August, 2019

Dear Families and Students of Waterville Primary School:

The staff and I welcome all of you to Waterville Primary School. We are enthusiastically looking forward to the 2019-20 school year as we partner together to provide an enriching learning environment for our students. This handbook contains information designed to answer questions you may have 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.

The staff and I hope that our students view school as an opportunity to improve lives and gain valuable knowledge that will allow them success and opportunity in their future. 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 also qualities that we promote 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 we 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. As a staff, we believe that the academic and social skills students learn at school will help them to be valuable, productive, and contributing citizens within Waterville Primary and well beyond. We thank you for the privilege of working with you and your student(s) as we approach education with the mission of nurturing and growing all of our students and their many different talents. We are going to have a wonderful school year together!

Sincerely,

Waterville Primary Staff
Waterville Primary School
Mission Statement

The Mission of Waterville Primary School, as part of Anthony Wayne Local Schools, is to work to provide a stimulating and nurturing environment, which will allow each student to acquire a solid academic base, a love of learning, and to experience positive emotional growth. We strive to maximize student potential for: learning, health and physical development, positive social relationships, high self-esteem and efficient, effective problem solving.

ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The 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: Dr. Jim Fritz, 9565 Bucher Rd., Box 2487, Whitehouse, Ohio 43571; Phone: 419-877-5377.

Concerns regarding access to Title IX should be brought to the attention of the Title IX Compliance Officers: Jennifer Karl Thompson or Jim Conner, 9565 Bucher Rd., Box 2487, Whitehouse, Ohio 43571; Phone: 419-877-5377.
Anthony Wayne Central Office Staff

Dr. Jim Fritz, Superintendent
Mrs. Kerri Johnson, Treasurer
Mr. Kevin Herman, Assistant Superintendent
Mrs. Jennifer Karl-Thompson, Student Services Supervisor (Pre-K-6)
Mrs. Angela Gardner, Student Services Supervisor (7-12)
Mr. Matt Dick, Operations Director
Mrs. Tammy Tapley, Transportation Director
Mrs. Megan Menchaca, Food Service Director

Anthony Wayne Central Administrative Offices
9565 Bucher Road, PO Box 2487
Whitehouse, OH 43571
419-877-5377

Operations-419-877-1200
Transportation-419-877-0451
Food Service-419-877-1229
High School Athletics-419-877-0927

Anthony Wayne Board of Education

Jeff Baden
Pam Gerhardinger
Gary Roser
Vicky Ryan
Douglas Zimmerman

Anthony Wayne Schools is an equal opportunity employer and educational services provider.
Waterville Parents’ Association

Welcome to the 2019-20 school year! The WPA is a very active parent support group that assists with the educational and social needs of our children at Waterville Primary School. We are looking forward to another successful year and we are hoping you will be able to be involved with as many activities and projects as your time allows. Some of the WPA activities include:

- Book Fair (Fall, Winter, Spring)
- Spring Spectacular
- Yearbook
- Picture Days
- Muffins for Moms/Donuts for Dad
- Toledo Zoo Programming
- Family Literacy Night
- Bowling with Boys
- Fundraising
- Secret Santa Shopping Day
- Special Guests/Assemblies
- Winter’s Ball- Daddy Daughter Dance
- Movie Nights

We invite you all to come to WPA meetings and become an active participant in your child’s school life.
Anthony Wayne Schools Daily Schedule Grades K-4

Daily Schedule for Grades 1-4 and AM Kindergarten
8:30 am – Building opens to students

8:30 am – Students can go to classrooms. No students will be permitted to enter classrooms until this time because staff members are not present to provide appropriate supervision. For security reasons, parents are not permitted to escort their children to their classrooms.

8:45 am – School day begins (students should be in their seats ready to learn).

11:30 am – AM Kindergarten students are dismissed.

2:00 pm – Deadline for last minute phone calls regarding changes in student pick-ups. Students will not be released unless the parent has made contact with the office by 2:00 pm, unless it is due to an extreme emergency. Written notification should be sent to the school.

3:30 pm – Dismissal **All children are expected to go home after school. They may not stay to play on the playground.

Daily Schedule for PM Kindergarten
12:30 pm – Students can go to classrooms. No students will be permitted to enter classrooms until this time because staff members are not present to provide appropriate supervision. For safety reasons, parents are not permitted to escort their children to their classrooms.

