



# **Waterville Primary School**

## **Student-Family-School Handbook**

### **2023-24**

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# District Information

## District Mission

**Anthony Wayne Local Schools empowers students to be future ready.**



## District Vision

Driven by our core beliefs and rich traditions, Anthony Wayne Local Schools will be among the best school districts in the state and our future ready Generals will be prepared to march forward with a foundation that will allow each individual ultimate success.

## Portrait of a General

The Anthony Wayne Local Schools *Portrait of a General* was developed in collaboration with our community and identifies the characteristics that all students should demonstrate upon graduation. Students are provided with opportunities to develop these attributes in addition to a rigorous academic curriculum.



### **Learner's Mindset**

A GENERAL curiously pursues new experiences and ideas to develop, learn, and contribute as global citizens; while also embracing their core values and opportunities to progress through the cycle of learning, failure, growth, and reflection with integrity.

### **Critical Thinking**

A GENERAL deliberately and consistently investigates to expand and improve the quality of one's own thinking by embracing the process of analyzing, assessing, and reconstructing information to propose solutions that are mindful to the impact they may have on the other parts of a system.

### **Collaboration & Communication**

A GENERAL articulates thoughts and ideas in a professional manner; effectively using oral, written, and nonverbal skills in a variety of ways and actively listens to feedback, acknowledges inputs, and responds appropriately. A GENERAL elicits diverse perspectives to make meaning, and when appropriate takes collective action.

### **Adaptability & Flexibility**

A GENERAL demonstrates awareness and a willingness to change course and acts by reflecting on options while keeping the ultimate goal in mind.

### **Empathy**

A GENERAL demonstrates awareness, sensitivity, concern, fairness, and respect to connect with others' perspectives, feelings, opinions, experiences, and cultures.

## Equal Opportunity Statement

The Anthony Wayne Board of Education declares it to be the policy of this District to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Concerns regarding access to equal education should be brought to the attention of the District Civil Rights Compliance Officer: Mr. Kevin Herman, Assistant Superintendent, 9565 Bucher Rd., Box 2487, Whitehouse, Ohio 43571; Phone: 419-877-5377.

Any concerns related to sexual harassment of Title IX should be reported to the Title IX Coordinators:

Kevin Herman  
*Assistant Superintendent  
and Title IX Coordinator*  
Anthony Wayne Local Schools  
Central Administrative Office  
9565 Bucher Road  
Whitehouse, OH 43571  
419-877-5377

Jennifer Karl-Thompson  
*Director of Student Services (K-6)  
and Title IX Coordinator*  
Anthony Wayne Local Schools  
Central Administrative Office  
9565 Bucher Road  
Whitehouse, OH 43571  
419-877-5377

## Mascot and School Colors

Anthony Wayne Local Schools is the home of The Generals. The official colors of the District are royal blue and white.



## Alma Mater

Anthony Wayne we're all for you  
In ventures great or small  
To you the school we love so well,  
We dedicate our all.  
With faith and trust we will ensure  
a future bright and true.  
And with eternal pride we pledge  
Allegiance now to you.

## Pep Song

Fight team fight for Anthony Wayne!  
Come on team we must win this game.  
Get that ball and raise that score.  
Higher and higher, more and more.  
Cheer for the blue and Cheer for the white.  
Come on, team, we must win tonight.  
Far and wide we point with pride  
to Anthony Wayne High School.



# Contact Information

## **Anthony Wayne Local Schools**

9565 Bucher Rd., Whitehouse, OH 43571

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

**419-877-5377**

*[Follow us on Twitter @awgenerals](#)*

## Board of Education

Jeff Baden

Lindsay Hoipkemier

Rochelle (Shellie) McKnight

Kyle Miller

Mike Stamm

[jbaden@anthonywayneschools.org](mailto:jbaden@anthonywayneschools.org)

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[kmiller@anthonywayneschools.org](mailto:kmiller@anthonywayneschools.org)

[mstamm@anthonywayneschools.org](mailto:mstamm@anthonywayneschools.org)

The Anthony Wayne Board of Education meeting calendar is available online at

[www.AnthonyWayneSchools.org/Board](http://www.AnthonyWayneSchools.org/Board)

## District Administration

Jim Fritz

Superintendent

Kevin Herman

Assistant Superintendent

Kerri Johnson

Treasurer

[superintendent@anthonywayneschools.org](mailto:superintendent@anthonywayneschools.org)

[kherman@anthonywayneschools.org](mailto:kherman@anthonywayneschools.org)

[kjohnson@anthonywayneschools.org](mailto:kjohnson@anthonywayneschools.org)

## Our School

### **Waterville Primary School**

457 Sycamore Lane, Waterville, OH 43566

[www.AnthonyWayneSchools.org/WatervillePrimary](http://www.AnthonyWayneSchools.org/WatervillePrimary)

**419-878-2436**

*[Follow us on Twitter @awlswa](#)*

Jamie Hollinger

Principal

Matt Beakas

Dean of Students

Jillian Cowell

Counselor

Valerie Bradfield

Nurse

Wendi Hartbarger

Secretary

Amy Shiffert

Secretary

[jhollinger@anthonywayneschools.org](mailto:jhollinger@anthonywayneschools.org)

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A full District directory is available online at [www.AnthonyWayneSchools.org/Contact](http://www.AnthonyWayneSchools.org/Contact)

# Welcome to Waterville Primary School

## A Letter from the Principal

Dear Families and Students of Waterville Primary School:

Welcome to Waterville Primary School! We are enthusiastically looking forward to a new school year as we partner together to provide an enriching learning environment for our students. This handbook contains information regarding policies, procedures and services available to the students in our building. Please take time to review this document and keep it available as a resource throughout the school year. The procedures and policies outlined within this handbook are developed and practiced to uphold the health, safety and well-being of all members of our Waterville learning community.

Each staff member hopes students view school as a way to gain valuable knowledge that will open the doors to future opportunities and success. We encourage students to maximize their potential by participating in all of our school programs and activities.

One of the great motivators for students is enthusiasm. When we work as a team to share our enthusiasm about the purpose of school, the children will also be positive and excited about the learning experiences at school. Persistence, perseverance, effort, positivity and having a good attitude are qualities that are highly valued in society and promoted at Waterville Primary.

We will have ongoing conversations and plan activities that will help our students to be prepared, accept challenges and take chances when learning. The Waterville staff models this behavior and attitude while encouraging students to believe that they can all bounce back from disappointments and keep trying. A child's perseverance and effort is an indicator of long-term success.

The Waterville teachers and staff make every effort to maximize your child's learning experience and enhance problem-solving knowledge and skills. We believe the academic and social skills students learn at Waterville Primary will help them to be valuable, productive and contributing citizens in school and well beyond. Thank you for the privilege of working with you and your child as we approach education with the mission of empowering students to be future ready. We are going to have a wonderful school year together!

Sincerely,

Jamie Hollinger, *Principal*  
Waterville Primary School



# Building Awards



Waterville Primary School is proud to be recognized as a [Purple Star School](#) for its commitment to supporting military-connected students and families. Any Waterville Primary Student can be a part of our Purple Star Generals. The group meets monthly to plan activities that support our military-connected students, veterans and active duty military personnel. Information about joining the Purple Star Generals will be shared with families in a later communication.



