



WATERFORD ELEMENTARY SCHOOL

19701 State Route 339

P. O. Box 45

Waterford, Ohio 45786

Phone (740) 984-2342

Fax (740) 984-4608

Bradley Lanier, Principal

William Britton, Assistant Principal

Dear Wildcats,

On behalf of our Waterford Elementary family we would like to welcome you to a new school year! The staff and I are excited to continue to expand the opportunities available to our students. We have much to look forward to in 23-24.

Highlights include expanding our R.O.A.R. positive behavior program and putting a greater emphasis on building future leaders. The “A” in R.O.A.R stands for being “A leader.” Clubs and electives are growing. And most ambitiously, we are taking the next steps towards becoming one of the first STEM-designated schools in Southeast Ohio. This is just the beginning of greater opportunities.

We value each and everyone of you as a member of our Wildcat family. Please view this handbook as an important toolkit of supports in helping your child reach their highest potential. Carefully reading through it and supporting the policies within will help you get the most out of your WES experience.

Let's have an excellent year Wildcats!

Blessings,

Bradley Lanier

Waterford Elementary School Principal



Every attempt has been made to align the rules and procedures outlined in this handbook with the Wolf Creek Local School Policy and the Master Agreement with WCLEA. These documents will supersede this handbook in the event of a conflict.

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Wolf Creek Local Schools 2023-2024

| July '23 | | | | | | |
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| August '23 | | | | | | |
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| November '23 | | | | | | |
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| December '23 | | | | | | |
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| January '24 | | | | | | |
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| February '24 | | | | | | |
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| March '24 | | | | | | |
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| April '24 | | | | | | |
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| May '24 | | | | | | |
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| June '24 | | | | | | |
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|--------------------|---|
| Aug-21 | Opening Day for Teachers |
| Aug-22 | PD 8-11 WD 12-3 |
| Aug-23 | 1st Day of School for Students |
| Sep-04 | Labor Day- No School |
| Sep-06 | 2 hr Early Dismissal Teacher PD |
| Sep-15 | Progress reports Due |
| Sep-28 | No School for Students Teacher PD 8-10 Work Day 10-2 P-T Conference 2-8 |
| Sep-29 | No School |
| Oct-04 | 2 hr Early Dismissal Teacher PD |
| Oct-20 | End of 1st Nine Weeks 40 Days |
| Oct-27 | Countywide PD No School for Students |
| Nov-01 | 2 hr Early Dismissal Teacher PD |
| Nov-10 | Veteran's Day observed-No School |
| Nov-17 | Progress Reports Duue |
| Nov 23 - 27 | Thanksgiving Break - No School |
| Dec-06 | 2 hr Early Dismissal Teacher PD |
| Dec-21 | End of 2nd Nine Weeks 2 hr Early Dismissal 38 Days |
| Dec 22 - Jan 2 | Christmas Break - No School |
| Jan-15 | Martin Luther King Day - No School |
| Feb-02 | Progress Reports Due |
| Feb-07 | 2 hr Early Dismissal Teacher PD |
| Feb-15 | No School for Students Teacher PD 8-10 Work Day 10-2 P-T Conference 2-8 |
| Feb-16 | No School |
| Feb-19 | President's Day - No School |
| Mar-06 | 2 hr Early Dismissal Teacher PD |
| Mar-15 | End of 3rd Nine Weeks 50 Days |
| Mar-28 | No School for students PD 8-11 WD 12-3 |
| March 29 - April 1 | No School - Easter Break |
| Apr-03 | 2 hr Early Dismissal Teacher PD |
| Apr-12 | Progress Reports Due |
| May-01 | 2 hr Early Dismissal Teacher PD |
| May-24 | End of 4th Nine Weeks 2 hr Early Dismissal Graduation 2:00pm |
| May-26 | Teacher PD Work Day |
| May-28 | 47 Days |
| Total Days | 175 Days for Students 2 P/T Conferences 6 Professional Development Days Teacher Work Days 183 Days for Teachers |
| | Make Up Dates |
| | Feb-16 Apr-01 |
| | Feb-19 May-28 |
| | Mar-28 |

- ♥ Parent/Teacher Conference
 - ◇ 2 hr Early Dismissal
 - Progress Reports Due
 - Professional Development Day (PD)/Teacher Work Day (WD)
 - No school
 - End of Nine Weeks
- Board Approved 2/13/23
Resolution:2023-024



WOLF CREEK PHILOSOPHY AND GOALS

The purpose of education in our district is to facilitate the development of the potential of each child. The school staff seeks to recognize individual differences and encourage achievement and progress, not only in basic skills but in the ability to think independently and critically.

The school staff is concerned with helping young people understand what the American way of life means: to believe in it and to act democratically in their relationships with others; to develop in themselves attitudes of respect and helpfulness toward others; to want and to be able to perform well some portion of the work of the world and to acquire knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing questions and tackling problems they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

GOALS:

1. Develop mastery of basic skills.
2. Gain knowledge and experience in natural sciences, social sciences, humanities and fine arts.
3. Develop a positive self-image.
4. Develop skills of constructive and critical thinking.
5. Develop skills appropriate to a technological society.
6. Develop respect for others and the law.
7. Gain lifelong learning skills.
8. Gain understanding of economic roles in society.
9. Gain understanding of value systems, cultures, and heritage.
10. Gain knowledge and understanding of the environment.
11. Develop positive health habits, physical skills, and communication skills.
12. Develop within the community a sense of pride in their schools.
13. Continual evaluation and revision of curriculum.
14. We are in the business to educate children – everyday!

WATERFORD ELEMENTARY MISSION STATEMENT

Waterford Elementary will instill learning as a life-long process in our students by creating a safe and inclusive environment, where every student has the opportunity to reach their full potential academically and socially, be empowered with confidence, learn valuable character traits (honesty, respect, responsibility, kindness, and hard work) and be prepared to face head on future challenges.

ACADEMIC PROCEDURES

GRADES

School board policies concerning grading are set forth in the Board book (Sections IK, IKA, and IKAB). Wolf Creek Schools have nine week grading periods. Grade cards are generally sent home one week after the end of the grading period. Kindergarten grades, art grades, PE grades, and music grades are issued at the end of each semester.

Percentage grades will be given by all teachers in grades 1-8 including Art, PE and Music. Grades of O (outstanding), S (satisfactory), N (needs more work), and I (improving) are used for kindergarten.

Percentages:

| | | | |
|----------|--------|---------|--------|
| 95 - 100 | A 4.0 | 73 - 76 | C 2.0 |
| 90 - 94 | A- 3.7 | 70 - 72 | C- 1.7 |
| 87 - 89 | B+ 3.3 | 67 - 69 | D+ 1.3 |
| 83 - 86 | B 3.0 | 63 - 66 | D 1.0 |
| 80 - 82 | B- 2.7 | 60 - 62 | D- 0.7 |
| 77 - 79 | C+ 2.3 | 00 - 59 | F 0.0 |



Teachers have been asked to comment on the grade card whenever a grade of D or F is assigned, unless they have communicated with you in some other fashion concerning this grade.

PROGRESS REPORTS

Progress reports at the midpoint of each grading period will be prepared by the teacher for each student with unsuitable grades. They will be sent home with the student or be mailed as appropriate. As needed, a return signed sheet will be provided. A follow up contact may be needed at the appropriate grade level. (For example: phone calls, conferences, etc.).

HONOR ROLL

Principal's Roll – Grades 3-8 (3.50-4.00) grade point average.

Those students with a grade point average of 3.50-4.00 who have not received any C's, D's, or F's in a single grading period will be named to the Principal's Roll. If a student achieves the Principal's Roll for a nine-week grading period, he/she will receive recognition for his/her achievement. If a student is on the Principal's Roll the first three nine-week grading periods of each school year, he/she will be honored at an Academic Recognition Ceremony at the end of each school year.