12:35 pm – School day begins (students should be in their seats ready to learn).

2:00 pm – Deadline for last minute phone calls regarding changes in student pick-ups. Students will not be released unless the parent has made contact with the office by 2:00 pm, unless it is due to an extreme emergency. Written notification should be sent to the school.

3:30 pm – Dismissal **All children are expected to go home after school. They may not stay to play on the playground.

Two-Hour Delay Schedule for Grades 1-4
10:30 am – Building opens to students

10:30 am – Students can go to classrooms. No students will be permitted to enter classrooms until this time because staff members are not present to provide appropriate supervision. For safety reasons, parents are not permitted to escort their children to their classrooms.

10:45 am – School day begins (students should be in their seats ready to learn).

2:00 pm – Deadline for last minute phone calls regarding changes in student pick-ups. Students will not be released unless the parent has made contact with the office by 2:00 pm, unless it is due to an extreme emergency. Written notification should be sent to the school.

3:30 pm – Dismissal **All children are expected to go home after school. They may not stay to play on the playground.
Two Hour Delay Schedule for AM Kindergarten
10:45 am- 12:30 pm

Two Hour Delay Schedule for PM Kindergarten
1:30 pm- 3:30 pm

****If school is delayed or cancelled, meetings and activities will be rescheduled!!

****The office will be open from 8 am– 4 pm daily. If you need to contact the office before or after these hours, please leave a voicemail. Summer hours vary and will be posted on the front doors.

ABSENCE AND ATTENDANCE (Board Policy 5200)
Attendance laws in the State of Ohio have recently changed in accordance with House Bill 410. They require that parents must 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.

Before and after school hours, voicemail is available. In accordance with Ohio law, the school is required to make an attempt to contact a parent if prior communication has not been made regarding the student’s absence. Parents are 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. This note should be delivered to the child’s teacher. Attendance reports will be reviewed by the building administrator on a regular basis and an absence intervention team will be authorized for those deemed to be habitually truant.

Make-Up Schoolwork Requests
If your child is ill for one day, we ask that you not request their homework. Time will be given to allow your child to make up missed work upon their return to school. In the event of a prolonged absence, please contact the child’s teacher to request make-up homework. Please allow at least 24 hours before picking up this work. If a request is made to the office by 9:00 am, every effort will be made to have your child’s work ready for pick up by 3:45 pm.

Family Vacation-Unexcused Absence
In the event of a 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. Students are expected to turn in missed work upon returning to school.

Moving/Withdrawing
Parents of students who move 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. Prior to the child’s last day of school, all forms must be completed, all fees must be paid and library books and textbooks returned.

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 child out. Students must provide a doctor/dentist note upon returning to school. All doctor/dentist offices will provide these notes upon request.

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 (parent, grandparent, daycare provider, etc.) when arriving late to school for any reason. If a child arrives unaccompanied, the parent will be called to come sign-in their child. A student who is not in his/her assigned location by 8:45 AM shall be considered tardy.

Emergency Contacts
It is a parent’s responsibility to notify the office when any contact information has changed. It is crucial to have correct up-to-date information on file for your child’s safety, including 3 emergency contacts listed.

ACCEPTABLE USE AND INTERNET SAFETY POLICY
7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District’s Internet system has a limited educational purpose. The District’s Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District’s Internet system is in accord with its limited educational purpose. Student use of the District’s computers, network and Internet services (“Network”) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board’s policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open
classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children’s Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or District Technology Director may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family’s right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms
B. the dangers inherent with the online disclosure of personally identifiable information
C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and
cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District’s network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and District Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students’ use of the Network.


Adopted 7/15/02 Revised 6/27/11 Revised 4/23/12

BICYCLES AND SCOOTERS

Students may ride bicycles or scooters to and from school. These must be parked in the school bike racks. Students are encouraged to use locks. Anthony Wayne Schools assumes no responsibility for lost, stolen, or damaged bicycles or scooters. Students may not ride their bicycles or scooters during any recess times. Students must walk their bikes and scooters on school property and never ride in an area designated for buses.

BOOKS AND MEDIA

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 e-media.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (Anthony Wayne Board of Education Policy 5517.01)

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 is 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.

This policy in its entirety is available on the district homepage under “Quick Links.”