Waterville Primary School is one of a select number of schools in Ohio to become a [STEAM Designated School](#) by the Ohio STEM Learning Network. STEAM education is an integrated approach to learning where rigorous academic concepts are learned through real-world, project-based experiences. Students use science, technology, engineering, arts/humanities, and mathematics concepts to make authentic connections between school, community, and work experiences.

The Ohio STEAM School Designation was created to award and recognize schools that are exemplars of this work.

STEAM-designated schools employ highly effective teachers and leaders who meet the needs of the whole child. In addition, these schools have well-established partnerships with businesses, non-profit organizations, institutes of higher education and other entities in their communities to prepare students for post-high school success.

# District Calendar and School Schedule

The 2023-24 District Calendar includes important events to add to your calendar such as holiday breaks, scheduled professional development for staff, parent teacher conferences and more. A copy is available for download at the end of this document or by visiting the District website at [www.AnthonyWayneSchools.org/Schedule](http://www.AnthonyWayneSchools.org/Schedule).

Parents are encouraged to use the same link to access the District Events Calendar to stay up-to-date on what is happening across the district.

## Regular Daily Schedule

8:30 a.m.	Building opens to students. They may report to classrooms and breakfast.*
8:45 a.m.	School day begins
11:30 a.m.	Morning (AM) Kindergarten Dismissal
12:30 p.m.	Afternoon (PM) Kindergarten Arrival and students may go to classrooms.*
12:35 p.m.	PM Kindergarten class begins
2:00 p.m.	Deadline for last-minute transportation changes. Students will not be released without written notification sent to the school prior to 2:00 p.m. (Except for in extreme circumstances.)
3:30 p.m.	Dismissal - <i>Students are expected to go home. They may not stay to play on the playground.</i>

## Two-Hour Delay Schedule

10:25 a.m.	Building opens to students. They may report to classrooms and breakfast at 8:30 a.m.*
10:45 a.m.	School day begins
12:30 p.m.	Morning (AM) Kindergarten Dismissal
1:30 p.m.	Afternoon (PM) Kindergarten Arrival and students may go to classrooms.*
1:35 p.m.	PM Kindergarten class begins
2:00 p.m.	Deadline for last-minute transportation changes. Students will not be released without written notification sent to the school prior to 2:00 p.m. (Except for in extreme circumstances.)
3:30 p.m.	Dismissal - <i>Students are expected to go home. They may not stay to play on the playground.</i>

*\*Students are not permitted to enter classrooms until this time as staff members may not be present to provide appropriate supervision in classrooms. Due to safety concerns, parents are not permitted to escort their children to their classrooms.*



## Office Hours and School Visitors

The Waterville Primary School Office is open from 8:00 a.m. - 4:00 p.m. when school is in session. You may leave a voicemail message outside regular business hours. Summer office hours are posted on the front doors of the school and will be available on the school webpage.

## Visitors

All visitors must be buzzed in using the front entrance. Guests should report to the front office and complete a background check through our VisitU System. You will be provided with an identification badge to wear during your visit. Secretaries can assist you with this process. A parent must accompany preschoolers at all times.

# Arrival and Dismissal

## Arrival Procedures

The building opens to students at 8:25 a.m. Students may enter classrooms and report to breakfast starting at 8:30 a.m. They may not enter before this time as staff members may not yet be present to provide appropriate supervision in classrooms.

Please do not escort your child to the classroom. Parents or visitors are not permitted in the classrooms during the school day unless they are at school for a specific purpose related to the school day, and have checked in and picked up a visitor's badge at the office.

## Dismissal Procedures

### **Morning (AM) Kindergarten**

Kindergarten students may be picked up at the front door. Please stay in your cars (in the right lane) and school personnel will escort your child(ren) to the car. Parents of kindergarten students should wait for their children outside the building.

### **Afternoon (PM) Kindergarten**

Kindergarten students (and their siblings) may be picked up at the front door. Please stay in your cars (in the right lane) and school personnel will escort your child(ren) to the car. Parents of Kindergarten walkers should wait for their children outside the building or inside the front doors. For security reasons, parents are not permitted in classroom areas until building dismissal is complete.

### **Grades 1 - 4**

Students may be picked up at the back (south) parking lot. They are asked to walk and remain on the sidewalks at all times when exiting the building. Children should not be on the grassy areas at any time. We also ask that all parents exit their cars and stand along the sidewalk to wait for their children when the bell rings. At no time should any student be in or near the

parking lot without a parent or teacher. Students will be supervised and instructed by a staff member. We appreciate your support in this matter, as we encourage the children to be respectful, responsible and safe.

The rear driveway (off Farmview) to the school is for bus traffic only. All bussed students will enter and exit the building using the north side door of the community room.

## Dismissal Changes

All students must have a note if there is a change in their usual dismissal plan. Students will go home by their normal procedure unless parents contact the office by 3:00 p.m., or by 10:00 a.m. for AM Kindergarten. *Every effort should be made to avoid last minute changes to student dismissal plans as they compromise student safety.*

## Attendance and Absences

Attendance laws in the State of Ohio require that parents see their children attend school on a regular basis. The only legal reasons for absence are personal illness, death in the family and observance of a religious holiday. In the event of an absence, parents are required to call the school before 9:00 am at **419-878-2436**. You may leave a voicemail outside of regular school hours.

In accordance with Ohio law, we are required to make an attempt to contact a parent if prior notice has not been given regarding your child's absence. Parents are also required to send a note upon the child's return to school with the following information: date of note, name of child, date of absence, reason for absence and parent's signature.

Attendance reports are reviewed by the building administrator on a regular basis and an absence intervention team will be authorized for those deemed to be habitually truant.

## Family Vacations: Unexcused Absence

In the event of family vacation during the school year, which is not scheduled during regular breaks, an "Unexcused Leave/Absence" form must be filled out. This form is available in the school office and on the website at [www.AnthonyWayneSchools.org/DistrictForms](http://www.AnthonyWayneSchools.org/DistrictForms). Students are expected to turn in missed work upon returning to school.

## Leave for Medical Appointments

Students who need to leave during the school day for medical appointments are asked to bring a note to their teacher specifying the reason for leaving, the exact time they are leaving, who is picking them up, and when they will return. Students are to be picked up from the main office only. Parents must sign their children out. If they return to school, parents must sign them in again. Students must provide a doctor/dentist note upon returning to school. All doctor/dentist offices will provide these notes upon request.

## Make-Up Schoolwork Requests

In the event of a prolonged absence, we encourage you to work with your child's teacher to coordinate picking up any missed work.

## Late Arrivals

Please notify the school if you know your child will be arriving late for any reason. Students must be accompanied to the office by an adult when arriving late to school. If a child arrives unaccompanied, a parent will be called to come sign in the child. A student who is not in his/her assigned location by 8:45 a.m. will be considered tardy.