Merit Roll – Grades 3-8 (3.00 – 3.49) grade point average.

Those students with a grade point average of 3.00 – 3.49 who have not received any D's or F's and have received no more than one C in a single grading period, will be named to the Merit Roll.

HOMEWORK

The Wolf Creek Board of Education guidelines regarding homework are described in the Board Book (Section IKB). These guidelines are summarized below:

1. Homework should reinforce and extend learning experiences at school.
2. Homework should provide practice, experience, and remediation.
3. A legitimate aim of homework is to develop student responsibility.
4. The amount and difficulty of homework assignments should be based on the needs and abilities of individual students. Realize that students are involved in other activities.
5. Homework assignments should be clear and evaluated.
6. Teachers should suggest ways to parents that they might help their child with assignments.

Teachers of students in departmentalized settings (grades 3 – 8) have been encouraged to coordinate assignments in an attempt to balance the amount of homework given throughout the week.

INTERVENTION

When a student experiences academic problems, you may expect that some type of extra help or intervention be offered to the student. Intervention usually takes place within the regular class setting and varies from student to student. It may involve one or more of the following types of activities.

1. Short-term skill groups
2. Modification of learning materials
3. Differentiation of instruction based on student needs
4. Self-paced learning packets or modules
5. Computer-assisted instruction
6. Learning contracts describing tasks to be accomplished
7. Student tutors
8. Parent volunteers

PROMOTION AND RETENTION

At the close of the school year one of two actions is taken regarding each child:



1. Promotion – Advancing the child on to the next grade level because of successful completion of the work in the grade in which the child has been enrolled. Any student who is “Placed” shall be afforded all the same privileges and benefits as students that are “Promoted”.
2. Retention – A combination of factors are considered when deciding to retain a student in a particular grade. These factors include age of the student, maturity level, physical size of the student, parental support for retention, and academic ability and previous retentions. Retention is viewed as giving the student a second opportunity to succeed at a grade level rather than punishment for not achieving the first time. If a possibility exists that a student will be retained, parents will be notified of this possibility in writing before April 1.

TESTING

Grade level achievement testing will be at all levels 3-8. Results are available to parents and are also placed in each student’s cumulative file.

SUPPORTIVE PROGRAMS

Title I: This is a federally sponsored program that provides special help in reading and math for students in grades one through four who are below grade level in reading and math.

Special Education Program: Students with a wide range of disabilities are identified through a referral and multi-factored evaluation process following federal and state guidelines. Identified students are served with an IEP (Individualized Education Plan). A variety of modifications and accommodations may occur in the regular classroom settings, and/or the resource rooms as determined by the child’s IEP team.

Speech/Language Therapy: Individual and small group help in speech and language development is given to students qualifying for this program.

Intervention Assistance Team (IAT): The IAT is a building level committee designed to help the classroom teacher deal successfully with academic and behavior problems. The team consists of the principal or assistant principal, teacher members, the referring individual and other personnel as needed. It is possible for a parent to refer his/her child to this team by discussing the matter with the building principal and completing the referral form.

School Psychologist: A psychologist is employed by the board of education. The psychologist’s services are required when a child is placed in any special program except Title I Reading and Math (K-4).

Guidance Counselor: Limited guidance services are available through the high school guidance office.

ARRIVAL AND DISMISSAL OF STUDENTS

ARRIVAL:

Students should not arrive at school before 7:45 a.m. Staff members are not required to be at school prior to 7:40 a.m. and the school assumes no responsibility for the safety of students arriving before that time. Students who arrive prior to 7:50 am are to report directly to the cafeteria (K-6), or to Cooper Commons (7-8) until the 7:50 a.m. bell rings. Students are not to report to classrooms prior to 7:50 am.

Students arriving at school after the tardy bell shall report to the office before going to their classroom. The tardy bell rings at 8:10 a.m. Students are not permitted to walk or ride bicycles to school. All students must ride a school bus or be brought to school by their parents or other designated individuals.

DISMISSAL:

Afternoon dismissal will begin at 2:50 p.m. For the safety of your child, students will not be released to anyone other than the parent without a note or call from the parent. We must have a note or



call if they are to ride another bus (home with another student, day care, etc.). If you wish to pick your child up from school, please be on time. If we do not hear otherwise, your child will be put on the bus.

The school day ends at 2:50 p.m. Students must leave the school at that time. The school assumes no responsibility for students left at school after the last bus has departed. No students are to stay after school without proper adult supervision.

Students are not permitted to leave the school grounds with older students or adults, other than the custodial parents, unless the school has notification in advance. When picking up a student after school, arrange to meet the student outside the building or in the lobby. Please do not go to the child's classroom and wait beside the door.

Parents are asked not to schedule appointments for students during school hours or take students out of school early unless it is absolutely necessary. If a child must leave early, the parent should report to the office and sign the child out. Students will not be permitted to leave the building with anyone other than a custodial parent unless prior arrangements have been made with the secretary, assistant principal, or principal. Parents picking children up after school need to park in the side parking lot and walk over to the sidewalk to pick up their children. **Parents are not to go to the classroom to pick up children.** Please do not park in the front parking area because of fire regulations, safety concerns, and bus loading and unloading in the morning and afternoon

Bus students must ride their assigned bus to and from school unless prior arrangements have been made with the secretary, assistant principal, or principal. Arrangements to go home with a friend should be made before coming to school. A student will not be allowed to use the telephone to get parental permission to ride home with another student.

ATTENDANCE

The Wolf Creek Board of Education, in compliance with the laws of Ohio, has adopted the following policy regarding student attendance:

The State of Ohio places the primary responsibility for school attendance upon the parents. A parent is responsible for permitting only those excused absences that can be excused under the recommendations of the State Department of Education and the Wolf Creek School District. Ohio H.B. 410 changed attendance being recorded into hours rather than days.

No teacher or other employee shall permit or cause any student to leave school prior to dismissal, except with the knowledge and approval of the principal.

No school student shall be permitted to leave school prior to dismissal or at the request of or in the company of anyone other than a school employee, law officer, a court official, or the parents or the guardian of the child unless the permission of the parents or guardian is first obtained. The parent or guardian of the child shall be notified by the school as soon as possible in cases of removal by a law officer or court official.

There is a positive correlation between a student's attendance and achievements. Attendance is important because it is not possible to totally make-up what is missed. Class lectures, panel discussions, films, outside speakers, etc. cannot be duplicated. Each such experience is an important part of the student's education.

The Board of Education does not believe that students should be excused from the school for non-emergency activities, including family vacation. Children who are taken out of school for trips or vacations will not be given permission to do so by the school. The responsibility for this will rest with the parents, and they must not expect any work missed by their child to be re-taught by the teacher.

However, if the school is notified 3 days in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while they are absent. The exception to these stipulations will be those activities approved by the Board or its representative as being related to and part of the school program or contributing to objectives of the school curriculum.

Students who have appointments for health reasons shall be excused if it is established to the satisfaction of the principal by a doctor's note that the student has such an appointment. The student shall be absent only for the time of the appointment and a reasonable amount of time before and/or after the appointment.



