, hat, gloves, and boots BEFORE you go out.	Clap appropriately and at the right time. Only respond out loud if requested by the speaker. Be a good listener by being quiet during the presentation and maintaining eye contact with the speaker. Watch for the silent signal.	Listen for announcements in order to leave on time. Have desk area clean and things put away. Have notes and work packed in my book bag. Close lockers and pick up hallway area.

## II. DURING THE SCHOOL DAY

### DAILY SCHEDULE

The following time schedule will be in effect for this school year:

#### A.M.

- 8:00 Office opens
- 8:45 School grounds open for **breakfast students ONLY**. Please use cafeteria door (#9)
- 8:45 Breakfast is served for students from 8:55 to 9:05.
- 8:55 School building open for **ALL** students to either go to breakfast or classrooms.
- 9:05 Classes begin. Students should be at their assigned classrooms. (Students arriving after 9:05 a.m. are considered tardy and must report to the office)

#### P.M.

- 3:45 School day ends for all students. Students will exit through designated doors of the building based on dismissal arrangements.
- 4:30 Office closes

**In order to keep your children safe, all outside doors will be kept locked at all times. All visitors must come to the main door and buzz in for entrance. Visitors will be asked to show photo ID. Once entering, visitors are to report to the office to scan their ID and receive a Visitor Badge.** All pupils are required to go directly home after school. Students will not be permitted to call home during the school day for permission to go home with another student. Please discuss any dismissal changes with your child and notify the teacher in writing prior to the beginning of each school day. If we do not have a written note or a phone call **before 3:00** your child will follow his/her normal procedure (go home on the bus or walk as usual). Children are encouraged to remember everything they need for the evening and not to re-enter the school once dismissed. This is for the safety of all concerned.

### 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 parent section of the WCSD website.

### CORNERSTONE LEADERSHIP RALLIES

Leadership Rallies are school-wide assemblies. These are scheduled the last Wednesday of each month. Leadership Rallies are primarily student-led. The purpose is to teach our student body more about The 7 Habits, while providing leadership and public speaking opportunities. Individual students and groups of students are recognized for a variety of reasons. We ask that students wear their Cornerstone t-shirts for rallies if possible. Reminders will be in newsletters, on the school website and also on our Cornerstone Facebook Page.

## 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 emergency medical form on file with the school and a parental permission slip. A blanket authorization may be obtained for trips that will consist of a series of trips during the school year (Ex: walk to the park or library). **Students will not be allowed to participate in field trips without a signed emergency medical field trip form on file.**

## PHONE USAGE

With the limited number of phone lines and the large number of students, we only allow students to use the phone with teacher permission. **Students are not permitted to call home during the school day to change their dismissal procedure. Students are instructed to follow their regular dismissal procedure and make arrangements from home.** 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 after school programming, scouts, visits to friends, clubs, YMCA/SPOT, etc.
3. Inclement weather at dismissal

If we do not have a written note or a phone call **before 3:00** 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 they have your phone number memorized.**

## STUDENT LIGHTHOUSE TEAM

Our student lighthouse team is a student leadership group that helps to provide student input into the school environment. 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 in student lighthouse team.

## VISITING THE SCHOOL

**State law requires that ALL VISITORS (including parents) REPORT TO THE SCHOOL OFFICE upon entering the building. Please be prepared to scan your Photo ID when asked.** All building doors will be locked at all times. Entrance to the building can be obtained by buzzing in at the southeast entrance off the corner of Quinby and Bowman streets.

Cornerstone School 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 at a time that is convenient with the classroom teacher and the class schedule. Parents are asked not to drop in to talk with their child's teacher during the school day, so as not to interrupt instruction. Please call or email your child's teacher to schedule a conference. If you are dropping items off for your child, please bring them to the main office and we can deliver the items to the classroom.

### III. BREAKFAST/LUNCH/RECESS

#### BREAKFAST PROGRAM

Cornerstone offers breakfast each morning. Students eating breakfast may enter at the **rear cafeteria entrance (Door 9) of the building at 8:45 a.m.** Breakfast will be served from 8:35 - 9:05 and students will be in their classrooms by 8:55. **Please avoid sending your child early as there is no supervision and breakfast does not begin until 8:45.** Menus are sent monthly and can also be accessed online. Students may eat daily or only days you select. If students qualify for the free/reduced lunch program, they will also qualify for breakfast. Kindergarten parents, please ask for more details regarding our Federal lunch program.