# Student Records & Administrative Information

## Sharing of Student Information

The Family Educational Rights and Privacy Act (FERPA) gives parents or students over age 18 certain rights with respect to education records, including the right to refuse to allow Anthony Wayne Local Schools permission to release any or all of the types of information, including that defined as directory information.

Directory information such as the student's name, address, awards, honors and other details as designated by [Anthony Wayne Board of Education Policy](#) may be disclosed throughout the school year without prior notification.

## Denial of Permission

If a parent refuses to allow Anthony Wayne Local Schools permission to release any or all of the types of information about the student as directory information for the current school year, the parent must notify Anthony Wayne Local Schools in writing by the first day of school each year, by returning the Directory Information/Photo Release form. Failure to notify Anthony Wayne Schools in writing will be considered implied permission to use/release directory information as identified.

## Contact Information

***It is crucial to have correct up-to-date information on file for your child's safety.*** It is a parent's responsibility to notify the office when any contact information has changed. Please let the office know if you have a new address, phone number or email address as soon as possible. A change of address form is available on the website at [www.AnthonyWayneSchools.org/DistrictForms](http://www.AnthonyWayneSchools.org/DistrictForms)

## Moving within the District

Families moving within the Anthony Wayne District need to contact the school office so that changes in the records can be made and the transportation office notified. A change of address form should be completed and turned into the Central Administrative Office to enable the school office and transportation to update the information for the student. A form may be picked up in the school office or the Central Administrative Office. Two proofs of residency, such as a purchase agreement or utility bill, that show your new address must be provided along with the change of address form.

## Moving - Withdrawing

Families moving within the Anthony Wayne District need to contact the school office so that changes in the records can be made and the transportation office notified. Parents of students moving out of Anthony Wayne District must complete a "withdrawal" form in advance of the move. This form is available in the school office and on the website

[www.anthonywayneschools.org/DistrictForms](http://www.anthonywayneschools.org/DistrictForms)

## Child Custody

***It is critical that the District Central Administrative Office be informed of custody changes of any kind.*** Ohio law states that parents must inform the school any time the custody of a child changes. The office will need to have a copy of up-to-date custody papers from the court that include a legible copy of the official court seal/stamp.

## School Fees

School fees help pay for activities and disposable materials that are specific to a single student. These could include, but are not limited to: language arts materials, math workbooks, art supplies, class project materials, science supplies, assignment notebooks, periodicals and field trips. Payment for school fees is expected on Registration Day in August. Please note that Anthony Wayne Schools will electronically debit the accounts of checks returned for non-sufficient funds (NSF) for both face amount and returned check fees.

## Request to Waive School Fees

Anthony Wayne Local Schools will waive fees for students whose families are experiencing financial hardship. This request is made via the application for the free/reduced lunch program and can only be shared with the school with permission from a parent/guardian. Please contact the building principal or school secretaries with questions and for appropriate forms.

# Academics

## Homework Policy

Homework provides essential practice for learning skills. It also promotes responsibility and independence. Homework may be assigned on a regular basis at each grade level throughout the year. Please assist your children by: providing suitable study conditions (desk or table, light, books, pencils, etc.); turning off distractions (tv, radio, devices, etc.); showing interest and enthusiasm for the assignment; guiding students, if needed (but do not do the work for them); and seeing that homework is completed and returned on time. Individual teachers and grade levels may send specific, age-appropriate homework guidelines home with students at the beginning of the year.

## Grading Philosophy

Grade cards are produced at the end of each quarter. The master calendar lists these dates. Progress reports are standards-based documents and indicate how well your child is mastering standards in different subject areas. Students at all levels will receive progress reports based on adopted state and national content standards. Mid-quarter updates are sent to parents of students whose academic performance indicates that additional help is needed.

The following scale is used by staff in all subjects to indicate student progress:

4	consistently demonstrating mastery of the standards
3	approaching mastery of standards
2	partial achievement of standards
1	not meeting the standards

## Promotion/Acceleration/Retention

It is the goal of Waterville Primary to work toward a consensus regarding a best placement decision for every child. If a parent has concerns about a child's possible promotion, acceleration or retention, they are first encouraged to discuss the matter with the child's teacher. If there continues to be concern regarding a child's status, a meeting with the building principal should be scheduled. Final determination on promotion, acceleration or retention of a student is the responsibility of the building administrator.

Third grade parents will later receive information about the Third Grade Reading Guarantee legislation and its retention guidelines.

## Child Find and Special Education

Anthony Wayne Local Schools is dedicated to the development and implementation of an effective system for identifying and assuring that all eligible children attending school in the district are receiving the special education and/or related services that they require.

Child Find is the process through which Ohio's school districts identify, locate and evaluate all children ages 3 through 21 with disabilities who have significant, individual needs and who may require regular or special education and related aides and services.

Children who are not identified as disabled but who are performing below grade-level standards should continue to receive targeted interventions, instruction and support if deemed appropriate by the educational team.

## Child Find and Section 504

Anthony Wayne Local Schools is committed to identify and locate every qualified child with a disability residing in the District who is not receiving a public education and notify the child and their parents or guardians of our duties and responsibilities under Section 504 of the Rehabilitation Act. Achievement of this objective may include the following methods: posting child find notices in locations in and around the district and publishing news releases concerning child find under Section 504 at least annually. Referrals for an evaluation under Section 504 may be made by anyone (e.g., parents, teachers, or other knowledgeable professionals) who has personal knowledge of a child's needs and who suspects that the child is an individual with a disability due to a substantial limitation of a major life activity. All referrals should be made in writing, dated at the time the request is made and include information that supports the reason for referral. Any questions or referrals should be directed to: Section 504 Compliance Officer, Superintendent's Office, 9565 Bucher Road, Whitehouse, OH 43571.

## Special Programs: LEAP

Children identified by standardized testing as being "gifted" according to the District's definition may have the opportunity to participate in the Learning Enrichment Achievement Program (LEAP) program for learning enrichment in Grades 3 and 4. Anthony Wayne Local Schools and the Educational Service Center of Lake Erie West coordinate this program. Please visit the website for more information at [www.AnthonyWayneSchools.org/GiftedServices](http://www.AnthonyWayneSchools.org/GiftedServices).

## Multi-Tiered System of Supports (MTSS)

Each Anthony Wayne Local Schools building has implemented a Multi-Tiered System of Supports (MTSS) program as required by state and federal law. MTSS is grounded in the belief that ALL students can learn and achieve high standards when provided effective teaching, research-based instruction, and access to a standards-based curriculum. A comprehensive system of tiered interventions, gifted to remedial, is essential for addressing the full range of student academic and behavioral needs. Collaboration among educators, families and communities is the foundation of effective academic growth. Within this partnership, ongoing academic and behavioral performance data helps guide our instructional decisions. MTSS provides a strategy for improving learner academic and behavioral outcomes for all students.

All students are screened each fall, winter and spring to ensure they are making adequate progress in meeting grade level expectations. Contact your child's teacher or the building principal, if you have any questions about your child's progress.

## Private Tutoring

Parents seeking additional academic resources may find flyers in the information kiosk at the school. The District can also provide a list of certified teachers willing to tutor students for parents who feel their child needs additional assistance. Anthony Wayne Local Schools does not endorse any particular tutor or agency.

