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# WILLARD CITY SCHOOLS

WILLARD ELEMENTARY SCHOOL  
ONE FLASHES AVENUE  
WILLARD, OHIO 44890  
PH. (419) 935-5341 - FAX (419) 933-6701

## PRINCIPAL'S MESSAGE

Dear Parents:

Willard Elementary is proud to be a "Leader in Me" School. We will incorporate the 7 Habits of Highly Effective People as we teach lifelong skills and develop the well-rounded individual. Willard Elementary is also a Title I School-wide building that receives, in part, federal funds for programs and personnel to provide effective instruction and intervention for all children. The staff is continually working to recognize individual differences in children and striving to teach them with the most appropriate methods in order for students to be successful.

We welcome your support and input as we work together for the best possible educational experiences for your child.

Sincerely,

Tracy Stephens  
Principal

Brenda Ooten  
Assistant Principal

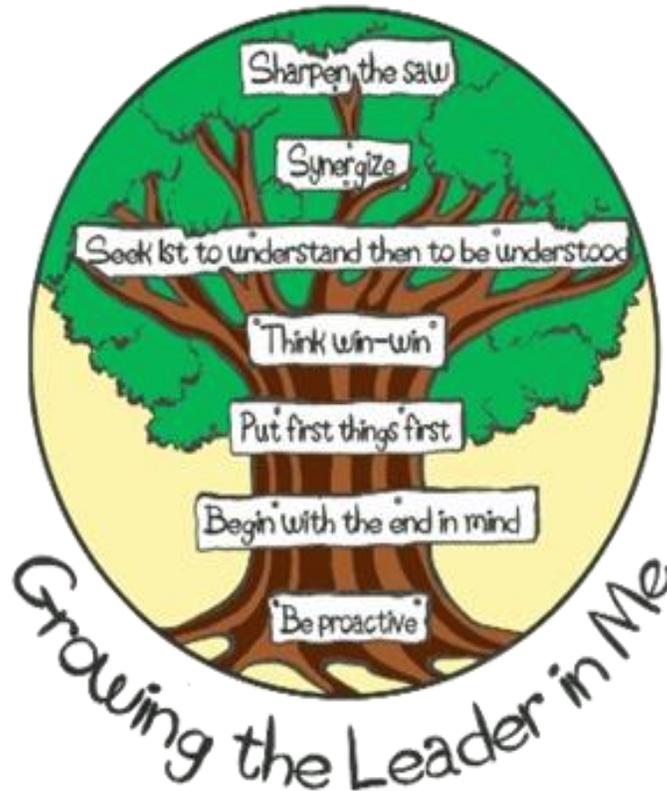
## BOARD OF EDUCATION

Marsha Danhoff	President
Chris Rothhaar	Vice President
Rod Cok	Athletic Board
Royden Smith	PCTC Board
Rick Willoughby	Legislative Liaison
Jeff Ritz	Superintendent
Cynthia Shoup	Treasurer

\*This handbook has been prepared for parents and students of Willard Elementary School in order to acquaint you with the programs, policies and procedures at our school.

# MISSION STATEMENT

**At Willard Elementary School, we lead with the 7 Habits, encourage others, achieve our goals, and discover our potential!**



# SCHOOLWIDE GOALS

This booklet of school information is sent with the best wishes of the staff at your child's school. We feel it will provide a quick and handy reference to questions you may have concerning the operation of the school. To the three "R"s taught in school, many parents and teachers would like to add a fourth—Responsibility. They know that responsible students grow up to be responsible adults.

Responsible students don't have any one secret for their success...but they do practice some habits that help them. The following are the seven habits that help highly responsible students achieve in school.

1. **They set goals.** Goals keep kids focused on the future. That's why they are the foundation of responsible behavior and success in school. This is a good time to help your child set goals. Ask your child:
  - How much improvement would you like to see on this week's test?
  - How would you like to improve your grades this marking period?
  - What are two things you would like to accomplish this school year?
  - What will be needed to meet those goals?

Goals help students focus on what's important and what's not. If they have a vision of where they want to go, they are more likely to get there. And students with goals find it easier to say "no" to irresponsible behaviors because they are saying "yes" to their vision of the future.

2. **They plan their time.** Responsible people meet their obligations—whether it's turning in a paper on the day it's due or having a report on the boss's desk when it's needed. But it takes planning. (Remember the old saying, "If you fail to plan, you plan to fail.")

Along with their school planner, help your child use a big calendar to organize his time. Write down all of his commitments and use the calendar to plan time for homework each day. On a day when he has soccer after school, he'll need to study after dinner, but the next day when he has a choir practice in the evening, he'll need to study right after school.

3. **They study every day.** Learning any subject is like building a brick wall—you do it steadily, one step at a time. Responsible students set aside time for homework or studying every day. On the days when your child's teacher assigns no homework, have her "assign herself." That may be the day she reviews vocabulary words. Or she may take a few minutes to review math facts.
4. **They take care of the most important thing - the brain!** Make sure to eat right, get enough sleep, and limit the use of gaming systems and TV.
5. **They have the tools they need.** A carpenter wouldn't think of showing up without a hammer. A nurse always has a stethoscope. But some students seem to think they can go to class without the pencils, paper and other tools they need.
6. **They keep their commitments.** Responsible people honor their commitments to others and to themselves. They succeed in school by doing their assignments well and on time. They do their share of the group project. They go to soccer practice when it's cold.