1. Excused Absence – State law and the Wolf Creek Board of Education recognize the following reasons for excused absence from school: Personnel illness, Medical appointments, death of a relative, illness in the family requiring the student’s presence, legal obligations, religious holiday, and quarantine of the home.
 - a. Absence situations not covered above may be excused upon a conference with and prior approval of the building principal.
 - b. An excused absence means a student may make up the work missed within a reasonable time. The responsibility for such make-up work lies with the student.
2. Unexcused Absence/Truancy – Absence other than those listed above will be considered unexcused.
3. **Excessive Absences –Cases of excessive absences will be referred to the truancy intervention team and the county attendance officer. The county attendance officer will follow necessary procedures to insure the regular attendance of all students. Excessive absences is defined by H.B. 410 as 38+ hours in 1 month or 65+ hours in 1 school year. *Parent /guardian excused absences are any absences not excused by doctor note, court document or principal approval.***
4. Tardiness – Any period of time out of class, whether at the beginning of the school day, the end of the school day, or sometime in between will be considered tardiness. A tardy is arriving at school between 8:20 and 9:00 a.m. or leaving school after 2:00 p.m. Four tardies equal ½ day absent. A student leaving during the school day for a doctor’s appointment, etc. – if time exceeds 2 hrs. or more and if student returns will equal ½ day absent. Less than two hours will be a tardy
5. Student athletes must attend school on a regular basis. The student athlete must be in attendance for the full day to be eligible for participation in the athletic event(s) scheduled that day. The Principal may waive this requirement if he deems the absence necessary.

REPORTING ABSENCES:

Ohio law requires that schools verify absences daily. When a student is absent, parents are requested to call the school (984-2342) before 9:00 a.m. to report the absence. If the school is not notified, the secretary will attempt to call the parent at home or at work. When the parent cannot be contacted by telephone, a written notice of the absence will be mailed home when necessary.

MAKE UP WORK:

While every effort will be made to help the student in completing missed assignments, make-up work is the responsibility of the student and should be made up as soon as possible. Parents/Guardians may call the school to arrange for make-up work preparation and pick-up. When it is known that a student will be absent for several days, notify the teacher so that assignments can be sent home.

No credit for assignments will be given in cases of out-of-school suspension.

BEHAVIOR AND DISCIPLINE:

Waterford Elementary School exists in order to provide the students of Wolf Creek School District the best possible education. A quiet and orderly learning environment is essential in achieving this goal. The WES staff believes that good school citizenship is best promoted by a positive approach that rewards good behavior. Our **R.O.A.R.** Program is an example of how good behavior is addressed and rewarded.

R.O.A.R. stands for:

- Respectful
- A leader
- On task
- Responsible

There are times, however, when it becomes necessary to discipline a student or group of students in order to maintain a positive learning environment for the class or school as a whole. The goal of the disciplinary action is to affect a positive change in the behavior of the student. It is hoped that the student



will gain an understanding of and appreciation for the school rules and thus develop internal control and self-discipline, essential skills to be a highly productive and successful citizen of our country.

STUDENT CODE OF CONDUCT:

This Code of Conduct is in effect while students are under the authority of school personnel and are involved in any school activity. This includes, but is not limited to, school buses and property under the control of school activities or programs.

In addition, this Code of Conduct includes misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property, and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Violation on the part of a pupil of any one or more of the following rules may result in disciplinary action as outlined in the preceding section. The code is to apply to all Wolf Creek Students during the school day and at all after-school activities. All handbook rules apply to those students who live with a parent or guardian regardless of the student's age. All items will be enforced at the Principal's discretion.

1. **Disruption of school:** A student shall not, by use of violence, force, coercion, threat, harassment, or insubordination, cause any disruption or obstruction to the educational process, including all curricular and extracurricular activities.
2. **Damage to school property:** A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students or visitors while under jurisdiction of the school.
3. **Dangerous weapons and instruments:** Students are forbidden to possess, handle, transmit, or conceal a weapon or weapons while in the school building, on the school grounds, in any area under the supervision of the school district, or at any activity supervised by any school within the district. A weapon may be defined as any device that could be used to cause bodily harm such as, but not limited to, guns, knives, bombs, grenades, rockets, and missiles. Any student who brings a weapon to school may be expelled from school for a period up to one year. Possession of a deadly weapon may also result in permanent exclusion from all Ohio schools. This section also applies to look-alike weapons. Having a permit to conceal carry a weapon *does not* apply to schools or school safety zones.
4. **Assault/Fighting:** A student should not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, other students, or visitors while under the jurisdiction of the school.
5. **Possession of Alcoholic Beverages, Narcotics, and Drugs:** A student shall not possess, conceal, or distribute alcoholic beverages, narcotics, drugs or drug paraphernalia while on school grounds. Appropriate authorities will be notified.
6. **Use of Alcoholic Beverages, Narcotics, and Drugs:** A student shall not use alcoholic beverages, narcotics, drugs or drug paraphernalia while on school grounds or within six hours of setting foot on school grounds. Appropriate authorities will be notified.
7. **Insubordination:** A student shall not disregard or refuse to obey the directions or instruction given by school personnel. Insubordination shall be deemed to include lying to teachers, administrators, or other school employees.
8. **Threatening, degrading, or disgraceful acts:** A student shall not engage in any act that degrades, frightens, threatens, or disgraces any person by written, verbal, or physical means. This includes gestures, bomb threats, gun threats, etc. Students shall at all times be respectful of their teachers, fellow students, and other school employees.
9. **Inappropriate dress:** A student shall not dress or appear in a fashion deemed inappropriate because it (1) interferes with the student's health or welfare or that of other students, or (2) causes disruption or directly interferes with the educational process, or (3) is in violation of the dress code.
10. **Profanity and/or obscene gestures and language:** A student shall not use profanity or obscene gestures, either verbal or written, in communicating with any person at school or at school activities. Included in this would be the use of obscene gestures, signs, pictures, or publications.

11. **Possession of Tobacco Products:** A student shall not possess a vape pen, cigarette lighter, rolling papers, or tobacco in any form in the school building, on the school grounds, in any area under the supervision of the school district or at any activity supervised by any school within the district.
 First offense- 3 days in-school suspension
 Second offense- 5 days in-school suspension
 Third offense- 3 days out-of-school suspension
 Fourth offense- recommendation of expulsion
12. **Use of Tobacco Products:** A student shall neither use tobacco in any form in the school building, on the school grounds, in any area under the supervision of the school district, nor shall they use tobacco in any form within two hours of setting foot on any of the aforementioned locations
 First offense- 3 days in-school suspension
 Second offense- 5 days in-school suspension
 Third offense- 3 days out-of-school suspension
 Fourth offense- recommendation of expulsion
13. **Look-alike drugs:** A student shall not possess, make, or sell counterfeit, or “look-alike” drugs in and around the Wolf Creek Local Schools or any school function. Appropriate authorities will be notified.
14. **Harassment and Bullying:** In order to provide a physically safe and emotionally secure environment for all students and staff, it is the goal of Waterford Elementary to foster a positive school climate. A positive school climate is one that evokes non-violence, cooperation, teamwork, understanding, and acceptance towards all students and staff during school hours, as well as to and from the school environment. Part of fostering a positive school climate involves the elimination of all types of harassment, intimidation, and bullying that might occur between students and/or groups of students. The Ohio Revised Code (ORC 3313.666) defines “harassment, intimidation or bullying” as “any intentional written, verbal or physical act that a student has exhibited toward another particular student more than once, and the behavior both (1) causes mental or physical harm to the other student; (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.”
 Cyber-bullying is any or all of the above prohibited behaviors as perpetrated with computers, cellular phones, internet websites, and or any other electronic device.
15. **Racial Harassment:** Jokes, innuendo, racial slurs, offensive or derogatory remarks based on a person’s race, ethnicity, or perceived race will not be tolerated. First offense is an after school detention and sensitivity training. Second offense is an In-School Suspension. Third offense is Out-of School, and depending on the severity, possible expulsion.
16. **Electronic Devices:** Students are not permitted to bring radios, headsets, cd players, iPods, gaming systems, or other items deemed a disruption to the educational process, into the building. While students are permitted to bring cell phones to school, they are to be turned OFF and to be “out of sight” at all times within the classroom setting, recess setting, lunch, during study halls, assemblies, during the entirety of the school day, or at any other time determined by the Principal or by a teacher. Teachers shall require students to place their cell phones in a designated location at any time during a class period. This might be a one-time occurrence for one student, or it might be a daily occurrence for every student in the room. Refusal to comply with this request will result in a detention. Students found to be using cell phones during the school day will be given detention/s. Continued violations will result in disciplinary action by the Principal. **This policy does include both cell phones and watch phones.**