## Field Trips

Field trips supplement classroom curriculum. All children are expected to participate in field trips just as they would any activity in the classroom. A general permission form is included with registration materials. Specific information about each field trip will be sent home for approval before the trip. Parents may be asked to chaperone students on field trips. Please do not bring additional children to field trips as proper supervision requires that the parent volunteer devote his/her full attention to the students. Further, school insurance does not provide coverage to them.

# Student Expectations, Code of Conduct & Behavior

The Student Code of Conduct has been adopted by the Anthony Wayne Board of Education in compliance with the law of the State of Ohio. This code of conduct covers all Anthony Wayne students at all times on school grounds, at all school activities both on and off school grounds, and on all school transportation.

Student and school regulations are necessary for the school to fulfill its lawful mission, process, and function and to protect the health, safety, and dignity of each student and employee.

A student may be suspended for a maximum of 10 days, expelled for a maximum of 80 school days, or excluded from the Anthony Wayne Schools for individual or cumulative types of misconduct as described in the student conduct code.

## General Expectations

Students are expected to behave appropriately and show respect toward others and themselves during school. They are encouraged to follow the General Expectations and Be a General:

- Be Respectful
- Be Responsible
- Be Safe



Throughout the year, students will be introduced to these three ideas. Students will also be taught acceptable behavior under each of these categories in all areas of the school (i.e. classrooms, hallway, cafeteria, playground, bus, etc).

Our goal is to teach children they are responsible for their actions and they must be prepared to face the natural and logical consequences of any inappropriate behavior. Faculty and staff spend a great deal of time monitoring, modeling, and teaching good behavior. It is important that the school and parents work together to help students become responsible, contributing citizens in our society. Parents will be contacted when a student's inappropriate behavior becomes severe or repetitive. Parents are invited to contact teachers, counselors, and principals regarding student behavior.

### **Bucket Filling**

Waterville Primary is a Bucket Filling School. The idea of Bucket Filling is that everyone carries an invisible bucket that holds our good thoughts and feelings. When our buckets are full, we feel happy. When our buckets are empty, we feel sad. Children quickly understand that they can fill buckets when they do and say things that are kind and respectful. They also learn that when they are mean, inconsiderate, uncaring, or disrespectful, they dip into buckets and remove those good feelings. Even the youngest child understands that actions and words can either fill a bucket or dip into it.

## **Responsibilities**

Children achieve a maximum level of success when all involved in the child's education take an active role and fulfill their portion of responsibility. The following list is intended to provide a guideline to all about general responsibilities of each party.

### **Student Responsibilities**

The student will:

- be responsible for their school materials in order to be prepared for the day.
- take ownership by attending school, being on time, packing and unpacking their backpacks.
- be an active participant and involved in the learning process.
- will communicate school work to parents/caregivers.
- understand that all actions have natural consequences.
- limit telephone calls home for emergency items only.

### **Teacher Responsibilities**

The teacher will:

- provide meaningful homework and graded work with clear directions, and return it promptly with comments to provide feedback to students and parents.
- teach the standards.
- provide clear expectations.

- model, teach and reinforce target behaviors.
- differentiate instruction.
- provide notification of tests, quizzes, projects, etc.
- encourage students to be prepared for school activities, (suggested clothing and materials, account reminders, etc.)

### **Administration Responsibilities**

The administration will:

- maintain safe facilities conducive to learning.
- provide meaningful professional development.
- provide small group or 1-1 counseling services.
- communicate with families frequently at convenient times.
- inform parents of opportunities to volunteer and assist.
- inform students, families and the community about the high academic standards at our school and how they can help students learn to these standards.

### **Educational Partnership Requests for Our Families**

To ensure a successful social, emotional and academic school year for your child, we ask that you assist us at home in the following ways:

- provide a proper work/study space.
- assist with daily packing/unpacking backpack and review materials.
- attend at least one parent/teacher conference.
- attend school sponsored events, especially back to school.
- plan time for monitoring their child's progress and supervising homework completion.
- provide proper amounts of time to prepare for the school day.
- realize that homework is an important part of education.
- be aware of local and state standards.
- be an active participant and involved in learning.

### **Playground Expectations**

Students will go outside for recess if weather permits. Wind chill and temperature are considered when a decision is made about indoor vs. outdoor recess. A doctor's note is required for a child to stay indoors. Playtime is important, but certain rules must be followed to ensure the safety of all students.

- Students must stay on the playground during all recess periods.
- Students may only re-enter the school building during recess with the permission of the playground supervisor or teacher.
- Children should line up properly when the bell or whistle sounds.
- Games should be played "by the rules."
- Body contact games are not permitted.
- Throwing stones or snowballs is not permitted.
- Playground equipment will be used as designed and intended.

- Skateboards, baseballs/softballs, frisbees, play weapons, electronic devices and other toys from home are not allowed.

### **Indoor Recess**

- Students should return directly and quietly to the classroom from the cafeteria with the playground supervisor.
- Students should stay within their homeroom unless the teacher has given other instructions.
- “Quiet” games and other activities will be provided.
- Inside voices and classroom appropriate behavior is expected.
- Permission is required from the adult in charge to leave the classroom.
- Students should not take any pictures or videos with personal electronic devices.

## **Dress Code**

Parents are responsible for student dress and appearance. Please dress your child in clothing and footwear that is suitable for movement throughout the school, for physical education classes and on the playground. Please note that the district may require students to wear face masks for their safety. Dress code regulations and what is appropriate for school will be determined solely by the administration at Waterville Primary School.

### **Clothing**

Crop tops, halters, and spaghetti straps are not permitted. Do not allow children to wear clothes that are torn or have holes, inappropriate messages, or that advertise drugs, alcohol, or sexual innuendos. Shorts of mid-thigh length or longer are permitted in warm weather and snow pants are required for your child to play in the snow.

### **Hats and Hairstyles**

Hats, caps, head bandannas, “sprayed /colored” hair and sweatbands may not be worn in the school building during the regular school day. Hairstyles and clothing that draw attention and are a disruption to others are not permitted.

### **Footwear**

For safety reasons in the hallways and playground, shoes should be sturdy and flexible with low heels. Shoes should have a back that will not slide off easily. Flip-flops and shoes with “wheels/rollers” are not permitted at school. Snow boots are required for your child to play in the snow.

## **Bullying**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties are strictly prohibited and will not be tolerated.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

## Drug Free Policy

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substances as defined by state statute, or any substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the Anthony Wayne Board of Education policy, up to and including expulsion from school. When required by state law, Anthony Wayne Schools will also notify law enforcement officials.

Anthony Wayne Schools is also concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which help is provided through programs and services available in the community. Students and their parents should contact the principal or counseling office whenever such help is needed. All Anthony Wayne buildings and campuses are alcohol, tobacco, drug and weapon free zones.