You can teach your child about commitments by example. Talk with your child about the commitments you have made to the family—to provide meals, to keep clothes clean, to care for anyone who is sick. Ask your child to make commitments of her own at home. And help her feel the satisfaction that comes from meeting those commitments.

7. **They get ready ahead of time.** Some students start out every morning in a crisis. They can't find their homework. They don't have time to eat breakfast. The shirt they want to wear isn't ironed. Responsible students have learned that being late, or being early, is not something that simply happens to them. It is a choice they can make. Teach your child to take five or ten minutes before bedtime to get ready for the next day. Have him pack the backpack. Make lunch. Lay out clothes. He will soon see that those few minutes will make the morning easier...and help him get to school ready to learn.

## **INTERDEPENDENT**

Our successes in the past are due in a large part to the great sense of cooperation we have had between the home, school, and community.

In order to help you better understand the workings of our school, we have developed this Parent/Student Handbook. Please familiarize yourself and your child with its contents.

If you have any questions or concerns about this handbook, or any other aspect of our school, please feel free to call us.

## **BUILDING PHILOSOPHY**

The faculty of Willard Elementary School believes that each student deserves the individual attention and aid pertaining to his/her needs. We recognize that his/her education rests not only in the knowledge they learn, but also in the character they develop.

In order to live in today's society, it is of utmost importance that the student be taught congeniality, respect, self-awareness, and responsibility, along with attaining the academic level of which he/she is capable.

We, the educators, at Willard Elementary School address ourselves to these goals.

## **SCHOOL BEGINS AT HOME**

### *Steps to Start a Great School Day*

We want every child to experience success at school and you can help your child do so. Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following ways:

1. Send your child to school on time; not late, or too early.
2. Teach your child to respect and obey all school adults. All teachers and other adults (including secretaries, custodians, aides, and cooks) have authority and are responsible for the safety of children and general building order.
3. Talk with your child about treating other children in the same manner and as he/she wishes to be treated (avoid name calling, arguing, etc.).
4. Tell your child to go directly to and from school using the same route or routine every day.
5. Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
6. Discuss with your child all the information in this handbook so that he/she clearly understands what is expected from him/her at school.
7. Become actively involved in your school. You can do so by participating in the P.T.G. or by volunteering to assist with special school projects.
8. Above all else, tell your child when he/she is doing a good job in school – praise him/her for good efforts and good behavior at school. We will do the same at school.

This can be a successful learning experience for your child, but it will take a lot of hard work on his/her part as well as your cooperation as parents. It's worth everyone's best effort and we guarantee to give each child our very best.

**WILLARD ELEMENTARY SCHOOL STAFF**

**(PreK-5)**

419-935-5341

Tracy Stephens..... Principal  
Brenda Ooten.....Assistant Principal

Delia Pedraza ..... Secretary  
Betty Steinmetz ..... Secretary  
Jamie Baker..... Preschool Itinerant  
Cody Daniel..... Preschool Teacher  
Renee White..... Preschool Teacher  
Dennis Blanchard ..... Aide  
Kim Blanchard ..... Aide  
Mary Jeanne Christoff..... Aide  
Brenda Frankart..... Aide  
Angela Gahring..... Aide  
Rhonda Lykins..... Aide  
Sheree Trimmer..... Aide  
Lisa R. Phillips ..... MD Aide  
Jen White..... MD Aide  
Kali Beck..... Kindergarten Teacher  
Keri Drosky ..... Kindergarten Teacher  
Amber Gowitzka ..... Kindergarten Teacher  
Preston See..... Kindergarten Teacher  
Nicole Tallman ..... Kindergarten Teacher  
Lauren Alexander ..... First Grade Teacher  
Jen Estep..... First Grade Teacher  
Lisa Moore..... First Grade Teacher  
Jackie Nichols..... First Grade Teacher  
Kyleigh Niedermeier ..... First Grade Teacher  
Alanna Bedingfield..... Second Grade Teacher  
Sue Coder ..... Second Grade Teacher  
Vicki Cofer ..... Second Grade Teacher  
Brigette Dawson ..... Second Grade Teacher  
Aimee McKelvey..... Second Grade Teacher  
Terri Kelley ..... Third Grade Teacher  
Deb Lucius..... Third Grade Teacher  
Jacqui Mullins ..... Third Grade Teacher  
Corey Reed ..... Third Grade Teacher  
Jill Skinner ..... Third Grade Teacher  
Tyler Biddinger ..... Fourth Grade Teacher  
Ashley Bond ..... Fourth Grade Teacher  
Sherri Chaffins..... Fourth Grade Teacher  
Lori Craddock ..... Fourth Grade Teacher  
Jenny Dials ..... Fourth Grade Teacher  
Tracy Arnold ..... Fifth Grade Teacher  
Teresa Downs ..... Fifth Grade Teacher

Steve Hall .....	Fifth Grade Teacher
Miranda Slone .....	Fifth Grade Teacher
Cody Conley .....	Technology Teacher
Hannah Dotson.....	Title I Teacher
Lenora Gibson .....	Title I Teacher
Jackie Bogner.....	Interventionist
Lisa Bogner .....	Interventionist
Tana Bond.....	Interventionist
Shannon Wyckoff .....	Interventionist
Holly Cleland .....	MD Teacher
Lori Wiers .....	Guidance Counselor
Laura Lloyd.....	Speech
Kristen Hall .....	Music
Kevin Casto .....	Art
Adrienne Hill .....	Physical Education
Nic Venerucci .....	Physical Education
Wanda Trainer.....	Reading/Intervention
Melody McClanahan.....	Library Aide
Ricky Branham .....	School Nurse
Ray Adelman .....	Custodian
Brandon Hartz .....	Custodian
Dennis Hutchinson .....	Custodian
Scott Olson .....	Custodian
Heath Robinson.....	Custodian
Devin Rockford.....	Custodian
Chad Sweet.....	Custodian