#### 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 may result in disciplinary action.

##### Cafeteria rules include:

- Students are to stand in line quietly
- Sit at assigned tables and remain seated until dismissed by adult
- 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
- Floor and table areas must be clean before students are dismissed
- Avoid bringing carbonated beverages, fast food or any glass containers to school for lunch
- Respect the "quiet sign" (hand raised in air)

#### LUNCH PROGRAM

Wooster City Schools offers free and reduced priced meals for children unable to pay the full price of meals under the National School Lunch and School Breakfast Program. **A new application must be completed each school year.** *Parents may fill out an application either at registration or in the main office to see if they are eligible for free or reduced meals.* One completed application covers all children for a family 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 have lunch with your child, you may purchase an adult lunch. Please send your lunch choice and money to school with your child. 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 be advised that NO outside restaurant food is permitted in the cafeteria due to District Food Service Policy.**

1. Students may purchase daily, weekly, or monthly lunch.
2. Lunch money can be placed in a student account every morning from 8:35 - 8:55 or during lunchtime. These are the ONLY planned times for the sale of lunches.

3. Please phone in lunch orders by 9:05 if your child is going to be late.
4. In the event that a packed lunch or daily lunch money is forgotten, students will be instructed to call home for the needed money before being allowed to charge a lunch.
5. Charges should be paid regularly.

### **CAFETERIA LEADERS**

At times student helpers provide our school with valuable service in our cafeteria. As role models, they are expected to serve as an example to other students with regard to appropriate conduct in the cafeteria. **Cafeteria leaders will be selected each year as appropriate.**

### **INDOOR RECESS RULES**

1. Use the restroom prior to recess. If you need to use it during indoor recess, get permission from an adult on duty. Classes are escorted to the gym by their teacher.
2. Select a station to remain in for the assigned recess times
3. Stations (6-8) include bowling, hula-hoops, coloring, silent reading, board games, basketball, foursquare and various other activities. Make a selection when you arrive and remain in that station. Students are to clean up their station at conclusion of their recess.
4. In order to keep all students safe in the gym please avoid these behaviors:
  - running or playing tag
  - throwing objects of any kind
  - crawling
  - using station supplies inappropriately
5. Use INDOOR VOICES at all times.
6. Students are not permitted to return to classrooms during recess. Classes are dismissed to lunch by an adult.
7. If a 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 for supervision. (ex: painting, computers, lunch bunch, etc.)

### **OUTDOOR RECESS**

Recess is an opportunity for social interaction for children. All students receive at least 25 minutes of recess daily with younger grades extending this time a bit. 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. Every effort will be made to have students outside for recess.

Please remind your students of these rules various times throughout the year and stress to them the importance of **SAFETY**. If playground equipment is not properly used there is a greater chance that an accident may occur. Therefore, we all will observe the following safety guidelines:

#### **Be Safe**

##### **1. Know your boundaries.**

- All students are to remain visible to a teacher/staff member on duty.
- All students are to remain within the fenced areas.
- All students are expected to stay out of the parking lots and car loop.

- Students are not permitted in the building at noon recess without permission from a playground monitor. A water fountain is located outside.
- A PreK-1 area is separately fenced on the playground.
- All learning spaces are available for use during recess.
- Restrooms at the back of the gym must be used during recess times.
- Garden areas serve as a home for many of our insect friends. Be careful not to trample, run through, or remove plants.
- During recess the east side of the playground is outlined by the walking path.

## **2. Use equipment properly [the way it is intended and designed to be used].**

- Throwing of balls is to be done only in the grass areas.
- Tag is only to be played on the grass areas—NOT on the equipment.
- Slides are meant for one student & going down only.
- Hard balls are not permitted on the playground.
- Students should remain seated on swings until they are completely stopped.
- If the equipment is difficult for you to use please find something more age/strength appropriate.

## **3. Allow each other personal space.**

- Keep hands and feet to self.
- Be aware of younger students also playing on the equipment.
- Agree on the rules before playing games (foursquare, basketball, football, etc.).
- Football may only be played as 2-handed tap games. No tackle.
- Football and baseball should only be played on the grass area
- Older children are responsible for watching out for younger ones.
- If another child asks to be given space respect them by playing elsewhere.

## **Be Respectful**

### **1. Be a problem-solver. Show kindness & compassion to others.**

- Use your words to tell how you feel and what you need or want. Ex: "I'm feeling angry that you called me a name. I need you to stop and I want you to apologize." OR "I'm feeling left out. At Cornerstone, we want to include everyone. Please let me join in."
- A Buddy Bench allows students to help include others in their recess activities.
- Try to calm yourself or the situation by giving some time and space. Walk away. Try to ignore it. Take a walk or a run to give you time to think and to cool down.
- Ask an adult to help. The adult will help you solve the problem by asking you questions to help you think things through.