## Restroom/Locker Room Facilities

Anthony Wayne Local Schools provide restrooms and locker rooms for students, staff, and visitors. These facilities are marked as Men/Boys, Women/Girls, or All Gender Single/Private restrooms and locker rooms. All persons will use a restroom that is aligned with their biological sex assigned at birth or a single use restroom/locker room. Individual needs for other accommodations must be addressed to building administration. All persons are expected to respect each other's privacy and dignity when using the restrooms and locker rooms. Inappropriate behavior or violation of school policy and procedures will result in disciplinary action. Anthony Wayne Local Schools is committed to providing an environment free of discrimination, harassment, intimidation or bullying for all persons.

# Personal/School Property and Technology Acceptable Use

## Acceptable Use and Safety

The [Board of Education provides Technology Resources](#) to support the educational and professional needs of its students and staff. With respect to students, these technology resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students.

In compliance with Federal law, students shall receive education about the following:

- safety and security while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- the dangers inherent with the online disclosure of personally identifiable information;
- the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- unauthorized disclosure, use and dissemination of personally-identifiable information regarding minors.

## Books and Technology

Textbooks and library books are the property of Anthony Wayne Schools. Books should be used with care and returned in good condition. Students and their parents are responsible for books that are lost, stolen or damaged beyond use. This applies to textbooks, supplemental books, library books, videos, DVDs, CDs and all other school technology.

## Student Possession / Use of Technology

Students may possess wireless communication devices (WCDs) such as a cell phone in school, on school property, during after school activities (e.g. extra-curricular activities) and at school-related functions, provided that during school hours and on school vehicles the WCDs are powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight unless consent for a special circumstance is granted by the building principal. Also, during after-school activities, when directed by the administrator or sponsor, WCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

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. Students may use school phones to contact parents/guardians during the school day.

## Personal Property at School

Students should not bring personal belongings to school that can disrupt the educational process. Items brought to school for projects, or used on the bus are the child's responsibility.

The school will not be responsible for damage or loss of any unnecessary personal item brought to school by a student.

## Lost and Found

A lost and found is located in the Community Room. The school is not responsible for student items that are lost, stolen, damaged or misplaced. Small, or valuable items such as jewelry will be kept in the office. These items are available for you to view per request. All items not claimed by the last day of school will be donated to a local charity. Please stop in the school office you wish to search lost and found while school is in session.

# Health and Wellness

Please refer to the [Nurse's Handbook](#) for more information.

## Emergency Medical Forms

Parents are required to complete an Emergency Medical Form for each child in school. Please list of people (local preferred) to be contacted if parents cannot be reached in an emergency. In addition, please make sure phone numbers are kept up-to-date with the school office.

## Illness at School

Children who become ill at school can be better cared for at home by their parents. The care of sick children is not the responsibility of the school. In the event of illness at school, parents or the appointed caretakers will be contacted. Children will only be released to parents or the designated caretakers.

## Returning to School

Children must be fever free without the assistance of fever-reducing medication for 24 hours and/or on an antibiotic (if appropriate) for 24 hours before he/she can return to school. Additional information can be found in the Nurse's Handbook online at [www.AnthonyWayneSchools.org/HealthServices](http://www.AnthonyWayneSchools.org/HealthServices).

## Chronic Medical Conditions and Life Threatening Allergies

Parents are responsible for providing the school with written medical documentation, instruction and medications as directed by a physician. Appropriate paperwork is available in the office and online at [www.AnthonyWayneSchools.org/DistrictForms](http://www.AnthonyWayneSchools.org/DistrictForms).

## Immunizations

Ohio law requires proof of standard immunizations for all children entering school and that any student not up-to-date on immunizations has 14 school days from the start of school each year to comply or be prevented from attending classes until in compliance. More information is available in the Nurse's Handbook.

## Medications at School

Children whose illness requires medication can be better cared for at home. Parents whose children must, under exceptional circumstances, take medication (including over the counter medication) during school hours are required by Ohio law to complete a Medication Form. This form allows the school nurse, principal or principal designee to administer it at school.

*Note: Children are not allowed to self-medicate or carry medicine/drugs on their person at any time. The only exception to this rule applies to students who need to carry emergency medications (inhalers, EpiPens, Diastat, Glucagon).*



The Medication Form must be filled out and signed by the prescribing doctor and the drug must be in the original container in which it was dispensed by the prescribing physician or pharmacist. Medicine/drugs are stored in a designated storage place or refrigerator not accessible to students. This form is available in the school office or online at [www.AnthonyWayneSchools.org/HealthServices](http://www.AnthonyWayneSchools.org/HealthServices).

## First Aid

First aid treatment at school is restricted to cleaning and bandaging. Parents will be contacted if follow-up treatment is necessary.

## Yearly Health Screenings

A nurse supervises regular health screenings for vision and hearing.

## Counseling

A School Counselor is available to our students each day at Waterville Primary. The counselor provides direct services through individual, small group and classroom counseling. Additionally, the counselor works to support our school-wide initiatives and programming to maintain a positive school environment. The counselor provides indirect services by interacting with other individuals on behalf of our students. Indirect services may include making referrals for additional assistance or consulting and collaborating with parents, teachers and community organizations.

### **Individual Counseling Services**

Individual Counseling Services may take place if the student, teacher, or parent has a concern. Some of the concerns that may be addressed through individual counseling are:

- Making and keeping friends
- Behavior concerns
- Adjusting to parent loss due to death or divorce
- Improving study skills and school achievement
- Coping with changes in school or family
- Developing confidence in daily activities
- Improving decision-making skills
- Developing a positive self-image
- New student orientation

### **Small Group Counseling**

Small Group Counseling Services are available for all students kindergarten through fourth grade. These groups are designed to strengthen social skills and problem-solving skills. This service is delivered to several students at a time in a structured setting. Group topics vary throughout the year and are chosen based on the current needs of our students.

### **Classroom Counseling Lessons**

Classroom Counseling Services are provided to K-4 students monthly throughout the school year. This service is the best opportunity to provide age-appropriate character education to each of our students. Some common classroom counseling topics are:

- Emotional awareness
- Communication skills
- Self-esteem
- Social skills
- Stress management
- Career awareness and exploration

The counselor provides services to our students by supporting our School-Wide Initiatives such as our Positive Behavior Interventions and Supports (PBIS) program and our Bucket Filling program. Both of these programs are designed to create and maintain a positive and healthy school environment for our students and families. This programming assists with the important topic of Bullying Prevention. Additionally, age-appropriate Bullying Prevention lessons are presented to each classroom at the beginning of the school year.

### **Responsive Classroom**

Waterville Primary School is implementing a universal approach to teaching and classroom management. Responsive Classroom is an evidence-based approach that focuses on creating safe, joyful, and engaging environments for students to grow both academically and socially. Ask your child each day about:

#### **Morning Meeting**

This is a consistent time each day where students have the opportunity to practice social skills and to blend Social and Emotional Learning with Academic Learning. Morning Meeting consists of:

- Greeting: Each student and staff member is greeted by name.
- Sharing Time: Students may share information with others and respond to their classmates in a supportive way.
- Group Activity: The class participates in a brief activity together to reinforce their learning and boost their sense of community.
- Morning Message: Students are presented with a daily message from their teacher designed to get them ready for a positive day of learning.

#### **Closing Circle**

The purpose of this practice is to end the school day peacefully. This brief amount of time is spent participating in a quick activity that allows students to reflect on their day, to celebrate accomplishments, and/or to set goals for the next day.