## WILLARD ELEMENTARY PROBLEM SOLVER

Willard Elementary School Office .....	419-935-5341
Academic Concern .....	Principal/Classroom Teacher
Academic Testing .....	Principal/Guidance/Classroom Teacher
Attendance/Tardiness.....	Principal
Building Concerns (general) .....	Principal
Busing Concerns .....	Transportation Director (419-935-1541)
Counseling Services.....	Guidance Counselor
Grading/Grades .....	Classroom Teacher
Health Concerns.....	School Nurse
Library Books.....	Elementary Librarian
Limited English Program.....	ESL Teacher K-12
Multi-Handicapped Unit .....	MH Classroom Teacher
Pre-School Teacher.....	PS Classroom Teachers
Pre-School Special Needs.....	Itinerant
Vacations/Family .....	Principal

## WILLARD ELEMENTARY'S TIME SCHEDULE

8:25 a.m.	Building opens; <b>students should arrive after 8:25 a.m.</b> Supervision will begin at 8:25 a.m.
8:25-8:45 a.m.	Breakfast served in the cafeteria
8:45 a.m.	Children enter the building for classes
9:00 a.m.	School begins; the tardy bell rings

### LUNCH:

Grade 2 Lunch	11:00-11:30
Grade 3 Lunch	11:15-11:45
Grade 1 Lunch	11:30-12:00
Grade K Lunch	11:45-12:15
Grade 5 Lunch	12:00-12:30
Grade 4 Lunch	12:15-12:45

### RECESS:

Grade K Recess	11:00-11:30
Grade 2 Recess	11:30-12:00
Grade 1 Recess	12:00-12:30
Grade 5 Recess	12:30-1:00
Grade 3 Recess	1:45-2:15
Grade 4 Recess	2:45-3:15

3:25 p.m.	Walkers and Bus Riders
3:30 p.m.	Parent Pick up

\*Supervision begins each morning at 8:25 a.m. Students are not permitted to arrive before this time. Any students who are tardy must stop in the office before going to the classroom. Parents picking up their children after school are not permitted to park in the bus parking area or in the loop in the front of the school. All parents entering the playground to pick up their children must park in the parking lot.

School hours are 9:00 a.m. to 3:30 p.m. The school building will open at 8:25 a.m.; students should not arrive before 8:25 a.m. The school will not be responsible for supervision of children before this time. Bus stops are the parent's responsibility and problems should be reported to the sheriff's or police department.

All students released during the day must be checked out in the office. Children will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent/guardian. Anyone, except for those designated, need a note signed by the custodial parent to remove a student. This will count as an absence from school. At the end of the date, unless a note is sent from parents, all students will go home as usual.

## **SUPERVISION TO AND FROM SCHOOL**

The school is directly responsible for supervision of students only while they are on school property. Once they leave school property this becomes the responsibility of the parents. The school cannot be responsible for supervision at the bus stop. We strongly encourage you to wait with your child(ren) at the bus stop. Generally, misbehavior that occurs off school property is a police matter.

## **FEDERAL FUNDING**

Public comment is welcome on the proposed use and budget of all federally-funded programs. Title I is currently being used to improve student performance in reading and math for Willard Elementary School. Title II funding promotes professional development for district staff in the academic areas. Title IV funds are used to provide student academic support and enrichment.

**In accordance with Federal Civil Rights law, U.S. Department of Agriculture (USDA), and the Civil Rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, religion, sex, gender identity, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 1400 Independence Avenue SW, Washington DC 20250-9410. You may fax them at 202-690-7442 or email [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider and employer.**

Comments and suggestions on the federal programs can be directed to the Superintendent of Schools, Jeff Ritz, at 419-935-1541 or to the Title I Coordinator, Jenni Smith, at 419-935-1541, or by mail to 123 Whisler Drive, Willard, Ohio, 44890.

The process for resolving complaints involving Federal Programs will be directed to and reviewed by the Office of Federal Programs. The NCLB Complaint Coordinator is Kathleen Botley. She may be reached at 614-752-1597.

Any concerns about Title IX and Civil Rights Discrimination may contact Jenni Smith, Curriculum Director at 419-935-1541.

## **Ohio School Medicaid Program (FERPA / HIPAA)**

If your child is covered by Medicaid health insurance through **Ohio Healthy Start, the Medicaid Assistance Program, Healthy Families, or the WIC Program**, the Willard City School District is now a designated healthcare provider for the following eligible services for students with disabilities: occupational/physical therapy, speech/language therapy, audiology, nursing, school psychology and counselor/social work services.

If you have any questions regarding this program or services, you may contact the service representative for **Healthcare Process Consulting** at 1-866-625-2003 between 9:00 a.m. and 4:00 p.m., Monday through Friday, and they will be glad to assist you.