The above behaviors are prohibited on school property and at school events, and the prohibition is not limited to where the cyber-bullying originates, but also includes the point to which it is communicated. Students exhibiting such behaviors are subject to discipline as deemed appropriate by the principal. *Please make sure School Administration (i.e. the Principal) is notified personally if a student is being harassed or bullied, so that he/she may take action immediately.*



POLICY OF THE WOLF CREEK BOARD OF EDUCATION

Methods of Discipline: The building principal and assistant principal are charged with the proper enforcement of discipline in the total school setting. They have the discretionary authority to use, or to authorize other certified personnel to use the following disciplinary measures to correct student behavior. Whenever possible, the Building Administrator or a WES teacher will contact the parent/guardian of the student involved in disciplinary action, especially in cases resulting in extended detentions, ISS or OSS. This is not an all-inclusive list:

- 1) Positive actions by teachers to inspire correct behavior each day.
- 2) Counseling by teachers, guidance personnel, the assistant principal, and the principal.
- 3) Parent conferences.
- 4) Denial of privileges.
- 5) Study Tables.
- 6) Detention.
- 7) Restitution for damages to property.
- 8) Suspension from class.
- 9) Suspension from all classes and all extracurricular activities by the Principal.
- 10) Expulsion from school upon recommendation by the Superintendent.

GRADES K-3 DISCIPLINE PLAN

The following recommended steps of discipline are at the discretion of the classroom teacher or supervising personnel, but any repeated violation of the same inappropriate behavior will result in a progressive form of discipline.

- A. Conference with student
- B. Classroom management techniques i.e., change of seat, room setting, etc.
- C. Loss of recess
- D. Call parent for a conference with teacher and/or Principal to discuss behavior concerns.
- E. One day in school suspension (I.S.S.)
- F. Two days in school suspension (I.S.S.)
- G. Three days in school suspension (I.S.S.)

Students who continue to experience difficulties with behavior after a 3 day in school suspension will meet with the Principal, teacher, parents and school psychologist to develop a behavior plan.

Severe rule violations (such as seriously hurting another, biting, scratching, pushing, or shoving when the result is a serious injury i.e. broken bone, chipped teeth, exposing private areas, intentionally causing property damage) may result in going to any point on the progressive plan in order to match the severity of the discipline with the severity of the violation. If behavior is aggressive, repetitive and/or potentially violent towards another student, O.S.S (Out of School Suspension) may be assigned at the discretion of the building administrator.

GRADES 4-8 DISCIPLINE PLAN

The classroom teacher or supervising personnel is charged with the enforcement of discipline in the total school setting. A teacher or supervising personnel will use, but is not limited to the following disciplinary measures to correct negative student behavior.

1. **Documented Steps:**
 - A. Conference with student
 - B. Classroom management techniques, i.e. change of seat, room setting, written assignment-explanation of rule, finding of information, loss of privileges, etc.
 - C. Parent contact
 - D. Parent conference
 - E. Assignment of Study Tables (Jr. High)



2. The following progressive plan will be used after the teacher's classroom management plan has been followed.
 - A. Detention/s (Multiple detentions may be assigned depending on the behavior/issue at hand and is to the discretion of the building administrator.)
 - B. Any student receiving more than four detentions in any one 9 week-grading period will be assigned one day in-school suspension (I.S.S) for each occurrence.
 - C. More than 5 incidents in a 9 week grading period will result in alternative punishment (Alternative School, Unruly charges being filed, Out of School suspension, etc.) deemed appropriate by the school administrator.

Students who continue to experience difficulties will meet with the Principal, teacher, parents and school psychologist to develop a behavior plan.

Note: Students who receive more than one day of ISS may be denied, at the discretion of the Principal, the privilege of attending class field trips.

DETENTION

Detention is held during the school day and requires students to lose both recess and lunch privileges. During the 2021-2022 school year, lunch detention will be held in an alternative location. Lunch will be provided to the student as usual, but students will be served lunch in the alternative location away from their peers. Every attempt will be made to limit the number of recess detentions served. Recess is a necessary part of the development of students' social wellbeing and a way to expend excess energy prior to afternoon classes.

IN SCHOOL SUSPENSION (ISS)

An in-school suspension differs from a regular suspension in that the student must spend the number of suspended days in school. The student will not be allowed to attend any of his/her classes. Also, during the period of his/her suspension, the student is NOT permitted to attend any extra-curricular activities nor be on school property after his/her dismissal that day. If the student is absent or school is not in session, his/her suspension will carry over to his/her next day of attendance. The students are permitted to make up their work and receive credit for it during an in-school suspension.

ALTERNATIVE SCHOOL/OUT OF SCHOOL SUSPENSION

When a student is suspended out of school, the student is not permitted on school property and this time of suspension is unexcused. However, students are encouraged to do all work in order to stay caught up in classes.

WATERFORD ELEMENTARY RULES AND REGULATIONS

The rules and regulations of our school are intended for the safety and general welfare of all students. Most of the items below are nothing more than common courtesies. Additional items may need to be added from time to time by the teacher or principal as situations present themselves.

1. Be polite and show courtesy and respect for fellow students and adults.
2. Respect school property and the property of others.
3. Play and work only in a manner that is safe for you and others.
4. Do not create a disturbance which interrupts a class or school function.
5. Obey all rules for special areas and situations.
6. Use appropriate language.
7. Cheating/Academic Integrity: Cheating is a serious offense that will not be tolerated. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying other students' assignments, quiz, or test answers; and, plagiarism. Students who violate this policy the first time in an academic year will receive zero credit on assignments or work involved unless they choose to serve a detention with the Teacher to correct the assignment to be their own work. Any second offense in the academic year will result

- in a zero on the assignment or assessment, an office referral, and an after school detention. Repeated offenses will result in in-school-suspension.
8. Stay in areas of the building and grounds which are designated for use by you and your class.
 9. Leave restroom facilities in as good or better condition as when you entered.
 10. Comply with all rules and standards set by teachers and adults in the building and on the grounds.
 11. No running in the hallways, in the classrooms, or when entering or exiting the building for the buses.
 12. No pushing or shoving at the drinking fountain.
 13. Take fire and tornado drills seriously.
 14. No horse play, climbing, rowdiness, especially in the restrooms.
 15. No gum chewing.
 16. Off limits areas for students include: janitor's room, storeroom, teachers' restrooms, teachers' workroom, and janitor's storage rooms.
 17. No tobacco products.
 18. No possession of alcohol beverages, narcotics, and drugs.
 19. No use of alcoholic beverages, narcotics, and drugs.

Social or Personal Behavior

1. Do not deface or damage school or private property of others.
2. Clean mud off feet before entering the building.
3. Do not bother or take personal property from other students' desks or from the desk of the teacher.
4. Do not throw gravel, rocks, sticks, or any other objects that might cause injury to others at any time.
5. Do not bring or threaten to bring any type of object or instrument to school that might be considered dangerous or capable of harming another person.
6. Follow the directions given by any member of the school staff the first time. Do not become argumentative or disrespectful.