CAFETERIA
The cafeteria serves a hot lunch daily that meets the requirements of the Federal Lunch Program. Menus are published monthly and can be found online. The cost of daily breakfast is $1.40. The cost of a daily lunch is $2.90 and includes a choice of white, strawberry, or chocolate milk. Milk is sold separately for 50¢. All Anthony Wayne Primary Schools use a debit system for lunch purchases. Information is available with registration materials and is also available in the office. Students are asked not to purchase lunches with cash. Lunches can be paid for by writing a check with the check payable to AW Food Service. Information on how to qualify for free and reduced priced lunches is available in the office. A new application is required each year to remain on the program. Students are asked to behave in a friendly and courteous manner in the cafeteria. **Please do not send in “fast food” for lunch. It is a distraction to the education process.

CHILD CUSTODY
Ohio law states that parents must inform the school any time the custody of a child changes. School officials will need to have a copy of up-to-date court orders pertaining to a child’s custody that includes a legible copy of the official court seal/stamp. It is critical that the office be informed of changes of any kind!

CHILD FIND AND SPECIAL EDUCATION
The Anthony Wayne Local School District 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
The Anthony Wayne Local School District 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, P.O. Box 2487, Whitehouse, Ohio 43571. Telephone: 419-877-5377.

CLASSROOM ENVIRONMENT
It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows: A teacher to communicate effectively with all students in the class; and all students in the class the opportunity to learn.

CODE OF CONDUCT
Students are expected to behave appropriately and show respect toward others and themselves during school. During the 2018-2019 school year, there will be three main expectations:

1. Be Respectful
2. Be Responsible
3. 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).

All grade levels will use a consistent 5-color behavior chart to reinforce positive behavior expectations. Individual grade levels develop rules and guidelines for their classrooms. Teachers will review these rules with students and send home copies to parents and/or provide them on the website. 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.

CONFERENCES
Parent-teacher conferences are scheduled for the evening of November 4th and all day of November 5th. These conferences will be scheduled online using Sign-Up Genius. Directions will be sent out to parents prior to Open House about using Sign-Up Genius. There will also be computers available for parents to sign-up 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 these special conferences.

DISMISSAL
All students must have a note if he/she has a change in normal dismissal procedures. Students will go home by their normal procedure unless parents contact the office by 2:00 PM (or 10 AM for AM Kindergarten). Parents making emergency calls during the day to change pick-up arrangements must come to the office to sign children out at the end of the day.

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, including during physical education class and on the playground. Snow boots and pants are required for your child to play in the snow. Shorts of mid-thigh length or longer are permitted in warm weather. Crop tops, halters, and spaghetti straps are not permitted. We do not allow children to wear clothes that are torn or have holes, inappropriate messages, or that advertise drugs, alcohol, or sexual innuendos. Hats, caps, head bandannas, tattoos, “sprayed/colored” hair and sweatbands may not be worn in the school building during the regular school day because they are disruptive to the students. 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. **Kindergartners are encouraged to wear tennis shoes every day. The dress code regulation and what is appropriate for school will be determined solely by the administration and staff of Waterville Primary School.

**DRUG FREE POLICY (Anthony Wayne Board of Education Policy 7434 and 5530)**
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 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 s/he receives help 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 School buildings and campuses are alcohol, tobacco, drug, and gun free zones.

**DUE PROCESS RIGHTS (Anthony Wayne Board of Education Policy 5611)**

**Suspension**
When a student is being considered for an out-of-school suspension by the Superintendent, Principal or other administrator:
1. The student will be informed in writing of the potential suspension and reasons for proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone when a suspension is issued.
4. Within one school day of the suspension, the Superintendent, principal or other administrator will notify parents/guardians or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent/guardian or custodian to appeal to the board or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then notice will contain that information.
5. Notice of this suspension will also be sent to the Superintendent, Board Treasurer, and student’s school record.
6. If a student leaves school property without permission immediately upon violation (or
suspected violation) of the Student Code of Conduct prior to an administrator conducting an informal hearing, and the student fails to return to school on the following day, the principal, assistant principal, Superintendent or other administrator may send the student and his/her parent’s/guardian notice of the suspension and offer to provide the student and his/her parents/guardians an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain actions, any time prior to the end of the suspension period.

**Expulsion**

1. When a student is being considered for expulsion the Superintendent will give the student and parent, guardian or custodian written notice of the intended expulsion, including reasons for the expulsion.