## **I. PARENT INVOLVEMENT ACTIVITIES**

### Schoolwide Title I Parent Policy

Parents of participating Schoolwide Title I children have an opportunity to be involved in the planning, design, review and improvement of the Schoolwide Title I program through the following activities:

- An annual meeting to explain the Schoolwide Title I program
- Parent-teacher conferences and other informal meeting times, to discuss student placement and progress
- Support for parental involvement including timely information about programs and activities in a language and form that parents understand
- Coordination, where possible, with other parent involvement methods used in other in programs (e.g., Head Start and Adult Education)
- Jointly develop/revise a Parent-Student-Teacher Partnership
- Through surveys and round-table discussions
- An annual evaluation of the School-wide Title I Program and Parent program, and use of these findings to revise and improve parent involvement
- Timely responses to parent's questions

Parents/guardians have the opportunity to be involved in their child's education through the following activities:

1. Open House/Orientation
2. Family Nights (grade levels)
3. Parent volunteers
4. Schoolwide Title I parent meetings

We welcome and encourage you to participate in any or all of these events and be part of the educational process.

## **II. SCHOOL ENTRANCE REQUIREMENTS**

### Eligible Students

Any child who is five (5) years of age before August 1st, has not completed fifth grade, and is living within the attendance area designated for Willard Elementary School, by the Willard Board of Education, is eligible to attend Willard Elementary School.

### Preschool Entrance Requirements

Any child who is 4 years of age by August 1st may attend the Willard City Public Preschool, located at Willard Elementary School.

### Kindergarten Entrance Requirements

A child is eligible for entrance into kindergarten if s/he attains the age of five on or before August 1st of the year in which s/he applies for entrance. The Board may admit a younger child to kindergarten if the child satisfies the Board's early entrance criteria. A child under age six (6) who is enrolled in kindergarten will be considered of compulsory school age.

The Board will admit to kindergarten any child who has not attained the entrance age requirement of this District, but who was properly enrolled in a public or chartered nonpublic school kindergarten before transferring to the District. He/she must also have a doctor's physical examination and proper proof of vaccination and immunization. All kindergarten classes are now full-day and follow the same schedule as Grades 1-5.

### Verification of Birth

State law requires that a birth certificate or a copy of a certified birth certificate must be presented to the office when the child is enrolled.

### First Grade Entrance

A child is eligible for entrance into first grade if s/he attains the age of six (6) on or before September 30th of the year in which s/he applies for entrance. Any student who has successfully completed kindergarten in accordance with R.C. 3321.01(B) shall be admitted to first grade. The Board may admit to first grade a younger child if the child satisfies the Board's early entrance criteria. Students must have a doctor's physical examination and the required immunizations before entering first grade.

### Entrance by Transfer from Another School

This is based on the student's record from previous school. If the student is not able to do the required work for an assigned level, he/she may be reassigned to a more suitable level. Parents will be notified of this by letter or conference.

### Acceleration Policy

The Willard City School District offers four types of acceleration for students: early entrance to kindergarten, whole grade acceleration, subject acceleration and early graduation. Acceleration Referral Forms are available in all building level offices. Parents may contact Jenni Smith, Curriculum Director, for further information at 419-935-1541, ext. 46006.

### Visitors to School

In accordance with Board Policy #9150, all visitors are required to report to the school office to sign in/out before making any contact with students. Persons wishing to visit the school and/or classroom are to make arrangements in advance through the Principal. The number of visitors at any one time will not exceed two parents/guardians. Parents/guardians are to be silent

observers and are not to create a disturbance or disruption to the academic learning process. No visitations will be granted during periods of academic testing. Visitation for non-custodial parents/guardians shall be determined by the constraints of legal custody agreements authorized by the court.

Upon entering the building, visitors will be required to produce a driver's license or some other approved form of identification to be scanned by the district's visitor management system prior to being allowed access to other areas of the building.

#### Release of Student Directory Information

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information and social media about students may be released by the district without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information. If you request that directory information and social media NOT be released, you must complete a Release of Student Directory Information Opt-Out Form and return it to the school office by September 4th of the respective school year.

### **III. ATTENDANCE POLICY**

We believe that good attendance and punctuality are important for every student enrolled in our school. The Laws of the State of Ohio and the Missing Children's Act bind our school attendance policy. Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class.

Students who arrive after the tardy bell at 9:00 a.m. are considered tardy. Students in grades K-5, who arrive at school more than one and one-half hours late, are considered absent one-half day from school.

Students who are excused from school after lunch are considered absent one-half day if they leave more than one and one-half hours before the final school bell (3:30 p.m.).

Students who have medical appointments and arrive late to school (less than 90 minutes) may have their tardy excused by the principal if the following proper documentation of the appointment is presented to the principal upon entering school on the day of the appointment. Such documentation should include one of the following, but is certainly not limited to just the following: An excuse signed by the doctor or one of his staff; a signed excuse from a clinic or a hospital or one of their staff members; or a signed excuse from a medical professional who provided medical services for your child. Each situation will be reviewed by the principal and judged on an individual basis. Lastly, if a student arrives at school after 10:15 a.m. regardless of the reason, he/she will be considered absent one-half day from school (a.m.).

#### Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests. (Policy 5200)

The Board considers the following factors to be reasonable excuses for time missed at school: personal illness or illness in the family necessitating the presence of the child, appointment with a healthcare provider, quarantine of the home, death in the family, required court

attendance, observation or celebration of a bona fide religious holiday, out of state travel or such good cause as may be acceptable to the Superintendent.

### Written Excuses

**Written excuses are required for all absences.** Valid and clear reasons must be given if the absence is to be excused by the Principal. Phone calls must be made to the school by 9:00 a.m. on the day of the absence to explain why your student is absent. If you cannot call, written excuses are due immediately when the student returns to school. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for the school day.

### Make-up Work Due to Excused Absences

Work missed when a student is absent should be completed to the satisfaction of the teacher as soon as the student returns to school. As a general rule, you have the same number of days you were absent, plus one extra day to complete make-up work.