STUDENT DRESS CODE

Students in the Wolf Creek Local School District are expected to practice reasonableness in school dress. The key to any dress code is that everyone accepts certain standards for themselves, the school, and community that will not degrade our standing in the community at large. In general, school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school. Any form of unreasonable dress is obviously unacceptable. Therefore:

1. Clothing designed to cause a disturbance in the education process or school procedure is not permitted. Clothes should be neat, clean and not bearing any rips, tears or holes.
2. Clothing/jewelry bearing patches, drawings, or sayings (stated or implied) which refers to drugs, violence, death, alcohol, tobacco, sex, or hate shall not be permitted to be worn. Obscenities (stated or implied) will not be permitted. The decision of school officials is final in these matters.
3. Students shall wear proper shoes to school and class.
4. Students shall not wear hats in the school building unless approved by the building principal for a special event.
5. Shorts may be worn by students in grades K-8. **Shorts are to be mid-thigh or longer while standing.** Gym shorts or other styles of shorts which are considered revealing by the building administrator are not appropriate. The building administrator has final authority to decide if apparel is, or is not, appropriate and may require the student to change clothing before returning to class.
6. Skirts can be no shorter than mid-thigh length while standing.
7. Proper undergarments shall be worn.
8. Pajamas or pajama look-a-likes are not permitted.
9. Sunglasses may be worn inside the building only if the student has a medical reason for wearing the glasses.
10. Due to changing trends in hair styles, the following factors will determine acceptable standards:



- a. Hair will show prideful grooming and cleanliness whenever a student is in school.
 - b. Hairnets may be required when the safety of the student is endangered because of his/her hair style.
11. Halter tops, tube tops, tank tops with spaghetti straps or any see through apparel will not be permitted. Tops must cover all undergarments. All tops must overlap bottom attire and not expose sides. Shirts that are cut off or have sleeves removed will not be permitted.
 12. No wallet chains or chains that are perceived by the administration that could be used as a weapon are permitted.
 13. Coats are not permitted to be worn in the school/classrooms and are to be kept in student lockers. In the event of heating problems in the building, students will be allowed to go to their lockers and get their coats.
 14. This is not an all-inclusive list. The building principal will make the final decision on questionable dress. All Waterford Elementary students are expected to conform to the School Board dress code.
 15. Students in violation of the dress and grooming procedures will be required to meet the acceptable standards before being allowed to attend class.
 16. Repeated violations of the student dress code may result in disciplinary action.

TRANSPORTATION **BUS POLICY**

The following information concerning bus privileges and conduct is taken from the Wolf Creek Board of Education Policy Manual (Sections JFCC and JECC R).

Although the Wolf Creek Local School District furnishes transportation in accordance with State law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus, he/she becomes the responsibility of the school district. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students in a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road. The regulations also ensure the safety and proper maintenance of school buses. Students will:

1. Be careful in approaching bus stops – walk on the left, toward oncoming traffic, and be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus in order to permit the bus to follow the time schedule.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat on the bus and expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seats on the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully and realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Keep the bus clean and sanitary; no chewing gum, candy, soft drinks, or ice cream are permitted on the bus at any item.
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
8. Keep head, arms, and hands inside the bus at all times as windows are intended for light and ventilation.
9. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as they would treat valuable furniture in their home; damage to seats and other parts is unnecessary and always costly.
11. Remain seated until the bus stops to unload and wait for the signal from the bus driver to cross the road in front of the bus.
12. Foul language or 'back talk' to the bus driver is not permitted.



13. Do not indulge in 'display' or rowdy action while on the bus and do not crowd or push while getting on and off the bus.
14. Be patient if your child doesn't arrive home at the same time every day. Occasionally a problem may arise that causes a delay and all buses may be later than usual. Please call the bus garage (984-4206) if the delay is prolonged.

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his/her forfeiting the privilege of transportation by a school bus. If a student is to ride home on a bus other than his or her regular bus, please notify the school in writing on the day that this is to occur. Please make these arrangements in advance. A student will not be allowed to call home in order to gain permission to go home with a friend.

Questions and/or problems concerning bus transportation should be directed to the bus driver. If the issue cannot be resolved with the driver, please call the bus garage (984-4206) and discuss the matter with the transportation supervisor. If further discussion is necessary, contact the building principal.

IMPORTANT INFORMATION AND DOCUMENTATION **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

The school must be able to contact you if there is an emergency involving your child. Please notify the office any time your address or telephone number is changed. A change in your work telephone number should also be reported if you work during school hours.

CHILD ABUSE AND NEGLECT

Ohio law obligates school officials to report suspected child abuse or neglect to Children's Services. The school does not investigate such cases and makes no other decisions in this regard. All referrals are confidential.

CHILD CUSTODY

Parents are obligated to provide the school with up-to-date information regarding child custody. Copies of any court orders, explaining or limiting custody, must be on file in the school office. Such orders must be signed by a court official. The school will be directed by this document rather than the wishes of one parent or the other.

STUDENT RECORDS

Student cumulative records are kept in the school office. These records are confidential and protected by the "privacy act". Student records may be inspected by a child's natural parents, adoptive parents, and foster parents given temporary custody, as well as certified school personnel and in some instances, individuals employed by legal or social agencies. According to Board policy (Board Book, Section JO) eligible persons may inspect and have copies of school records within seven days following a written request to do so.

So-called "directory information" (name, address, telephone number, age, weight, and height) is not protected by the privacy act and may be released on request. Parents may request, in writing, that this information not be released.

A divorce or change in custody does not change the rights of a natural parent to inspect his/her child's records, receive a report card or have a teacher conference unless these rights were specifically taken away by a court procedure. It is the obligation of the custodial parent to make the school aware that such proceedings have occurred.

Step-parents do not have access to school records, report cards, or conferences unless these rights are conferred on them by the custodial parent.



EMERGENCY CLOSING OF SCHOOL

When an emergency forces the school to close, it will be announced on local radio stations, WTAP News, and the Wolf Creek Local Schools App. The staff is prepared to take prudent action in the event of an emergency during the school day. Please do not call the school or come to school if such an emergency occurs.

Athletic events, especially those conducted outdoors, are subject to weather conditions. When it becomes necessary to cancel school because of weather conditions, athletic contests will also be canceled.

If, however, weather conditions and road conditions improve over the course of a day when school has been canceled, then a final decision on whether an athletic event will be held will be determined on a case-by-case basis.

VISITORS

Parents are always welcome to Waterford Elementary and are encouraged to visit the school. All visitors must enter the front of the building. All other doors are locked for the safety and security of our students and staff. Visitors need to sign in at the office before going to any area of the school. All classroom visitations and conferences with teachers and administration need to be scheduled in advance.

Unauthorized visitors on school property will be considered trespassing and will be reported to the sheriff.

Due to the number of students in the school, students are discouraged from bringing guests to school.

HEALTH

The health and safety of our students is a priority at WES. An emergency referral for each student is kept on file in the office. This card gives instructions for contacting a pupil's parents in case of an emergency and lists the family physician and preferred hospital. In case a child becomes ill or injured at school, it is the parent's responsibility to get the child home or to a doctor. It is essential that these cards be kept up to date. (Please return emergency cards promptly at the beginning of the year and report any changes to the office).

A health record for each child is maintained as part of each student's cumulative record. A nurse is normally on duty at WES. If a child becomes ill or injured, he/she will be sent to the nurse. Minor first aid will be administered and the parent called at the discretion of the nurse or secretary and the principal. Calls home regarding illness or injury are made by or under the supervision of the nurse or secretary.

IMMUNIZATION

Ohio law and school board policy require that all students have up-to-date immunizations. The Board requires all students to be immunized against Poliomyelitis, Rubeola, Diphtheria, Rubella (German measles), Pertussis, Tetanus and Mumps, and Varicella (Chickenpox) or have a letter on file stating the year that they had chickenpox. A second dose of MMR vaccine is required of students entering the 7th grade. Questions concerning immunizations should be directed to the school nurse or secretary.

MEDICATION

The administration of medication at school is addressed in detail, in Ohio law and school board policy. The following guidelines are taken from the Board book (Section JHCH, and must be followed by the staff at Waterford Elementary School.

The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medications would jeopardize the health of the student, or when the students would not be able to attend school if the medicine were not made available during school hours.