2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student’s action. The written notice will state the time and place to appear, which must not be earlier than three school days nor later than five school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

3. Within one school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the Board or its designee; the right to request the hearing is held in executive session if before the Board. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting.

**EMERGENCY DRILLS**

Regular fire/evacuation drills will be conducted each month to ensure quick and safe evacuation of the school. Tornado/Severe weather drills will be held monthly 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.

**EMERGENCY PROCEDURES**

In the event of an actual emergency, the school will contact you with necessary information. Please be sure you have provided up-to-date contact information to the school office. Contact information can be updated at any time during the school year by contacting the office. Please see the Instant Alert information later in this handbook.

**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. 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. We ask that preschoolers be left at home. School insurance does not cover preschoolers. In addition, proper supervision requires that the parent volunteer devote his/her full attention to the students.

**GRADING PHILOSOPHY**
Grade cards are produced at the end of each quarter. The master calendar lists these dates annually. Parent Updates are sent at mid-quarter to those students whose performance in school indicates that additional help with work is needed. Students at all levels will receive grade cards based on adopted State and National Academic Content Standards. Grade cards will be standards-based documents and will indicate how well your child is mastering standards in different subject areas. The following scale will be used in all subjects:

- 4 - Consistently demonstrating mastery of the standard
- 3 - Approaching mastery of the standard
- 2 - Partial achievement of the standard
- 1 - Not meeting the standard

**GUM CHEWING**

Gum chewing is not allowed at any time during the school day. This includes lunch and recess periods.

**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: provide suitable study conditions (desk or table, light, books, pencils, etc); turn off the TV or radio; show interest and enthusiasm for the assignment; guide students, if needed, but do not do the work for them; and see 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.

**INFORMATION SHARING**

*Directory 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 listed below about the student as directory information.

The types of information listed below have been designated as directory information by FERPA and Anthony Wayne Board of Education Policy and may be disclosed throughout the school year without prior notification:

Student's:

- Name
- Address
- Telephone number (only for school/parent club directories)
- Major field of study
- Participation in officially recognized activities and sports
- Honors
- Dates of attendance
- Awards received
- Weight and height of members of athletic teams
- Scholarships
- Date of graduation

If a parent or eligible student 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 or eligible student must notify Anthony Wayne Local Schools in writing by the first day of school each year by returning the directory form. Failure to notify Anthony Wayne Schools in writing will be considered implied permission to use/release directory information as identified.
INFORMATION SHARING NETWORK
The Information Sharing Network is a collaborative effort among the Lucas County Juvenile Court, local law enforcement agencies, and schools to share relevant information related to juvenile offenders. Information about students who are charged and/or arrested through juvenile court is provided to schools, resource officers, and local police agencies. The purpose of this information sharing is to inform those individuals who have regular contact with the student about crisis situations the student may be facing in order to provide early intervention and support services. The reports are not placed in the student’s cumulative file; rather, they are provided to a specific, designated official at each school and treated in a confidential manner. All court information that is shared has been deemed public information by the Lucas County Juvenile Court.

INSTANT ALERT
School Messenger is a service which notifies parents and guardians of any situation, from an emergency to an event schedule change. Parents/guardians can choose to receive this information through landline or cell phones, pagers, PDA’s, and e-mail.

MEDICAL CONCERNS
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.

Emergency Medical Forms
Parents are required to complete an Emergency Medical Form for each child in school. Please list local people, if possible, to be contacted if parents cannot be reached in an emergency. In addition, please keep current parent telephone numbers on file at 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.

Immunizations
Ohio law requires proof of standard immunizations for all children entering school. Ohio law states that any student not up-to-date on immunizations has 14 school days from the start of school each school year to comply or be prevented from attending classes until in compliance.

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 the form (available in the school office) allowing the school nurse, principal, or principal designee to administer it at school. Children are not allowed to self-medicate or carry medicine/drugs on their person at any time. The permission 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. The only exception to this rule applies to students who need to carry emergency medications (inhalers, EpiPens, Diastat, Glucagon). Contact the school nurse or building principal for the appropriate form.

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

Yearly Health Screenings
A nurse conducts regular health screening for vision and hearing.

Sunscreen
Students are permitted to carry and apply nonprescription sunscreen at school.

LOST AND FOUND
A lost and found box is located outside of the office. 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 look through per request. All items not claimed by the last day of school will be donated to a local charity.