### Truancy

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse. The following hours of absence will qualify a student for an Absence Intervention Plan:

- A. 30 or more consecutive hours without a legitimate excuse
- B. 42 or more hours in a school month without a legitimate excuse (30 day period)
- C. 72 or more hours in a school year without a legitimate excuse

If a student is habitually or chronically truant, an attendance improvement plan will be written and monitored in accordance with House Bill 410. A complaint may also be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. Habitual or chronic truancy can also result in:

- A referral to Children's Services
- A hearing before a judge in juvenile court
- A report to local authorities of failure to send a child to school and/or possible educational neglect on the part of parents/guardians
- Grade retention if the truancy exceeds ten percent (10%) of the required attendance days of the school year, and fails two (2) or more required subjects

## **IV. MISSING AND ABSENT CHILDREN**

The Willard City Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify missing children and notify the proper adults or agencies.

### Student Attendance Accounting

A pupil, at the time of his/her initial entry to the Willard City School District, shall present to the person in charge of admission, a copy of his original certificate of birth and any information provided by the school that he most recently attended. The Willard City School District will initiate contact with the sending school within 24 hours requesting the student's official record. Records must be received within 14 calendar days of student's admission to the Willard City School District. If the sending school indicates no record of the student, or after the 14 day waiting period, no records are received, the principal of the school shall notify the law enforcement agency having jurisdiction in the area where the pupil resides, of the possibility that the pupil may be a missing child, as defined in Section 2901.30 of the Revised Code.

The primary responsibility for supervision of a student rests with his/her parent(s)guardian(s). The Willard City School District staff will provide the assistance it can to parents and guardians with this responsibility. Parent(s)/guardians(s) MUST notify the school on the day a student is absent unless previous notification has been given, in accordance with school procedure for excused absences. If the parent(s) or guardian(s) have not notified the school by 9:00 a.m. on the day of absence, the principal or his designee will notify the student's parents, custodial parent, guardian, legal custodian, or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone, whenever possible. In situations where this is not possible, our Student Resource Officer and Administration will personally visit the home, or written notification will be sent to the parent(s)/guardians(s). Parents or other responsible persons shall provide the school with their current home and/or work telephone number(s) and home address(es) as well as emergency telephone numbers.

The Willard Board of Education designates the Superintendent to develop informational programs for students, parents, and community members relating to missing children issues.

## **V. GENERAL INFORMATION**

### Registration Information

A registration sheet listing the student's legally correct name, social security number, address, telephone number, birth date, parent information and other pertinent data, is made out for each student enrolled in school. **Parents are asked to help keep this up to date by reporting any changes to the school secretary.**

### Change of Custody

Parents are to inform the school anytime the custody of a child changes. School officials will need to see and copy court orders pertaining to a child's custody. Questions in regard to proper procedures will be handled through the school office.

### Emergency Medical Forms

Each child is required by state law to have an emergency medical authorization form on file in the school office. These are used only when parents cannot be contacted and a medical emergency arises involving a child.

### Change of Address/Phone

In order for school records to be kept current, and in the event it is necessary to contact parents for emergency purposes, the school office must be notified of any change in a student's address and phone number as soon as they occur. It is especially important that the parent's work phone numbers and emergency phone numbers be kept up-to-date and current as well. Notification of these changes **MUST** be submitted in writing.

### Withdrawal From School

The school appreciates knowing in advance if a student is moving to another school district. This enables the school to have the student's materials ready and to get the school's books and materials returned and credited to him/her. Parents must sign a release form before a child's records are sent to a new school.

### Policy Concerning Dispensation of Medicine

Some students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. All medication should be given by the parent at home. However, in circumstances where this is not possible, and the health and well-being of the child requires the immediate administering of medication, it will be done in accordance to the following:

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. Each drug delivered to the school for possible dispensation 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 district comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement, which complies with Ohio Revised Code, Section 3313.713, and which is signed by the physician who prescribes the medication.
4. The parent, guardian or other person having care of charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the physician changes.
5. No person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects to administering the drug.
6. In order for the school to dispense any type of medication, a medical form, which can be obtained in the office, must be completed and turned into the child's school prior to dispensing the medication.
7. Non-prescription drugs should be given at home rather than at school, if at all possible. This would include cough drops, aspirin, and cold and allergy medication. If it is necessary for your child to take these medications, please send a note with your child indicating time and amounts and return to the school office

### Homebound Instruction

The school may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician.

### Family Vacations

We feel very strongly that family vacations should be arranged around the school calendar. However, we do realize that this is not always possible. If you find it absolutely necessary to take your family vacation during the school year, special arrangements with the Principal must be made. First, a written request must be submitted to the principal at least five school days before the trip is to begin. This request should include the number of days to be out of school, the beginning date, and the return date to school. It should also have the signature of the parent making the request. The method to be used to complete missed work will depend on the teacher and the number of days to be missed, although we would like to have most of the work completed by the student before leaving for the trip.

### Family Activity Policy

Sundays are set aside for family or other activities with no school activities to be scheduled. On Wednesdays, no school events shall be scheduled and all practices and other activities that day shall be concluded and students dismissed from school supervision by 6:30 p.m. Exceptions shall be determined by the Board of Education on an individual and specified basis.

### Library Visits

Our building is well supplied with fictional and non-fictional reading material. Students are encouraged to sign out books to read at home. They are responsible for the care and return of the books.