### **2. Be forgiving. Seek first to understand.**

- Remember that there are lots of people on the playground and accidents happen.
- If you cause an accident, check to see that the person is okay and let them know that you didn't do it on purpose.

### **3. Follow the directions of all adults on duty.**

## **Be Responsible**

- Read & follow the rules listed in the handbook.

- When the whistle is blown or classes are called please direct your attention to the adult.
- Put equipment away after using.
- Make sure you are dressed appropriately for the weather. Boots and gloves must be worn to play in snowy areas.
- Balls are not to be thrown, tossed, bounced or kicked after the bell rings.
- No aluminum, wooden, plastic bats or lacrosse sticks may be brought or used at school.
- Due to the high risk of injury, these activities are NOT permitted on the playground: Fighting (real or play) or any physical contact game or sport (tackle football, no foul basketball, etc.)

## **IV. TO/FROM SCHOOL**

### **WALKING TO SCHOOL**

A. Please encourage your child to practice safety rules when going to and from school. Street crossing should be at school patrol crossings only, if possible.

**B. Students should arrive at school no earlier than 8:45am if they are coming for breakfast and no earlier than 8:55am if not eating breakfast at school. We do not have supervision for students before 8:40am.**

C. Students should stay on sidewalks as much as possible, **no 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 dangers.

D. 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 after-school programming.

E. Students should be considerate to all other students walking 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.

### **CHANGE IN SCHOOL ROUTINE**

**PLEASE SEND A NOTE TO YOUR CHILD'S TEACHER WHEN YOUR CHILD IS CHANGING FROM THEIR NORMAL ROUTINE.** A note is especially helpful when you are taking your child out of school early. When the teacher knows when the student is expected to leave, assignments, books, etc. can be ready. You won't be delayed and valuable instruction time won't be interrupted. If we do not have a written note or a phone call **before 3:00** we will insist that your child follow their normal procedure (go home on the bus or walk as usual). **We will not release any student to anyone (including a sibling and grandparents) without your specific permission. Please inform the person picking your student up to be prepared to show their Photo ID.**

### **P.M. Student Pickup**

All students who are being picked up by a parent/guardian at the end of the day will load into cars at the designated area. Please stay in your vehicle with your car number displayed. Children will only be allowed to load on the curbside or passenger side of the vehicle. If you would rather park your car and meet your child at the designated door this is also permissible. If a child is being picked up by someone other than the parent a note must be sent with the child. In addition, if a student is normally a bus rider a note must be sent or the student will be placed on the bus. Parents are not permitted to enter the building at dismissal to pick up their children.

### **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/bicycle equipment that are lost, stolen, or damaged. **Students in grades 3-4 may ride their bikes to school. A permission form signed by the parent/guardian must be on file in the office.**

## V. COMMUNICATION/ PARENT INVOLVEMENT

### ASSIGNMENT BOOKS/WORK FOLDERS

In many grades teachers use an assignment notebook. This is an excellent way to communicate with your child's teacher and a good way to check if schoolwork is getting completed in a timely fashion.

All students will also be given a school purchased work folder to be used for teacher-parent communication. These folders will contain the student's completed/graded schoolwork, school notices, newsletters, and any important information needed to communicate between the teacher and parent. Students will be required to get this folder to and from school on a regular basis.

### BIRTHDAY PARTIES/CELEBRATIONS

Birthday parties are not to be held at school, however, treats may be passed out to classmates on that special day (or another designated day). Please coordinate this with your child's teacher as they can give you details of particular treats that are safe for their classroom. When dropping off treats, please hand them to the person answering the main door. We will make sure they are delivered to your child's classroom. This will alleviate unnecessary disruptions to the classroom. **Party invitations of any kind should not be dispersed at school.**

### CONFERENCES - PARENT/TEACHER

A. Two parent/teacher conferences are held each year. The first conference day is scheduled at the end of October and the second conference day is scheduled at the end of February. We strive for 100% attendance. We feel both conferences are equally 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

The law states that schools must provide "directory-type" information about students upon request from anyone asking for this information. The directory information would include things like name, address, telephone number, age, etc. If parents do not want this information given out, the law states that they must make their wishes known in writing. The district will remind families in August by providing the Universal Consent Form Regarding Release of Student Information. Please use this form to let the office know your wishes. You may request this form from the office at anytime during the school year. Our school does not print student directories.

### FAMILY RIGHTS & PRIVACY ACT (see Notification of Rights under FERPA in appendix)

The Family Educational Rights & 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 necessary arrangements.