We are looking forward to expanding our practices in the future and we believe that this approach will have an incredibly positive impact on our students, families, and staff!

# School Safety

## Emergency Drills and Procedures

Regular fire/evacuation drills will be conducted in accordance with Ohio Law to ensure quick and safe evacuation of the school. Tornado/Severe Weather drills are held during tornado season. School safety drills including lockdown and rapid dismissal will be held in accordance with state law and district policy. Students may also participate in other building or bus evacuation drills as needed throughout the school year. All students are expected to participate and cooperate in emergency drills in a serious manner.

In the event of an emergency, the District will contact you with any necessary information. Please see the Instant Connect information later in this handbook for more information. Always make sure you have provided up-to-date contact information to the school office.

More information about school safety is available online at [www.AnthonyWayneSchools.org/SchoolSafety](http://www.AnthonyWayneSchools.org/SchoolSafety).

# Food Service

Anthony Wayne Food Service (AWFS) is committed to serving our students nutritious, balanced meals at breakfast and lunch. AWFS follows the National School Breakfast and Lunch program nutritional guidelines set forth by the USDA. These guidelines include serving whole grains, fresh fruit and vegetables, canned or frozen fruits without added sugar, low-sodium canned or frozen vegetables, and lean proteins such as chicken, fish, and beef, as well as low-fat white milk and fat-free flavored milk. Breakfast and lunch menus are available online at [www.anthonywayneschools.org/FoodServices](http://www.anthonywayneschools.org/FoodServices)

## Meals at School

Breakfast is served in the school cafeteria from 8:30 - 8:45 a.m.

Lunch is served in the school cafeteria from 11:00 a.m. - 1:00 p.m. depending on your child's grade.

- Lunch is ordered through the teacher each morning at 9am.
- Lunch is eaten in the cafeteria.
- Students getting lunch from the cafeteria will proceed through the lunch line and give the Food Service worker their first and last name to record into the computer system.
- Two lunch choices are available each day. Choice A is a "hot meal" item and Choice B is a familiar "cold meal" choice.

## Meals Include

- One entree that consists of whole grains and protein.

- Choice of one fruit and choice of one vegetable (4-ounce serving each)
- Fat-free flavored milk or low-fat white milk (8-ounce serving)
- *Extra entrees may be purchased in grades 5-12*

## Students Who Pack Lunch

### Side Kicks

Students who pack their lunch may come through the lunch line to get a "Side Kick." A Side Kick consists of a fruit choice, vegetable choice and milk that can supplement the students favorite meal from home. *Note: Meal charges do apply for students who pay full price for meals. Students on the Free/Reduced meal plan can get a Side Kick for free.*

### Milk

Packers may purchase milk only for \$.50 per pint, regardless of full-pay/free/reduced meal status. *This pricing is determined by the USDA.*

## Meal Pricing

- Breakfast and lunch prices are announced each July. [Please refer to the Food Services page of the website for more information.](#)
- You may qualify for Free/Reduced meals. Online and/or paper applications are available online each July. Parents must submit a new application each school year.
- Qualifying for free/reduced meals may assist your family with paying for school fees. See the school fees section above or ask your school principal for more information.

## Paying for School Meals

### Online Payments

Parents can pay for school lunches online by setting up an account at [www.PaySchoolsCentral.com](http://www.PaySchoolsCentral.com). You will need each student's six-digit ID number to complete the process. You can access this information in PowerSchool or by contacting the school office. *Note: It is best to set up the account with the most-used email address in the household.*

Parents can also use PaySchoolsCentral for:

- Adding money to your student's account online
- Setting recurring payments
- Viewing your student's transaction history to see what they are buying
- Paying school fees

### Sending Cash and Checks to School

Cash deposits and checks *made payable to Anthony Wayne Food Service* should be sealed in an envelope with the student's name, ID number and amount of cash enclosed clearly written on the outside. Students should take their money to the cafeteria during lunches.

## Charging School Meals

It is the responsibility of the parents to provide for lunch for their children while at school. However, it is important to provide that children receive the nutrition they need to stay focused during the school day. This procedure shall apply in the event that a child neither has a lunch nor the funds to purchase a lunch. (Refer to Board Policy 8500D)

- A student (Grades K - 8) may charge the equivalent of three (3) meals in succession and two (2) breakfast. The student will be given a lunch consisting of a sandwich, fruit, and milk.
- A student (Grades 9 - 12) may charge the equivalent of two (2) lunches and one (1) breakfast.
- There will be no charges allowed for adults.
- Disabled and handicapped students at all grade levels will continue to receive their school meals with no interruption while their parents are being contacted for payment.
- There will be no charging for ala carte items.
- A student's parents, teacher, and Principal will all be notified of the delinquency in the student's account twice a week.

At the discretion of each Principal, a school or private service fund may be established to pay for student's charged meals, rather than to offer the alternative meal. The Nutrition Services Manager will work with each Principal to determine a payment schedule for these meals.

## Transportation

### School Transportation

All students are strongly encouraged to ride school transportation. Students on a bus or other authorized Anthony Wayne Board of Education transportation vehicles are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for the bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation to any student.

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

Bus transportation is provided for all kindergarten students at midday, regardless of where they live. Kindergarten through fourth-grade students who live in AW's designated "walking area" are not provided bus transportation in the morning or afternoon.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students are not permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal. The Principal may approve a change in a

student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

More information about school transportation is available on the website at [www.AnthonyWayneSchools.org/Transportation](http://www.AnthonyWayneSchools.org/Transportation).

## Walking to School

Parents are encouraged to review safety rules with children.

- All walkers who need to cross the street should cross in the designated crossing zone, with the crossing guard, where applicable.
- K-4 walkers will be permitted to enter the building at 8:30 a.m. Walkers should not arrive before this time.
- Dismissal is at 3:30 p.m. Kindergarten walkers and their siblings may be picked up at the front doors. First through fourth graders may be picked up at the back (south) parking lot.
- In the case of inclement weather, students will be held in the building until it is safe for students to dismiss.

## Bicycles and Scooters

Students may ride bicycles or scooters to and from school, but must walk them on school property. Bicycles and scooters must remain parked in the school racks during the school day, and may not be used during recess. Students are encouraged to use locks. Anthony Wayne Schools assumes no responsibility for lost, stolen or damaged bicycles or scooters.

## Parent Transportation

Parents who pick up or drop off students must use the front circular driveway. We have one drop-off lane at Waterville Primary. The first car in the rotation should pull past the front cross walk areas, farthest south of the building. This will allow 8-10 cars to load/unload at the same time. (Please have your children prepared to get out when the car stops. They should exit the car from the door closest to the building.)

**\*\*Please watch for our children crossing at the crosswalk. Please do not park along the curb or in the fire lane.**

Please do not escort your child to the classroom. Parents or visitors are not permitted in the classrooms during the school day unless they are at school for a specific purpose related to the school day, and have checked in and picked up a visitor's badge at the office.