### Counseling Services

Students have the counseling services of the guidance counselor, all teachers, and the administration. Students may request special help time with any staff member during his conference period or before and after school. Parents are encouraged to call the counselor for individual conferences with any concerns about their child's personal, social, and educational development.

### Lost or Damaged Textbooks

Students are held responsible for reasonable care of textbooks assigned to them and for those library books they signed out. Charges for lost or damaged books are expected to be paid promptly. Appeals may be made to the building Principal.

### Parties During School Hours

In order to keep school parties reasonable, each classroom is permitted to have two (2) one-hour parties during the school year. The parties are held at the end of the school day. The parties are usually held at Christmas and Valentine's Day.

### Birthday Recognition

These should be held to a simple treat. Simplicity should be observed not only for reasons of health, but also for the sake of those children who cannot afford to furnish a treat.

### Fire/Tornado/Emergency Situations

Our staff is prepared to take prudent actions should an emergency arise during the school day. Fire and tornado drills are conducted periodically to give students an opportunity to practice procedures.

Drill instructions are posted in each room and are discussed by teachers. During a drill, students are to follow directions by the staff member in charge; quietly and in an orderly manner to the designated area. Once students are at their designated safety location, they are to remain there until the all clear has been signaled.

### Bus Transportation

All students living over one mile from the school are entitled to transportation. All rules and regulations for pupil transportation are in accordance with the "Ohio Transportation Laws and Regulations". A list of rules and regulations may be seen at the school Principal's office. Questions on transportation should be directed to Ashley Daub, Director of Transportation, at 419-935-0181.

### Health Services

Mr. Ricky Branham, the Willard City Schools' Nurse, serves our school district as a Registered Nurse. His duties include consultation with classroom teachers concerning suspected health problems among students and the general supervision of the school's health services.

### Emergency Days/Instant Connect

Ohio Law requires schools to notify parents of how they will be notified of hazardous weather or an emergency affecting the school. As in the past, we are using *Instant Connect* to deliver messages to our parents and community. *Instant Connect* is a mass notification system to quickly deliver voice messages, SMS text and email messages. This system will relay information for routine school events, hazardous weather, and for emergencies. The district also posts on our Facebook and Instagram accounts and will also continue to notify WLKR and WMFD for closings or delays.

Also, each year our district updates our Emergency Management Plan with the Ohio Department of Education. In an emergency, direct communication can make the difference between a minor event and a major crisis. It's important to give your school office accurate contact information for this purpose. If you would like to add additional phone numbers or be removed from the call list, please contact your school office.

### School Fees Charged

A fee is charged for general supplies for Kindergarten through grade 5. These are to be paid before school starts, but are expected to be completely paid by the end of the first grading period. This fee covers the following: Math workbooks, Scholastic News, student planners and folders, art materials (except for projects which are sent home as gifts), copy paper for reproduced work sheets and tests, and lamination of student work.

Fees for the school year are \$33.00 for Kindergarten through grade four and \$26.00 for grade five. All students who are delinquent on their fees or usage premiums may not be able to march at graduation, attend field trips, or attend school dances. You may make arrangements for payments by contacting the Elementary Office.

**Usage Premium:** The Willard City Schools requires a Chromebook usage premium. **For Grades K-2**, (this \$20.00 fee) **and Grade 3** (this \$25.00 fee) will be included as part of their school fees, and is a waivable amount if you qualify. **For Grades 4-5**, this \$25.00 fee **is not** part of school fees, and **may not be waived**. All students who are delinquent on their fees or usage premiums may not be able to march at graduation, attend field trips, or attend school dances. (You may make arrangements for payments by contacting the building Principal.) Also, everyone must realize and accept responsibility for the care of and replacement cost if lost, stolen or damaged.

### School Accident Insurance

Each year the Willard Schools authorize an insurance agency to sell a school accident policy. This may be purchased by the pupils for their protection at the beginning of the school year. You may find this information on our school website.

### Selling or Soliciting in the School

Selling for a personal profit (such as cards, seeds, candy, flowers, etc.), is not permitted on school grounds. Selling or soliciting is only permitted in a limited manner for school or non-profit organization. All permission must be obtained from the building Principal.

### Raising Money for Gifts

This is highly discouraged at our school. Some children in the class or group may not be financially able to contribute. On certain occasions this may be done, but is always kept to a minimum. It must always be approved by the principal before the activity begins.

### Items Not Permitted at School

For a variety of reasons, such as safety and good order, certain items are not permitted at our school. These items include, but are not limited to the following:

1. Chewing gum
2. Portable electronic games
3. Radios, tape players or CD players (includes MP3 players, pagers, cell phones, beepers, or any other electronic devices) are permitted to and from school, but must be turned off and placed in their bookbag during school hours. Willard Elementary will not be held responsible for these items.
4. Hard balls (tennis, baseball, etc.)
5. Weapons and/or look-alikes including pocket knives
6. Fidget spinners

## **VI. GRADING PROCEDURES/TESTING**

### Grading Procedures – GRADES 2-3

So that all elementary school grading will be consistent and fair for all students, the following percentages will be used by teachers in Grades 2-3 for calculating all letter grades:

- A** - 90 - 100%
- B** - 80 - 89%
- C** - 70 - 79%
- D** - 60 - 69%
- U** - 59% - below

### Grading Procedures – GRADES 4-5

The following percentages will be used by teachers in Grades 4-5 for calculating all letter grades:

<b>A</b>	92-100	<b>C</b>	72-77.9
<b>A-</b>	90-90.1	<b>C-</b>	70-71.9
<b>B+</b>	88-89.9	<b>D+</b>	68-69.9
<b>B</b>	82-87.9	<b>D</b>	62-67.9
<b>B-</b>	80-81.9	<b>D-</b>	60-61.9
<b>C+</b>	78-79.9	<b>F-</b>	0-59.9

### Interim Reports/Grade Cards

Interim Progress reports for all grades will be issued in the middle of each nine week grading period. Grade cards will be issued after the end of each nine week grading period as indicated on the school calendar. Parents are encouraged to contact the school office if they have any questions or comments concerning grades or their child's progress

### Parent/Teacher Conferences

Parent/Teacher Fall Conferences will be held early November. All parents will be notified of a conference time with their child's classroom teacher. Grade cards will be given at that time. Parents are always welcome to call and schedule other conference times with classroom teachers.