## **HOMEWORK POLICY**

The following guidelines have been developed to assist principals in working with staff to establish appropriate homework assignments:

- A. All homework assignments should have a specific purpose related to the learning objectives of a program or course.
- B. Homework assignments should be appropriate to the grade level and the abilities of the student.
- C. Assignments should involve application of knowledge, reinforcement of communication, research, and other skills, and should provide experiences which strengthen attitudes and allow for creativity.
- D. Punishment assignments should not be given. Meaningful assignments used to modify specific behavior may be used.
- E. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work communicated in ways which provide for improved performance.
- F. The time limits for the completion of homework should:
  - 1. be reasonable and consistent with the nature of the assignments given;
  - 2. provide for interim appraisal of progress where assignments involve blocks of time;
  - 3. include a reasonable time for make-up of missed homework assignments and/or improvements based on teacher comments.
- G. Parents should be made aware of the District's homework guidelines as well as the way each of their child's teachers will be using homework as a learning activity.

## **LOST AND FOUND**

The lost and found is located in the cafeteria. Each year many articles remain unclaimed. We believe that the care and conservation of all properties are essential traits of good citizenship. **Labeling supplies, articles of clothing and other belongings are the most helpful factor in recovering lost property.** Your cooperation in providing this means of identification and in urging pupils to make every effort to locate lost articles will be appreciated. After a reasonable amount of time for retrieval, remaining articles are donated to charity.

## **MAKE UP WORK**

Students who have an **excused absence** must make up the work missed in order to receive credit. Parents who want to pick up make-up work should phone the office or let the teacher know, and allow sufficient time for a teacher who is busy teaching to get assignments and materials ready. If possible, phone in the morning and pick up the work after school or the next morning. Parents of any student out for an extended time should make an appointment with the principal to establish a support plan. [Students will be given the number of days missed to make up work, i.e. if a student is sick for two days, he/she will have two days to make up the work.]

## **NEWSLETTERS**

A school newsletter will be published bi-weekly. The newsletters contain information that is relevant to Cornerstone Elementary School and our school community. Newsletters list important dates for the month ahead. If you do not receive a newsletter, an online version is available at the Wooster City Schools website

[www.woostercityschools.org](http://www.woostercityschools.org) or by calling the Cornerstone office. Cornerstone also regularly maintains a Facebook page where parents can view a wide variety of activities taking place.

### **PARENT/TEACHER ORGANIZATION (P.T.O.)**

P.T.O. has an active and vital function at Cornerstone. 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 Cornerstone. A list of monthly meeting dates will be included in our newsletters.

### **PARENT REQUESTS**

Placements for the next year will be made after school is out in May. The teachers and principal 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.**

### **SCHOOL COUNSELOR & SCHOOL PSYCHOLOGIST**

The elementary guidance counselor works with individuals, small groups or whole classes. The counselor promotes growth in the child's self-understanding and self-acceptance, builds self-confidence and positive attitudes toward school success and peer interactions. Requests for this service may be initiated by parents or school personnel.

Our school psychologist works to assist teachers in identifying learning difficulties children may be having. The school psychologist completes testing on some pupils when additional information is needed on how best to help these students. Referrals for the services of the school psychologist are usually made by the teacher, although the parents of a child may also make a referral. Parental permission is required before any specialized evaluation is completed. Once testing is done, parents meet with the school psychologist to learn of the results.

### **SCHOOL PARTIES**

Three (3) parties for all children are planned during the year: Fall, Winter, and Spring. Although the parties are fun, they have an educational purpose as well. The parties give our students a chance to interact with their peers, teacher, and parents in a social (less structured) environment. The parties also give the students a chance to practice positive, social behaviors and leadership skills. If you would like to help with a classroom party, please contact your child's teacher.

### **SCHOOL PROGRAMS/FUNCTIONS**

ALL SCHOOL AGE STUDENTS (ELEMENTARY, JR. HIGH OR HIGH SCHOOL) ATTENDING AN EVENT OR PROGRAM AT CORNERSTONE, MUST BE ACCOMPANIED BY AN ADULT. If it is a formal program - musical, game nights, etc., then students must remain in the presence of their accompanying adult. At Family Fun Nights and Carnival **all students and young guests must be in attendance with an accompanying adult.**

### **SPEECH AND LANGUAGE THERAPY**

Students in the speech-language therapy program are enrolled through an evaluation process based on individual student's communication needs. Generally children are referred by teachers and/or parents although kindergarten students receive a routine speech-language screening at the beginning of the school year. The speech-language pathologist designs and implements a plan/program addressing the student's particular communicative concern. Services are provided in a variety of settings during the school day.