## Alternate Transportation

If you are requesting to have your child's bus stop assignment changed to an address other than your residence, such as a babysitter, a parent who legally shares custody or a daycare van, you must complete an online alternate transportation form. For the safety of our students, documentation through the Transportation Office is required for any changes related to student transportation.

You can access our online submission form at [www.AnthonyWayneSchools.org/Transportation](http://www.AnthonyWayneSchools.org/Transportation)  
For the safety of our students, we strongly encourage a consistent schedule and students may have only one alternate address. *\*Note: New forms are required at the start of every school year, even if the arrangements do not change.*

## Student and Family Engagement and Communication

### School Newsletter

Every other week, *The Friday Fyler* is emailed to all parents who have provided an email address to the school. This bi-weekly update highlights student accomplishments, information pertinent to upcoming family engagement events, and ways to promote educational opportunities on the home front.

### Mass Alert System

The District uses the InstantConnect system to send phone calls, text messages and emails communications as necessary. This system is used to send regular communications as well as information regarding school delays/closings and emergencies.

The system connects directly with student information in PowerSchool. Please be sure your contact information is kept up to date so that you receive these important messages.

Federal law requires that parents opt-in to receive text messages from the District. **Please text the word YES to 875-69 to register to receive text messages.** You can opt out by sending STOP to the same number.

### Closings and Delays

In the event of inclement weather or other situation that would delay or cancel school, the District will communicate in the following ways:

- Sent via phone call, email and text message from the InstantConnect System
- Shared with local television stations
- Posted to the District website

### District Website

The Anthony Wayne Local Schools website is a great source of information for parents. Please bookmark [www.AnthonyWayneSchools.org](http://www.AnthonyWayneSchools.org) and make it a part of your regular routine to visit the website for news and information from across the District, upcoming events, contact information and other valuable resources.



## Conferences

Parent-teacher conferences are scheduled each year in the fall. Parents schedule a conference time by signing up using Sign-Up Genius. Directions will be shared in advance. You may choose to schedule your appointment at Open House. Parents are invited to request conferences at any other time during the year to discuss student progress or other concerns, if desired. Please contact your child's teacher to schedule additional conferences.

## Requests for Assistance

**If you feel your child is having difficulty in school, you may:**

- Contact the teacher, school counselor or principal to discuss your concerns and provide information that may be helpful;
- ask for assistance; and/or
- Attend a meeting to help determine if your child is suspected of having a disability, which may require special education and related services.

### **Evaluation Requests/Referrals**

If a parent suspects their child has a disability, they may request an evaluation at any time. This request for evaluation is called a "referral." Evaluation consists of a variety of ways to gather information about how your child is developing and how your child learns and functions. The District will continue to implement intervention strategies while evaluation is pending. Continued interventions will not delay evaluation. Please contact the building principal to request an evaluation.

**If the teacher reports a child is having difficulty in school, the District may:**

- Contact you for/with detailed information;
- Attempt intervention strategies for teaching your child and document the results;
- Use a team approach to generate additional intervention ideas for teaching your child and make a record of the results; and/or
- Contact you to participate in a meeting to develop intervention ideas or determine if your child is suspected of having a disability, which may require special education and related services.

## Parties

Each year the school will have some special occasion parties. Although parents are asked to assist, teachers are in charge of all arrangements and have final approval over all party plans. Please advise your child's teacher in advance if your child is not to participate in any parties for medical, religious, or other reasons.

### **BIRTHDAYS**

Birthdays may be celebrated by sending a small classroom treat. Birthdays may also be celebrated by donating a hardcover book to the Library Birthday Book Club. Student names and birthdays are inscribed on the cover of the book. Your student's classroom teacher will provide information regarding this before school starts in August.

## **HEALTHY SNACKS**

In an effort to promote nutrition and a healthy lifestyle, the staff of Waterville Primary would like to encourage all parents to consider sending healthy snacks in as treats for birthdays. Healthy snacks may also be requested by teachers for classroom parties.

## **Invitations**

Please do not send any party invitations to be distributed at school. The Waterville Parent Association (WPA) directory is a great place to find addresses to mail party invitations through the U.S. Mail.

## Parent Involvement

### **Waterville Parent Club**

Parent volunteers provide valuable assistance with school activities. The Waterville Parents' Association (WPA) is our parent organization dedicated to supporting all aspects of school life. This group meets monthly and sponsors various fundraising and social events throughout the year for students and parents. Information about meetings and activities will be sent home with children at the beginning of the school year. Several opportunities exist for parent volunteers in the form of service projects, school events, fundraisers, and special programs. Parents are also invited to volunteer in specific areas of school life as classroom chaperones, teacher helpers, and tutors. Please contact individual teachers, librarians or the building principal if you can assist in some way. Thanks for your support and understanding.

### **Classroom Volunteers**

Parents are also invited to volunteer as classroom chaperones, teacher helpers and tutors. Please contact your child's teachers, librarians or the building principal if you would like to share your time with us.

## Use of District Facilities

Anthony Wayne Local Schools facilities are available for use by community organizations. If you wish to hold a meeting or event in one of our buildings, please refer to [www.AnthonyWayneSchools.org/Operations](http://www.AnthonyWayneSchools.org/Operations) for instructions to submit your request.

# Anthony Wayne Local Schools 2023/24 School Calendar

**REVISED 11/9/23**

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		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		
* First Day of School for Students						

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					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
* 7-12 Evening Conferences						

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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				
*2-Hour Delay for Teacher PD ** End of First Quarter						

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			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		
Conferences: *K-6 Evening, **K-12 All Day						

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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			
* End of Second Quarter						

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				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		
*2-Hour Delay for Teacher PD **7-12 Evening Conferences						

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					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						
* End of Third Quarter						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			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	
* Last Day of School for Students						

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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			



Holiday – No School



Teacher Work/In-service Day/PD – No School for Students



No School – Fall/Winter/Spring Break

8/14	Teacher Work Day	1/12	Teacher Work Day – No School for Students
8/15	Professional Development Day – No School for Students	1/15	Martin Luther King Day – No School
8/17	First Day of School for Students	2/19	President's Day – No School
9/4	Labor Day – No School	2/20	2-Hour Delay Day – Teacher Professional Development
9/27	Parent Conferences (7-12) – Evening Conferences	2/21	Parent Conferences (7-12) – Evening Conferences
10/10	2-Hour Delay Day – Teacher Professional Development	3/19	Professional Development Day – No School for Students
11/6	Parent Conferences (K-6) – Evening Conferences	3/23-4/1	Spring Break – No School
11/7	Parent Conferences (K-12) – No School for Students	4/8	Solar Eclipse – No School for Students
11/20	Professional Development Day – No School for Students	5/24	Last Day of School for Students
11/21-11/24	Fall Break – No School	5/27	Memorial Day – No School
12/21-1/2	Winter Break	5/28	Teacher Work Day

May 28, 29, 30, 31, and June 3 will be used as make up days. Make-up days will be at the end of the school year as determined by the Board of Education. The Teacher Work Day will be scheduled the day/s after the final student day.