### Diagnostic Tests

Kindergarten students are required to take the Kindergarten Readiness Assessment (KRA) in the fall. Diagnostic Assessments will be given to Grades K-2 students in the areas of Reading, Writing, and Math. Grades K-5 will use I-Ready assessment. This will also be used as a Gifted Assessment in Grades 2 and 5.

### State Assessments

Grade 3 Reading Assessment administered in the fall

Grades 3-5 Testing administered in the spring

### Homework Policy

Parents and students should expect homework at some time during the year. Developing the organization and self-discipline to regularly complete homework assignments is a significant goal of our elementary program. As a general guideline for the lower grades, parents should expect 10-15 minutes per grade level per night. For grades 3-5, approximately 30-60 minutes per night. The student's responsibilities for homework include keeping track of homework assignments, handing in homework assignments that are complete, original (done mostly by the student), punctual (handed in on time), and carefully and neatly completed. The parent's responsibilities include assisting their child in finding a well-lit, quiet place to work, establishing a regular time to complete homework, being available to provide help when their child is confused about an assignment, helping the child develop ways to keep track of assignments in an organized manner, and showing that they care about homework (and school in general) by asking questions about the lessons and insisting that he/she keep up with assignments.

## **VII. SCHOOL DAY PROCEDURES**

### Cafeteria Regulations

All students eat their lunches in the cafeteria. Those children who pack may purchase milk to drink with their lunch. Students buying their lunches are expected to carry it from the serving line to the tables, and when finished eating, dispose of trays and garbage in the containers provided in the cafeteria. **Parents are asked not to bring in lunches from fast food establishments.** The teaching staff and instructional aides supervise the lunchroom.

Lunch prices:	Grades KG - 5	FREE
	Adults	\$4.00
	Packer & Extra Milk	\$ .50
	Breakfast	FREE

Breakfast will not be served on delay days.

### Recreation Periods

Supervised play periods occur after lunch and designated periods during the day. All students are expected to be with the group unless excused by the teacher or an approved request from the parents. A written excuse is needed to excuse a child from Physical Education or outside activities due to student sickness or other health problems.

### Injuries/Sickness/Head Injuries

Every effort will be made by the school to contact parents in case of injury or illness. The school will administer first aid, but if an injury or illness is serious, a parent or his/her designated emergency person will be contacted. The school does not supply any medication.

To assist parents, the school will administer medication provided by the parent. The medicine must be in the original container. The parent must provide written permission signed by the parent and physician requesting the medicine be given. The name of the child, name of the medicine, dosage, times to be given, and physician's name must be on the container. Following any injury to a student's head, every effort will be made to contact the student's parent or a responsible party designated by the parent on the emergency medical form.

The goal is to keep the students of Willard City Schools healthy so that they can learn to their highest potential. If your student is sick or has a rash, please do not send them to school. Also, if your student has a fever or is vomiting, please be sure that they are 24 hours free of fever or vomiting before they return to school. If your student has seen a physician, please bring in a note from their doctor upon returning.

#### Leaving School During the Day

The school secretary and the teacher should be notified beforehand in writing if parents expect to pick up their child during the school day. The school will only release the child to the parents or a member of the immediate family, unless otherwise authorized by the parents in writing. The student will be released from the office and parents/guardians must sign out the student. (Policy 5230)

#### Pickups After School

If a child is to be picked up by a parent or guardian during or after the school day, the school office must be notified in writing. This is strongly encouraged in order to eliminate confusion, and to provide the office proper documentation for safety and security purposes.

#### Field Trips

Field trips are conducted throughout the school year and they are correlated with educational experiences of the student in the classroom. To help make this activity worthwhile and positive for our students the following rules prevail:

1. Parents will be asked to sign permission slips when students leave our school for a field trip. The parent's signature acknowledges that the parents are aware that their child will be away from school and that they are aware of the nature of the trip and its purposes.
2. These signed slips do not remove any liability from the teacher.
3. Parents have the right to deny participation. Only students whose parents have signed permission will be permitted to participate in such activities. No verbal permission may be given for field trips.
4. The school reserves the right to deny individual student participation in a field trip due to the student's record of misconduct as it may be viewed as a deterrent to the class participation and the benefit to others.
5. Students will not be permitted to travel to and from field trips in personal vehicles i.e. relatives, neighbors, etc. All students will ride the bus.

#### Walking Trips

Over the course of the school year we will take a number of walking trips. If for some reason you do not want your child to participate, you must provide written notification to the Elementary School office within ten (10) days after receipt of the District's public notice.