For the purpose of this policy "medication" will include all medicines prescribed by a physician, and any patent drug, aspirin, and cough drops.

Parents should ask their doctor to arrange the time medication is given to avoid school hours if possible. If this is not possible, parents may come to school to administer medication to their children.

If this is not possible, the following will apply:



1. The school nurse or an appropriate person appointed by the building principal will supervise and secure the proper storage and distribution of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
2. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the physician's order. This record will be maintained in the student's health file.
3. The school nurse or other designated individual must receive and retain a statement, signed by the physician who prescribed the drug. The statement must include:
 - a. name of the student.
 - b. name of the drug and the dosage to be administered.
 - c. the times or interval at which each dosage of the drug is to be administered.
 - d. the date the administration of the drug is to begin and cease.
 - e. any possible adverse reactions that should be reported to the physician.
 - f. special instructions for administration of the drug, including sterile conditions and storage.

Please note that according to School Board Policy, medication includes nonprescription drugs. The use of nonprescription drugs at school falls under the guidelines stated above. Unless you have complied with the requirements listed above, do not send nonprescription medications to school with your son or daughter.

It is very important for parents to work closely with the school nurse when it is necessary to medicate a student at school. Call the secretary (984-2342) to discuss medication at school.

Parents are responsible for providing the school with information about allergies, insect sting reactions, and other medical problems. This information should be placed on the emergency card and also reported to the office.

HEAD LICE

In an effort to deal with head lice problems that might arise, the following procedures will be used:

1. During the first week of school, all students will be checked for head lice.
2. All new students will be checked upon enrollment to Waterford Elementary School.
3. When head lice is detected, the parent/guardian of the infected student will be contacted and instructions given for treatment.
4. Students will be checked before returning to class.
5. Bags will be provided as needed for coats and personal items in the classroom.
6. An ongoing instruction program will be provided for students and parents as needed.
7. County Health Department services will be consulted when needed.

LUNCH PROGRAM

Hot lunches are served in the school cafeteria for students who wish to buy lunch. A monthly menu (subject to change without notice) is sent home at the beginning of each month. Student lunches cost \$1.50 including milk. Milk alone may be purchased for 25 cents (price subject to change). A lunch count is taken in homeroom each day. A student must tell the teacher at that time that a lunch will be purchased. Additional items may be sometimes offered for sale in the cafeteria.

Lunches may also be brought from home. Please do not send food or drinks in glass containers. Drinks permitted are juice, milk or water. No pop or other soft drinks. No outside fast food may be brought to school for students to eat in the lunchroom (pizza, McDonald's, etc.)

A student who forgets his/her lunch money may charge a lunch or milk for that day. Charges are expected to be paid the next day. Hot lunch or milk privileges will be suspended following the fifth charge until the charges are paid unless other arrangements have been made.

Some families qualify for government subsidized free or reduced price lunches. Qualification is based on family size and income. An application form is sent home at the beginning of the school year. This should be returned to the building principal for approval.

Student behavior in the cafeteria is expected to be similar to acceptable behavior while eating at home or in a restaurant.



Students may charge up to the equivalent of 5 lunches **only**. Parents/Guardians of students who exceed this charge will receive notification of the amount owed. Refusal to respond to requests for payment may result in a student being served an alternative lunch.

Students usually have about twenty minutes in the cafeteria to eat lunch. Students who do not finish when their class is dismissed for recess may remain in the cafeteria for a few minutes to finish eating.

WELLNESS POLICY

All schools participating in the National School Lunch Program are **required** to have a wellness policy in place that addresses the foods available to students during the school day, physical activity, and nutrition education. The largest change this causes for students is food eaten at school in the classroom.

The entire Wellness Policy, adopted at the May 8, 2006 Board meeting, is available for review at any time in the office.

BIRTHDAY TREATS

Due to the Wolf Creek Wellness Policy, one day per month will be set aside to celebrate all birthdays for that month in the classrooms. Please refer to attachment A and B of the Wellness Policy when planning those celebrations.

Other options for honoring a child's birthday include donating a game, toy, book, other food, or educational materials for use year-round. Items may be donated for use on the playground. Non- food items can be shared with classmates such as pencils, erasers, pencil toppers, etc.

ATTACHMENT A **Wolf Creek School District** **Student Nutrition Wellness Plan**

Guidelines for Food and Beverages Offered to Students at School Functions

At any school function (parties, celebrations, receptions, festivals, sporting events, etc.) healthy food choice options should be available to students. Some suggested foods to include on refreshment tables, price lists, etc., are listed below:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit and 100% fruit juices
- Frozen fruit juice pops
- Dried fruits (raisins, banana chips, etc.)
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- Party Mix (variety of cereals, pretzels, etc.)
- Low sodium crackers
- Baked corn chips & fat-free potato chips w/salsa and low-fat dips (Ranch, Fr. Onion, Bean, etc.)
- Low-fat muffins, granola bars, and cookies
- Angel Food and sponge cakes
- Flavored yogurt & fruit parfaits
- Jello and low-fat pudding cups
- Low-fat ice creams, frozen yogurts, sherbets
- Low-fat and skim milk products
- Pure ice cold water

Foods to Avoid – Consume only occasionally (recommended no more than once per month)

Carbonated and caffeinated beverages (soft drinks, tea, & coffee)
High sugar content candies and desserts



High fat foods (fried foods like French fries, fatty meats, most cheeses, buttery popcorn)
High sodium foods (luncheon meats, cheeses, chips, salty popcorn, pickles)

In selecting food items to offer keep in mind the numerous students and adults who are on special diets and that their consumption of sugar, fat, sodium, etc. is restricted. The use of foods of minimal nutritional value (See Attachment B) as learning incentives should not be practiced, and healthy food choices or non-food items should be substituted. Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

Attachment B
Wolf Creek School District
Student Nutrition/Wellness Plan

Foods of Minimal Nutritional Value

These foods may not be sold to students on a school campus except during times approved by this policy*.

Soda Water – any carbonated beverage (even water). No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.

Water Ices – any frozen, sweetened water such as “...sicles” and flavored ice with the exception of products that contain fruit or fruit juice.

Chewing Gum – any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.

All Candies – any processed foods made predominantly from sweeteners or artificial sweeteners with a variety of other ingredients, including powdered drink mix (i.e., Kool-Aid).

Certain Chips and Snack Foods - any that contain more than 9 grams of fat per serving.

Due to their high sodium and fat content, traditional popcorn and pickles may be sold only one day per month. Low-fat popcorn would be acceptable for sale more often.

Any of the above items that are found in the possession of any student during unapproved times will be collected.

*Approved Times for the Availability of Foods of Minimal Nutritional Value

Waterford K-6 – no access at any time

Junior High School (7 – 8)) after the end of the regular school day

Waterford High School – after the end of the last lunch period

PARENT/TEACHER COMMUNICATION AND GUIDELINES

PARENT/TEACHER CONFERENCES

Open communication between parents and school personnel is essential for effective instruction. One day each semester is set aside for conferences. Teachers contact the parents they wish to see to set up conferences on these days. If you are not contacted and desire a conference, call the school office a few days before conference day. If you have concerns about your child’s school experience, do not hesitate to contact the teacher and request a conference. Pressing concerns should not wait for scheduled conference days. Below are tips on how to make conferences with teachers more productive:



1. Think about what you want to learn at the conference. Some questions you might ask include:
 - How is my child doing in class?
 - Does my child use time well?
 - Does he/she have good work habits?
 - Does my child turn in assignments promptly?
 - Does he/she have missing assignments?
 - How well does my child get along with others?
 - What can I do at home to support the school?
2. Talk with your child about the conference. Discuss likes, dislikes, problems and successes.
3. Ask the teacher to explain anything you do not understand. Special programs, curriculum, discipline procedures, and homework policies are all topics you should be aware of.
4. Be prepared to talk and listen. Tell the teacher what you observe at home. Talk about your child's interests and concerns. Let the teacher know about anything that might affect your child's learning.
5. Follow up. Stay in touch with the teacher. Take any actions that were agreed upon at the conference. If you think of a question you did not ask, write a note.