Please sign in and pick up a visitor's badge if you wish to search lost and found while school is in session.

NEWSLETTER
It is critical that you read The Friday Flyer, the bi-weekly newsletter of Waterville Primary School. It will be published the first and third Friday of every month. It is designed to keep parents informed about school events and activities. It will be emailed to all parents on our e-mail list and/or you can check it out online at www.anthonywayneschools.org. Paper copies will be sent home with all families who request it. Be sure to read it for the latest school news!

OFFICE HOURS
The Waterville Primary School Office is open from 8 AM – 4 PM daily on school days. Voicemail is available from 4 PM – 8 AM and during weekends. The school offices remain open for several days after school is out. The school office is also open before the start of the school year. Summer office hours vary and will be posted in the building and on the front doors of the school.

PARENT INVOLVEMENT
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.

PARTIES
General
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 reason.

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 in the cover of the book. Parents are invited to come to school and join their child for lunch on their child's birthday (or half birthday if the child's birthday is celebrated during the summer). Please do not bring any fast food or carbonated beverages. Parents should go to the office to check-in and receive a visitor’s badge before going to the cafeteria.

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 school to be passed out. Please refer to the Waterville Parents’ Association directory for addresses, and mail invitations through the U.S. Mail.

“Teacher Parties”
All parties (bridal showers, baby showers, retirement parties, etc.) for teachers “sponsored” by parents must be approved by the Principal in advance.

PERSONAL POSSESSIONS 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.

PLAYGROUND REGULATIONS
During the noon hour, playground supervisors are on duty. During other recess periods, the classroom teacher is the playground supervisor. Students must cooperate and obey the noon playground supervisor just as they would their classroom teacher. Students are required to 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 may not bring balls to school. Balls will be provided by the school.**
1. Be kind with voice, words and body language.
2. Jump ropes are for jumping rope only.
3. Take turns on the equipment.
4. Share with each other.
5. Include everyone in team games.
6. Stay inside the playground boundaries: yellow lines on the playground/soccer fields.
7. Be polite: avoid pushing, shoving, fighting, punching, grabbing clothes, wrestling or tripping.
8. Swings: sit down on the swing, -swing front to back, -make sure the swing has stopped and then get off.
9. Stones, sticks and snow stay on the ground.
10. Kindergarten and Grade 1 students may use the lowest bar on the chin-up bars; Grade 2 students may use the lowest and middle bars on the chin-up bars; and students in Grades 3 and 4 may use all three chin-up bars.
11. Kindergarten and Grade 1 students are not permitted to use the monkey bars on the North end of the playground.
12. All kicking with a soccer ball or any kind of ball is permitted on the grass field only.
13. Tag may not be played on the big playground equipment.
14. When recess is over, get in line immediately and bring in all playground equipment.
15. If you are playing in the grass field, jog to the line when you hear the whistle.
16. Play weapons, electronic devices, and other toys from home are not allowed on the playground.
17. The recess monitor is in charge out on the playground. Also, while students are playing any games, the recess monitor is in charge of monitoring the safe implementation of all games. If a child does not follow the rules as directed, he or she will not be allowed to participate in the game.

**INDOOR RECESS RULES**

1. Students should return directly and quietly to the classroom from the cafeteria with the playground supervisor.
2. Students should stay within their homeroom unless the teacher has given other instructions.
3. Quiet games will be provided.
4. No yelling, loud talking, running or horseplay in the classroom.
5. Permission is required from the adult in charge to leave the classroom.
6. Electronic devices from home are permitted as long as permission is granted from the teacher, use is school-appropriate and it is understood that the school is not responsible for lost or damaged items. **Taking any photos or video is prohibited.** Determination of school-appropriate use is made solely by the building administrator(s).

**POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)**

Waterville Primary Students earn Bucket Filling Slips throughout the school year. Bucket Filling Slips may be given to a student by any staff member when a student displays a character trait or is following one of our school expectations of being safe, being responsible, and/or being respectful. Students then spend their Bucket Filling Slips at the Bucket Filling Store (held once monthly) or may be entered into a drawing to eat a picnic lunch with the Principal or take Sara, our school therapy dog, for a walk. The Bucket Filling store is held on Thursdays/Fridays. The 4th grade Student Council members run the Bucket Filling Store.