# Board of Education Policies

For a full list of board policies, please visit <https://go.boarddocs.com/oh/awls/Board.nsf/Public>

2260 NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BZMSLM4FC955>

2266 NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BULHE44812BB>

2271 COLLEGE CREDIT PLUS PROGRAM

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=CDFJ5M4B47EF>

2330 HOMEWORK

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PQR591C36>

2340 FIELD AND OTHER DISTRICT-SPONSORED TRIPS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PQS591C38>

2370 EDUCATIONAL OPTIONS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PQT591C3A>

2413 CAREER ADVISING

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BLBS5R6E980F>

2430 DISTRICT-SPONSORED CLUBS AND ACTIVITIES and ACADEMIC ELIGIBILITY

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q53592A36>

2431 INTERSCHOLASTIC ATHLETICS and ACADEMIC ELIGIBILITY

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BJYN8U5EA47C>

2460 SPECIAL EDUCATION

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PRB591C58>

2623 STUDENT ASSESSMENT AND ACADEMIC INTERVENTION SERVICES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BLBS5W6EA814>

3213 STUDENT SUPERVISION AND WELFARE

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PSQ591CB1>

4213 STUDENT WELL BEING

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PUE591D23>

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=C7ZGWG45C33D>

- 5111.01 HOMELESS STUDENTS (Role of the Local Liaison)  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PV4591D55>
- 5111.03 CHILDREN AND YOUTH IN FOSTER CARE  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PV6591D60>
- 5112 ENTRANCE REQUIREMENTS  
<http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q7S592ADA>
- 5113.02 SCHOOL CHOICE OPTIONS  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BJYN7N5E6970>
- 5120 ASSIGNMENT WITHIN DISTRICT  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVC591D7C>
- 5130 WITHDRAWAL FROM SCHOOL  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVD591D8F>Ent
- 5136 PERSONAL COMMUNICATION DEVICES  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BLBS236E7845>
- 5136.01 ELECTRONIC EQUIPMENT  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BLBS296E784A>
- 5200 ATTENDANCE and SCHOOL ATTENDANCE POLICY  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=C7ZGWJ45C346>
- 5215 MISSING AND ABSENT CHILDREN  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVK591D97>
- 5230 LATE ARRIVAL AND EARLY DISMISSAL  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BJYN7Q5E6979>
- 5310 HEALTH SERVICES  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVN591DA5>
- 5320 IMMUNIZATION  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVP591DA7>
- 5330 USE OF MEDICATIONS and NON-PRESCRIBED MEDICATIONS and INJURY AND ILLNESS  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BLBS2Q6E7855>
- 5335 CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVR591DAB>
- 5341 EMERGENCY MEDICAL AUTHORIZATION  
<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVU591DB4>
- 5410 PROMOTION, ACADEMIC ACCELERATION, PLACEMENT, AND RETENTION

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVX591DBE>

5421 GRADING

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PVZ591DC9>

5430 CLASS RANK

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PW2591DCB>

5451 ACADEMIC RECOGNITION

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PW3591DCD>

5460 GRADUATION REQUIREMENTS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BRAJLK4D7E60>

5460.02 STUDENTS AT-RISK OF NOT QUALIFYING FOR A HIGH SCHOOL DIPLOMA

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BRAJLL4D7E66>

5464 EARLY HIGH SCHOOL GRADUATION

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=C7ZGWM45C354>

5500 STUDENT CONDUCT

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PW7591DD5>

5500A STUDENT CONDUCT IN SCHOOL

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q8Q592B24>

5511 DRESS AND GROOMING

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=CDFJ5R4B4805>

5512 USE OF TOBACCO

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BJYN7T5E6987>

5514 USE OF BICYCLES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWB591DDF>

5515 USE OF MOTOR VEHICLES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWC591DE0>

5516 STUDENT HAZING

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=CDFFQA402E7E>

5517 ANTI-HARASSMENT

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q8V592B44>

5517.01 BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q8W592B46>

5520 DISORDER AND DEMONSTRATION

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWH591DEE>

5530 DRUG PREVENTION

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BLBS2Z6E785C>

5540 INTERROGATION OF STUDENTS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWL591DF3>

5600 STUDENT DISCIPLINE

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWM591DF5>

5605 SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWN591DF6>

5610 SUSPENSION AND EXPULSION and PENALTIES FOR INFRACTIONS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BG3PAW5F4CCB>

5610.01 - PERMANENT EXCLUSION

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q9A592B5D>

5610.02 IN-SCHOOL DISCIPLINE

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=B5TVRA6B9497>

5610.03 EMERGENCY REMOVAL OF STUDENTS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BG3PAX5F4CCE>

5610.04 SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES/PENALTIES FOR INFRACTIONS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWT591DFE>

5610.05 PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWU591E01>

5611 DUE PROCESS RIGHTS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BTSJ7M4BCA02>

5722 SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=C7ZGWQ45C362>

5723 (AG) STUDENTS RIGHTS OF EXPRESSION

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q9G592B68>

5725 STUDENT PRECINCT WORKERS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWZ591E0A>

5730 EQUAL ACCESS FOR NON DISTRICT-SPONSORED, STUDENT CLUBS AND ACTIVITIES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PX2591E0D>

5771 SEARCH AND SEIZURE

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q9J592B6B>



5780 STUDENT RIGHTS and ADULT STUDENT RIGHTS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PX6591E13>

5830 STUDENT FUNDRAISING

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PX8591E17>

6152 STUDENT FEES, FINES, AND CHARGES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BTSJ7P4BCA0C>

6152.01 WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BTSJ7Q4BCA11>

6605 CROWDFUNDING

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BCTEQR3B8E9F>

7510 USE OF DISTRICT PREMISES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PZ8591EAA>

7530 LENDING OF BOARD-OWNED EQUIPMENT

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BVEQ7M67F22E>

7540 TECHNOLOGY

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BCUF593D6798>

7544 USE OF SOCIAL MEDIA

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BCUF4W3D5C5A>

7540.03 STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BLBS446E7879>

8210 SCHOOL CALENDAR

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PZK591EBF>

8330 STUDENT RECORDS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=C7ZGWV45C37D>

8420 EMERGENCY SITUATIONS AT SCHOOLS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q24591EDD>

8431 PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q26591EE2>

8450 CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASE

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q29591EE7>

8453 DIRECT CONTACT COMMUNICABLE DISEASES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q2B591EEB>

8453.02 (AG) CONTROL OF BLOOD-BORNE PATHOGENS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7QCA592C1D>

8500 FOOD SERVICES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=CDFJ5Y4B4831>

8500D (AG) PROCEDURE FOR THE COLLECTION AND PAYMENT FOR CHARGED MEALS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BZMSKR4F7C77>

8531 FREE AND REDUCED-PRICE MEALS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q2H591EF6>

8600 TRANSPORTATION and VIDEO RECORDINGS ON SCHOOL BUSES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=C7ZGWX45C386>

8400 SCHOOL SAFETY

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=BJYN7X5E6999>

8660 INCIDENTAL TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q2S591F06>

9130 PUBLIC COMPLAINTS AND GRIEVANCES

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q32591F16>

9150 VISITORS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q36591F1D>

9700 RELATIONS WITH SPECIAL INTEREST GROUPS

<http://go.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q3F591F30>