DISTRICT COMMUNICATION WITH PARENTS

The Department of Education's District Report Card mailed to all parents lists any unlicensed teachers, if any are employed. It also notifies all parents of the district's performance of the State's Academic Assessments.

DISTRICT WEBSITE AND APP

Check us out on-line! Wolf Creek Local is on the web. For news and other interesting and useful information, check us out at <http://www.wolfcreek.k12oh.us>. Parents have the unique ability to follow news and information about Waterford Elementary School through the Wolf Creek Local Schools App, which can be purchased through the Apple Store and Android Store. Please accept push notifications if you would like to receive text messages from the school and district regarding important school reminders and information.

IMPORTANT PARENT AND STUDENT INFORMATION

CLASS ASSIGNMENTS

School personnel devote much time and thought to the best placement for each pupil. Many factors must be taken into consideration in the process, and assignments are based on the individual needs as well as the needs of other students.

Some of the criteria used for class assignments include: 1) ability and performance, 2) social and emotional development, 3) domestic situations (divorce, one parent home), 4) learning disabilities, 5) personalities of pupils and teacher, 6) combinations of certain students, and 7) equal distribution of boys and girls per class.

Assignments are not by a random method. With the numerous factors involved, it is apparent why parental requests for specific classroom assignments are not feasible. Parents with questions regarding placement procedures should contact the Principal. **Class lists will be posted on the front doors of Waterford Elementary School during the 3rd week of August each year.**

DANGEROUS WEAPONS AND INSTRUMENTS

No student will bring weapons to school. Weapons may be defined as any device which could be used to cause bodily harm such as guns, knives, bombs, grenades, rockets and missiles. Any student who brings a weapon to school will be recommended for expulsion from school for a period of up to one year.



FIELD TRIPS

Teachers are encouraged to supplement the curriculum by taking field trips. Supervision on field trips is provided by the teacher and parent volunteers. Parent volunteers must have been board approved and have a FBI/BCI background check on file in order to attend field trips. The safety of our students is our number one priority. Individuals WITHOUT background checks will not be permitted to attend any W.E.S field trip. Emergency medical cards are taken on trips in case of accidents. Written permission slips will be given to each student in advance of the trip and must be signed and returned by the parent in order for the student to participate. Some field trips will require the payment of a small fee to defray admission and other costs.

Students may be denied participation on a field trip if (based on their past behavior) it is felt their presence will be disruptive. Likewise, a parent may ask that his/her child not participate in a field trip. In either case, an alternative educational experience will be provided.

PTO

The Parent/Teacher Organization has been very supportive of the activities at Waterford Elementary School and has furnished the school with many items that the school could not have otherwise purchased. The organization meets once a month. You are urged to take an active part in the Parent/Teacher Organization.

PERSONAL PROPERTY

Parents are encouraged to mark their children's clothing and other personal items for identification. Each year, dozens of lost items are discarded or given to charity because they could not be identified and went unclaimed. Students and parents should check in the office if an item is lost.

Waterford Elementary School is not responsible for lost, stolen or broken personal property.

PLANNER USE (JUNIOR HIGH)

Students in junior high will be required to possess and maintain their student planners, as the planner will serve as both a form of academic organization and a hall pass. Assignments should be written and scheduled into the planner each day. When leaving the classroom for any reason (i.e. nurse visit, office referral, etc.), the student will have his/her planner signed by the classroom teacher indicating where he or she will be going and the time of departure. This will assist in tracking student whereabouts and lessen hallway traffic. In addition, parents may view their student's planner in order to keep up to date with homework assignments, tests and quizzes. Students who lose their planners will be asked to repurchase them in order to maintain academic organization.

PHYSICAL EDUCATION

Physical Education is a state required course and is an important part of the school curriculum. Regular participation in Physical Education is required of all students. Students with frequent or chronic illnesses or injuries must have a doctor's excuse regarding their condition to be excluded from the Physical Education class. Students who cannot participate will be given other assignments related to the class activity. No specific uniform is required, however a shirt, shorts or sweats, socks and gym shoes are necessary. Students are required to wear tennis shoes for PE. This is a safety issue for all children. Children in grades 3-8 should bring a clean pair of shoes when participating in PE in the Cooper gym. Students are expected to change clothes for gym class in grades five through eight.

SCHOOL PICTURES AND YEARBOOK

School pictures are offered for sale to parents in the Fall and the Spring. Several different combinations of pictures are offered. In the Fall, all students have their pictures taken. These pictures may be used for school records and a yearbook if it is sold. A make-up day is scheduled for retakes and make-ups. In the spring, a different pose and setting is offered. If a yearbook is sold, it is not included in



any picture package. It is ordered in advance and arrives in the spring. Classroom pictures are also taken in the spring and made available to parents for purchase.

SPORTS AND ACTIVITIES

Students in grades seven and eight have the opportunity to participate in interscholastic athletic teams in competition with other schools. Girls may participate in cross country and volleyball in the fall, basketball in the winter, and softball and track in the spring. Boys may participate in football and cross country in the fall, basketball in the winter, and track in the spring.

Students in grades seven and eight may be elected to student council. Other student activities are provided by interested teachers.

The band program begins in grade five and continues through grade eight. There is a choir for interested students in grades seven and eight if there is enough interest.

TEXTBOOKS AND MATERIALS

Textbooks are furnished by the Wolf Creek Local School District. Lost or damaged textbooks or library books are charged to the student. With Wolf Creek Local Schools adopting new curriculum, students will be held financially responsible for replacing lost or damaged textbooks. Report cards may be held if fines are not paid.

If workbooks are used, they are furnished to the student at no charge. Teachers use other supplementary materials such as library books, periodicals, newspapers, computers and audio-visual media. All students must pay a small fee for art supplies.

SB 26 – RELEASING DIRECTORY INFORMATION

SB 26 became effective September 14, 1995. This law requires schools to release directory information (name and address) unless the parent requests denial of information in writing.

AHERA NOTIFICATION

Wolf Creek Local School District in accordance with U. S. Environmental Protection Agency Regulation 400FR763, subpart E; has completed the required inspection, prepared their Asbestos Management Plan, and have to the best of their knowledge, met the general requirement of this regulation.

For specific information of types and locations of asbestos containing materials within the district, please consult the complete AHERA Management Plan.

The Wolf Creek Local School District AHERA Management Plan is available for public review at the Administration Office during normal working hours. A copy is maintained at each school for that particular building. Both buildings in the district were inspected to enable the Wolf Creek Local School District to act in accordance with the AHERA ACT to control the possible exposure to asbestos within their buildings in February 1999. Waterford Elementary was determined to contain no asbestos.

STATEMENT OF TECHNOLOGY RESPONSIBILITIES – WOLF CREEK SCHOOLS

While it is the goal of Wolf Creek Local Schools to create access to all current users of technology for all students this is a privilege for which there are corresponding responsibilities. The following guidelines apply for student access to technology at school:

1. School personnel will make reasonable efforts to maintain reliable service and user privacy, but they cannot absolutely guarantee that the system will always be available or that files will always be saved, nor can privacy be guaranteed. All files may be reviewed by the system or district administrators at any time.
2. Disregarding responsibilities listed in the Acceptable Use Guidelines will result in suspension of access privileges at school for a period of time to be determined by the administration, and may also result in detention, suspension, or expulsion depending on the severity of the infraction.
3. Any action which compromises the security of any components of the network, such as attempts to log on as another user, will result in cancellation of user privileges, detention, suspension, or expulsion depending on the severity of the infraction.
4. Any illegal use of the systems on the network is a crime and will be reported to the proper authorities. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
5. Vandalism will result in cancellation or suspension of privileges, detention, suspension, or expulsion depending on the severity of the infraction. Vandalism is defined as any attempt to harm or destroy data of



another user or agency and/or any attempt to disrupt the access of other users within the system, as well as damage to any hardware to software. This includes, but is not limited to, the uploading or creation of computer viruses and the modification of terminal settings or access software. The guilty party will assume financial responsibility for replacement or repair of damaged equipment and/or software, including labor charges.