**PRIVATE TUTORING**

Flyers are available in the kiosk for parents seeking additional academic resources. The school
district will provide a list of certified teachers willing to tutor students. This is a resource available to parents who feel their child needs additional assistance. The administration of Anthony Wayne Local Schools does not endorse any particular tutor or agency.

**PROMOTION/ACCELERATION/RETENTION**

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 concerns regarding a child's status, a meeting with the building principal should be scheduled. It is the goal of Waterville Primary to work toward a consensus regarding a best placement decision for every child. Final determination on promotion, acceleration, or retention of a student is the responsibility of the building administrator. Third grade parents will receive information about retention guidelines under the Third Grade Reading Guarantee legislation.

**RECORDS (Anthony Wayne Board of Education Policy 8330.00)**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students’ privacy and restrict access to students’ personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.
A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

A. persons companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use it employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
   a. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification -Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
   b. the parent or eligible student, upon request, receives a copy of the record; and
   c. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;

B. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

C. report a crime committed by a child to appropriate authorities, and, with respect to reporting a
crime committed by a student with a disability, to transmit copies of the student’s special education and disciplinary records to the authorities for their consideration;

D. release de-identified records and information in accordance with Federal regulations;

E. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F1.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member’s social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

F. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

REQUEST FOR ASSISTANCE
What should I do if my child is having difficulty in school?

You may:
- Contact the teacher, guidance 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.

What if the teacher reports that my child is having difficulty in school?

The school district may:
- Contact you for 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.

If at any time you suspect your child has a disability, you may request that your child be evaluated. This request for evaluation is called a “referral”. Evaluation consists of a variety of means 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. To discuss a possible evaluation parents should contact their child’s building principal.

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.
- communicate schoolwork 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 promptly with comments.
- 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, i.e. extra sweatshirt, money on account.
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 help students to achieve these standards.

Family responsibilities:
The family will:
- have proper work/study space.
- assist with daily packing/unpacking of backpack and review materials.
- attend at least one parent/teacher conference.
- attend school sponsored events, especially back to school.
- plan time for monitoring child’s progress and supervise completion of homework.
- 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.

RtI: RESPONSE TO INTERVENTION
All Anthony Wayne Local Schools implement a Response to Intervention program as mandated by state and federal law. All students at all grade levels are screened three times each school year to ensure they are making adequate progress meeting grade level expectations. Benchmark assessments occur each fall, winter, and spring. If you have any questions about your child's progress meeting expectations, always feel free to contact your child's teacher or building principal.

SAFETY PATROL
Each year a group of fourth graders are trained as Safety Patrollers. These patrollers wear bright yellow sashes and help to keep traffic flowing through the drop-off lane. They also help children to safely enter the school building each morning. A few of these students also assist walkers at the end of the day to cross at the Southeast corner of the building.

SCHOOL COUNSELING SERVICES
A School Counselor is available to our students each day at Waterville School. 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 may take place if the student, teacher, or parent has a concern. Some of the concerns that may be addressed through individual counseling are:
- Friendship concerns
- Behavior concerns
- Grief counseling
Learning Enrichment Achievement Program (LEAP)

Child will not be permitted to participate fully in all physical education classroom activities.

Proper child’s athletic clothing must accompany physical education class. Failure to wear proper athletic shoes may mean your child will not be permitted to participate fully in all physical education classroom activities.

SPECIAL AREA CLASS REQUIREMENTS

All students are required to wear art shirts to art class. An art shirt is an OLD oversized shirt with the child's name written on it that is worn over clothes to protect them. Students are required to wear proper athletic shoes to physical education class. Failure to wear proper footwear may mean your child will not be permitted to participate fully in all physical education classroom activities.

SPECIAL PROGRAMS

Learning Enrichment Achievement Program (LEAP)

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 Services are provided quarterly. 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 in the beginning of the school year.

SCHOOL FEES

School fees help pay for those materials that can be used only once by one student. In grades K-4, fees are used to make available the following resources (not an all-inclusive list): language arts materials, math workbooks, art supplies, class projects, field trips, science supplies, assignment notebook, and periodicals. Payment is expected on Registration Day in August. The Anthony Wayne District will waive fees assessed for students whose parents or guardians are unable to afford them. A request for a fee waiver should be presented to the school prior to school beginning. This request is made via the application for the free/reduced lunch program and qualification can only be shared with the school for fee waivers with permission from a parent/guardian. Please contact the building principal or school secretaries for appropriate forms. Grade cards will be held after the second quarter of any given school year if an arrangement for payment of school fees have not been made. Anthony Wayne Schools will electronically debit the accounts of checks returned for non-sufficient funds (NSF) for both face amount and returned check fees.