Parents may contact the principal, their child's teacher, or the speech-language pathologist if they have any questions.

### **SPECIAL EDUCATION PROGRAMS**

Special programs such as remedial reading, speech and language therapy, developmentally and multiple handicapped programs, learning disabilities tutoring and class placement, school psychological services, and school counseling services are coordinated throughout the district by the Director of Pupil Personnel. 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 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 to a child. Should parents have any questions regarding special educational services, please contact the building principal or the Director of Pupil Services at 330-988-1111.

### **TITLE I (SCHOOLWIDE)**

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, literacy luncheons, intervention assistance materials, and more. Families are welcome and encouraged to participate and/or ask questions anytime.

### **TOYS AND GAMES**

Toys, games, and other forms of personal entertainment (such as electronic games, portable CD players, and hand held musical devices) should not be brought to school unless they are a part of a class project. If there is any question regarding what is appropriate for school, it should be brought to the attention of the teacher.

Any devices that are approved by the transportation department for use on the bus must be kept OUT OF SIGHT and in lockers during the school day--the child is responsible for its care. The school will not be responsible for lost or stolen items--if in doubt--leave it home.

### **VOLUNTEERS**

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

- a) Help in the library an hour or even a half-day a week.
- b) Create/assemble educational materials for teachers.
- c) Share experiences or skills with whole classes or certain interest groups.
- d) Help with PARENT/TEACHER ORGANIZATION (P.T.O.) projects, special events, field trips, etc.
- e) Serve as a Smart Cookie reading volunteer. Smart Cookie volunteers can commit a few hours per week during the school day to visit 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 Cornerstone and help your children learn to read.
- f) Volunteer as an after-school tutor or student supervisor.

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. Information regarding volunteering is also available on the district website.

### **Cornerstone Before & After School General's Club**

We are entering the 7th year of a partnership with United Way that helps support our before and after school program as an extended day academic program for our students. We also partner with the DJFS to support our student and family funding for those families who are eligible for assistance with their tuition. The primary focus of our program is academics and extended learning along with homework help.

Care will begin August 19, 2019 and run MOST school days through May 26, 2020. Those days that we are not in session will be announced to the families enrolled in the program. Afternoon snacks will be provided through grants available to our food service program. Morning students will have breakfast available at 8:30 a.m. See our website or program coordinator for more registration details.

## **VII. SAFETY**

### **BICYCLE SAFETY**

A. Pupils in grades 3-4 may ride their bicycles to and from school with parental approval. Check to see if the route from your home is safe.

**B. Students are strongly urged to wear helmets.**

C. The bicycles are to be walked at the school crossings and on the school grounds. They are not to be ridden in the parking lot or on school property.

D. They are to be parked at a bicycle racks provided. Locks should be used.

E. If a child does not follow safety rules, the principal reserves the right to require the child to walk to school.

F. We are not responsible for items lost or stolen from bicycles at any time. Bicycles should also go home at the end of each day.

### **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)

## **PARKING LOT SAFETY**

Students arriving in cars should use the designated drop off zone. Please follow traffic patterns so that the maximum amount of vehicles can move through without blocking traffic or endangering children. There is an “in” entrance and an “out” exit in our car loop parking lot. If you wish to get out of the car to pick up your child or to enter the building for any reason, please follow the flow of the traffic, park your car in a visitor space and walk to safely escort your child back to the car. Please avoid parking on the Grant St. side of the building as there will be limited space. Parking on Quinby Street is also prohibited.

If you want to pick up your child from the designated area, please remain in your car and wait until you have reached the pick up zone, where teachers will release your child to the car. Students are not permitted to enter a car until it has reached the pick up zone and has come to a complete stop. For safety reasons, students need to enter the car on the passenger side.

If you are walking to pick up your child, please avoid bringing pets into the dismissal area. As per Board Policy, owners of pets and service animals brought on school property are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.

**NOTE: State Law prohibits idling for more than 5 minutes in a school area. We suggest & appreciate waiting until 3:45 to arrive for afternoon pick-up.**

## **Cornerstone Daily Schedule**

- 8:45 a.m. Building opens to ONLY students having breakfast or arriving on a district bus.
- 8:55 a.m. \*\*Building opens to all students to go directly to classroom or breakfast.
- 8:55 a.m. All students arriving go directly to classrooms.
- 9:05 a.m. School day begins. Students not in classrooms at 8:55 a.m. are tardy and must report to the office.
- 3:45 p.m. All K-4 Dismissal Begins (walkers, car riders, bus riders)