6. Any use of this network that utilizes another network is subject to that network's Acceptable Use Policy.

ACCEPTABLE USE GUIDELINES

1. Each individual will have an account. The owner of that account will be responsible for all activity under that account and may not permit others to use the account.
2. The transmission or viewing of material which is threatening, harassing, obscene, pornographic, or protected by trade secret is prohibited.
3. Commercial activities, product advertisements, and political lobbying are prohibited.
4. Use of the network shall not disrupt its use by others.
5. All information accessible via the internet should be assumed to be private property. Any sources used in research must be cited and credit given to the author.
6. The legal rights of software producers and network providers, or copyright and license agreements, must be honored.
7. If you identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to others.
8. Do not attempt to use another individual's account. Any student who loses their access privileges will be subject to the school's discipline code if attempting to use the network.
9. When using any available technology, you must obey the faculty, staff, or other designated supervisor, as to rules and conduct.

COLLEGE CREDIT PLUS

The Ohio General assembly has adopted a College Credit Plus system designed to provide students with additional opportunities for learning. College Credit Plus will allow appropriately qualified students to take coursework at the collegiate level for high school and college credit. It is the goal of the Wolf Creek Local Board of Education to provide the optimum educational experience for all students. Programs that allow students to venture beyond the regular curriculum are welcomed as additions to the total Wolf Creek Educational Program. The following guidelines are requirements of College Credit Plus, which meet both the goals of the individual Wolf Creek student and the goals of the school district.

1. College Credit Plus is open to seventh grade through senior students at Waterford Elementary and Waterford High School who qualify for admission and meet "college ready" standards set forth by the college.
2. The program provides a student the opportunity to take college courses for both college and high school credit. The Wolf Creek Local School District is responsible for the financial cost (see #5 exception).
3. Three (3) or college semester hours equal one high school credit.
4. College courses taken for high school credit will be included in the student's grade point average and class rank calculation. College courses will be weighted the same level as courses offered at the high school.
5. Students and their parents will be responsible for payment of tuition and fees if the student drops out of college, discontinues attending the college courses, withdraws, or fails by receiving an "F", while enrolled in College Credit Plus.
6. The Board of Education will notify students and parents of College Credit Plus by March 1st of each school year as outlined in S.B. 140, Rule 3301-4403.
7. Students and their parents must notify the Wolf Creek Local Board of Education of their intent to participate in the Post-secondary Options program by March 30.
8. The high school principal and guidance counselor will determine which college courses meet subject area requirements for students who are enrolled in college courses for both college and high school credit. Parents and students may appeal to the Superintendent within 10 days of disapproval. The Superintendent's decision may be appealed within 10 days to the local Board of Education. In the event a dispute still remains, ORC permits an appeal to the State Board of Education.
9. All students attending school under College Credit Plus must adhere to the same rules and regulations as all other students at Waterford High School pertaining to attendance, code of conduct, co-curricular, non-interscholastic, and/or extra-curricular activity eligibility as well as verification on a weekly basis of successful progress being made (weekly eligibility). The weekly-created eligibility will be the responsibility of the College Credit Plus student/athlete to circulate. A form will be provided by the Principal (Designee).



10. In the event that the Waterford High School Commencement (Graduation) is held prior to the Post-secondary institution's semester or quarter end, written verification from the institution must be received before permission to participate in the practices and/or actual commencement (graduation) will be granted. Even with the written verification, the actual diploma will be withheld until the official grade is awarded. This is in the event a required course has not been completed to fulfill Wolf Creek Local School District graduation requirements.
11. Students and parents must assume responsibility for assisting with communication concerning those areas. The Board of Education recommends the College Credit Plus for students who have demonstrated high levels of academic ability through test scores and/or high school grades. It is also recommended that any student choosing to participate in this program has completed the entire college preparatory curriculum available at the high school for his/her particular grade level. Any student wishing to participate in this program needs to check with the guidance counselor for any other regulations or standards.

DESIGNATION OF TITLE IX COORDINATOR

The following individual has been designated to serve as the District's Title IX Coordinator[s]. Such Coordinator is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Coordinator: Rachel Miller, Treasurer (740) 984-2373

Office Address: Wolf Creek Local - PO Box 67, 330 Main Street; Waterford, OH 45786

District Email: rachel.miller@wolfcreeklocal.org

NOTIFICATION OF POLICY

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

NOTIFICATION OF GRIEVANCE PROCEDURE

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

The District's Policy and Procedures can be found at: www.wolfcreek.k12.oh.us

P.B.I.S Information and Matrix

Definition:

School-wide positive behavior intervention and supports (SW-PBIS) is a system of tools and strategies for defining, teaching, acknowledging appropriate behavior, and correcting inappropriate behavior. It is a framework for creating customized school systems that support student outcomes and academic success. SW-PBIS is for the whole school, it is preventative, and it changes the paradigm of focus from negative behaviors and exchanges to positive expectations and interactions. PAX is a set of strategies to help students learn important self-management skills while

collaborating to make their classroom a peaceful and productive learning environment, which supports the PBIS framework.

Four Main Elements in PBIS:

- Customized practices to support student behavior, such as defining and teaching appropriate behavior
- Systems of support for educators in the school; such as school-wide behavioral expectations, indicators, and coaching
- Data-based decision making, which is the cornerstone of the behavior problem-solving process
- And, the combination of these to enable school-wide outcomes, which promote social proficiency and academic success.

Multi-Tier Support:

School-wide means that educators support appropriate behavior in classroom and non-classroom (bathrooms, assemblies, hallways) areas. This support happens along a continuum from Tier 1 for all students and Tier 2 for a small group of students to Tier 3 for individual students. The goal is to create an environment that sets up ALL students for success.

Waterford Elementary School- R.O.A.R. Behavioral Matrix
Respectful, On task, A leader, Responsible
WES 2023-2024 Expectations

| Setting Expectations | Hallway | Bus | Classrooms (including Specials) | Restrooms | Lunchroom | Playground | Assemblies |
|----------------------|--|---|---|---|--|--|---|
| Respectful | *use manners *indoor voice *keep hands to yourself *be polite | *appreciate bus drivers *keep hands and feet to yourself *be kind to others | *follow directions the 1st time given *use manners: raise hand, yes, please, excuse me | *respect privacy *keep hands and feet to self | *use good manners *say please and thank you to staff | *work together to solve problems *wait your turn *share playground equipment | *respond appropriately *say please and thank you |
| On Task | *walk to the right *get to where you're going | *stay seated *exit safely and quickly | *respect others' rights to learn *Try! Complete work to the best of your ability | *wait your turn *aim for your target | *quiet during music *use good table manners | *use equipment properly | *sit quietly *ask appropriate questions *enter and exit quietly |
| A Leader | *listen and follow teacher's directions | *follow driver's directions *watch for and be ready to exit at your stop | *participate *ask for assistance when needed | *clean-up after yourself | *follow staffs' directions *wait patiently | *listen and watch for teacher signals | *actively listen |
| Responsible | *keep hallway clean | *be a good example | *Class work and Homework ready and turned in *appropriate body language *Always do your best! | *keep restroom clean *use good hygiene: flush, wash hands completely can and toilet paper in toilet | *keep your area clean *clean up after yourself, especially spills | *play safe *put trash in trash can | *monitor your own behavior |