SPECIAL AREA CLASS REQUIREMENTS

All students are required to wear art shirts to art class. An art shirt is an OLD oversized shirt with the child's name written on it that is worn over clothes to protect them. Students are required to wear proper athletic shoes to physical education class. Failure to wear proper footwear may mean your child will not be permitted to participate fully in all physical education classroom activities.

SPECIAL PROGRAMS

Learning Enrichment Achievement Program (LEAP)
Children identified during standardized testing in second and fourth grade as gifted students, may have the opportunity to participate in the LEAP program for learning enrichment in Grades 3 and 4. The Anthony Wayne District and the Educational Service Center of Lake Erie West coordinate this program.

TRANSPORTATION

School Transportation
All students are strongly encouraged to ride the bus. 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.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be 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.

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.

Anthony Wayne provides transportation to daycares/preschools only within each primary school’s boundaries (Something Special, Children’s Discovery Center, etc.).

Alternate transportation forms must be completed if you wish to have your child transported via AW buses to a location other than your home address. AW residents have the option to request only one alternate at a time.

Walking to School
Parents are encouraged to review safety rules with children.
1. All walkers who need to cross the street should cross in the designated crossing zone, with the crossing guard, where applicable.
2. AM Kindergarten and 1st-4th walkers will be permitted to enter the building at 8:30 AM. Walkers should not arrive before 8:30.
3. At dismissal, which takes place at 3:30, walkers will exit the building from the front or back doors. Kindergartners (and their siblings) may be picked up at the front door. First through fourth graders may be picked up at the back (south) parking lot.***If there is unfavorable weather at the end of the day, all students will be held in the building until it is safe for students to dismiss.

Parent Transportation
Morning drop-off: Parents dropping their children off at school must use the front circular driveway. As marked on the driveway, there are two lanes of traffic. They are divided with orange cones. The “right” lane, the one closest to the school, is the “drop off” lane. The first car in the rotation should pull up to the orange cone farthest south of the building. This will allow 8-10 cars to load/unload at the same time. The “left” lane, the one closest to the designated parking area, is the “through” lane. You may only drop off your children if you are in the “right” lane. (Please have your children prepared to
get out when the car stops and they should exit the car from the door closest to the building.) The “left” lane is for teachers and volunteers who are headed for the back “south” parking lot. **Please watch for our children crossing at the crosswalk. Please do not park along the curb at any time.

**Dismissal: AM Kindergartners** 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.

**Dismissal: PM Kindergartners** (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 after dismissal is complete.

**First through fourth graders** may be picked up at the back (south) parking lot. Students 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. Mrs. Lee will be outside guiding the students each afternoon. 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.

**REMOVAL, SUSPENSION, AND EXPULSION (Anthony Wayne Board of Education Policy 5610)** Students may be subject to discipline for violation of the Student Code of Conduct. The Anthony Wayne School Board has zero tolerance of violent, disruptive or inappropriate behavior by its students, including, but not limited to, violations involving weapons, purposely setting fires or setting off false fire alarms, violent conduct, assault, and making bomb threats. Students may be subject to such discipline even if that conduct occurs on property not owned or controlled by the Board, but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct, regardless of where it occurs, is directed at a District official or employee. These disciplinary measures may include removal, suspension, and expulsion as per Board policy.

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. Please note that school transportation is not to be used to send children to birthday parties, play dates, and the like before or after school hours.

**UNFAVORABLE WEATHER**

Extreme ice, snow, fog or cold may cause difficulties with transportation to and from school. School officials carefully check the conditions of the roads and bus fleet. When school is delayed due to inclement weather, there will be a two-hour delay. On delay days, school begins at 10:45 a.m. The decision to delay is usually made by 6:00 a.m. If school is to be canceled, that decision will be made by 8:00 a.m. and the local news media is notified immediately. Please watch local news broadcasts for up-to-date information. Anthony Wayne Schools has implemented a School Messenger System to send out alerts. Within minutes of a school delay or closing, school officials can use Instant Alert to deliver a message to the students’ parents/guardians by telephone, cell phone, e-mail, pager or PDA in any combination.
Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

**If there is unfavorable weather at the end of the day, the students will be held in the building until the weather clears. If there is severe inclement weather, all after school activities will be cancelled. **If there is a delay or cancellation, all before school meetings/activities will be rescheduled.

VISITORS
All visitors must be buzzed in via the front entrance. All visitors must report to the school office and pick up an identification tag upon entering the building, regardless of where they are going or with whom they are trying to speak. A parent must accompany preschoolers at all times.

WIRELESS COMMUNICATION DEVICES: (Anthony Wayne Board of Education Policy 5136)
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.

Board Policies

2260 NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=B5TVS96BE47F

2261 TITLE I SERVICES
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=B5TVSA6BE482

2370 EDUCATIONAL OPTIONS
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PQT591C3A

2271 COLLEGE CREDIT PLUS PROGRAM

2413 CAREER ADVISING
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=B5TVSE6BE48F

2430 DISTRICT-SPONSORED CLUBS AND ACTIVITIES
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PR3591C48

2464 GIFTED EDUCATION AND IDENTIFICATION
5111 ADMISSION TO THE DISTRICT
5111.01 HOMELESS STUDENTS (Role of the Local Liaison)
5112 ADMISSION TO KINDERGARTEN
5113.02 SCHOOL CHOICE OPTIONS PROVIDED BY THE NO CHILD LEFT BEHIND ACT
5136 WIRELESS COMMUNICATION DEVICES
5136.01 ELECTRONIC EQUIPMENT
5200 ATTENDANCE
5215 MISSING AND ABSENT CHILDREN
5230 LATE ARRIVAL AND EARLY DISMISSAL
5310 HEALTH SERVICES
5330 USE OF MEDICATIONS
5335 CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
5430 CLASS RANK
5451 ACADEMIC RECOGNITION
5460 GRADUATION REQUIREMENTS
5464 EARLY HIGH SCHOOL GRADUATION
5500 STUDENT CONDUCT
5511 STUDENT DRESS
5512 USE OF TOBACCO
5514 USE OF BICYCLES
5515 USE OF MOTOR VEHICLES
5516 STUDENT ANTI-HAZING
5517 ANTI-HARASSMENT
5517.01 BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR
5520 DISORDER AND DEMONSTRATION
5530 DRUG PREVENTION
5540 INTERROGATION OF STUDENTS
5600 STUDENT DISCIPLINE
5605 SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES
5610 SUSPENSION AND EXPULSION
5610.01 - PERMANENT EXCLUSION OF NON-DISABLED STUDENTS
5610.02 IN-SCHOOL DISCIPLINE
5610.03 EMERGENCY REMOVAL OF STUDENTS
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=B5TVSR6BE4AA

5610.04 SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=B5TVSS6BE4AD

5610.05 PROHIBITION FROM EXTRA-CURRICULAR ACTIVITIES
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWU591E01

5611 DUE PROCESS RIGHTS
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=B5TVST6BE4B0

5630.01 POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWX591E07

5722 SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PWY591E08

5730 EQUAL ACCESS FOR NONDISTRICT-SPONSORED, STUDENT CLUBS AND ACTIVITIES
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PX2591E0D

5771 SEARCH AND SEIZURE
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PX4591E10

5772 WEAPONS

5780 ADULT STUDENT RIGHTS

6152 STUDENT FEES, FINES, AND CHARGES
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PXR591E37

6152.01 - WAIVER OF SCHOOL FEES FOR INSTRUCTIONAL MATERIALS

6605 CROWDFUNDING
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PYF591E7B

7540 COMPUTER TECHNOLOGY AND NETWORKS
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PZB591EB1

7540.03 STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PZE591EB7
7542 ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION RESOURCES FROM PERSONAL COMMUNICATION DEVICES
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AZ8HU249ADF7

8330 STUDENT RECORDS
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7PZU591ECE

8400 SCHOOL SAFETY
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AZ8HU449ADFE

8431 PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q26591EE2

8500 FOOD AND BEVERAGE SALES
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q2F591EF2

8531 FREE AND REDUCED-PRICE MEALS

8600 TRANSPORTATION
http://www.boarddocs.com/oh/awls/Board.nsf/goto?open&id=AU7Q2L591EFD