(Campus Wear Policy – Shelley Holden has this – it's two-sided)

### Playground Rules

1. All students are to be on the same designated play area (If on the playground, then all are to be on the playground; not some on the blacktop and/or gym).
2. Students must ask the teacher on duty for permission to leave the play area.
3. No fighting, pushing or shoving.
4. No swearing or unacceptable language may be used at any time.
5. Football is touch only. Pushing, shoving, tripping, grabbing, or tackling will result in stopping of the game and/or canceling of the activity for an extended period determined by the Principal.
6. Players must follow the rules of a kick ball game. Arguing, pushing, or shoving will result in individuals being placed against the wall.
7. No dodge ball games are to be played on the playground.
8. All students will line up at the end of the recess period in their designated areas after the whistle blows. They then will enter the building quietly to their classroom.

### Bullying and Aggressive Behavior

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, and would include, but not limited to, stalking, bullying or cyber bullying, intimidating, menacing, coercion, taunting, making threats and hazing. Any student who believes he/she has been a victim of aggressive behavior should report the situation to the building principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. (Policy 5517.01)

### **VIII. DISCIPLINE**

Through discussion and practice of good behavior, we give our students a chance to learn and practice self-control. It is important to remember that school rules apply going to and from school, at school, on school property, at school sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. When students neglect to try to use good conduct after they have been reasonably instructed, certain privileges are taken from them. Our school staff works together on helping students see the need for reasonable standards of conduct. Discipline may be informal or formal in nature.

**Informal Discipline** takes place within school and may include but is not limited to the following:

- \*Verbal direction or reprimand
- \*Parental conference
- \*Loss of privileges
- \*Change of seat or location
- \*Detention (during or after school)

The administration and teachers may detain a student before or after school or during lunch, giving the student and his/her parents one day's notice. The student's parents are responsible for transportation.

**Formal Discipline** will be administered in the office by the Principal or Assistant Principal which includes the following:

- In School Suspension
- Suspension
- Recommendation for Expulsion
- Permanent Expulsion
- Students may be arrested and/or handcuffed

## **Willard Elementary School Code of Conduct**

### **PROCEDURE**

Suspension and expulsion from school shall be used as a means of discipline for serious offenses against the welfare of the school or for violation of the rules of the Board of Education and only in cases where other forms of discipline are judged not to be sufficiently effective. For a violation of rules concerning drugs or alcohol, counseling may be required.

#### **A. SUSPENSION**

The Building Administrator or Superintendent may suspend a pupil from school for a period of time not to exceed ten (10) school days. (The number of days of the suspension should be related to the seriousness of the offense.) The Building Administrator or Superintendent shall utilize the following procedures in order to invoke a suspension:

1. Verify that there are sufficient grounds for suspension by contacting the complaining teacher, pupil, or other school personnel. Interview any witnesses identified by the complaining person.
2. Give the pupil written notice of intention to suspend him/her and the reason(s) therefore and have the student acknowledge in writing receipt of the notice. If the pupil refuses to sign the notice, the Building Administrator or Superintendent should note such refusal on the receipt and, if a witness is available, obtain the witness's signature on the receipt indicating the pupil's refusal to sign.
3. Permit the pupil an informal hearing before the Building Administrator to refute the charges against him/her through his/her own testimony and/or witnesses on his/her behalf.
4. If at the informal hearing, the pupil fails to disprove the charges to the satisfaction of the school official conducting the informal hearing, he/she shall be given a letter of suspension to be given to his/her parent(s), guardian, or custodian. The letter shall state:
  - a) The reason(s) for the suspension and its duration.
  - b) That the student or his parent(s), guardian, or custodian has the right to appeal such suspension to the Superintendent of Schools.
  - c) The student has the right to be represented at the appeal hearing before the Superintendent of Schools.
  - d) The student, parent, guardian, or custodian has the right to request that such hearing be held in executive session.
5. Attempt to contact the parent(s) by phone to inform them of the suspension.
6. Send the pupil home at the close of the school day, if possible.
7. Hand deliver or mail a copy of the letter of suspension to the parent(s) and the Superintendent of Schools within twenty-four (24) hours from the time of suspension. If the letter of suspension is mailed to the parent(s) proof of mailing should, whenever possible, be obtained through the postal service at the time of mailing.

#### **B. EXPULSION**

The Superintendent of Schools may expel a pupil from school for a period not to exceed the remainder of the current semester. The Superintendent shall, prior to expelling the student from school:

1. Give the pupil and his/her parents written notice of his intention to expel, indicating the reason(s) therefore.
2. Notify the student, parent(s), guardian, or custodian of an opportunity to appear before the Superintendent or his designee and of the right to challenge the reason(s) for the intended expulsion. Such hearing shall not be earlier than three (3) days nor later than five (5) days after the notice is given. However, an extension of time may be given upon the request of the pupil, parent(s), guardian, custodian or representative after which the Superintendent and/or his designee may establish a new time and place for the hearing.
3. Permit the pupil and his/her parent(s), guardian, or custodian such hearing before the Superintendent or his designee to refute the charges against him/her through his/her own testimony and/or witnesses on his/her behalf.
4. If, at the hearing, the pupil fails to disprove the charges to the satisfaction of the Superintendent or his designee conducting the hearing, the pupil shall be given a letter of expulsion to be given to his/her parent(s), guardian, or custodian. In the event parent(s), guardian, or custodian appears at the hearing before the superintendent, a copy of the letter of expulsion shall be given to him/her/them. The letter shall state: The reason(s) for the expulsion; the student or his parent(s), guardian, or custodian has the right to appeal such expulsion to the Board of Education or its designee; the student has the right to be represented at the appeal hearing before the Board of Education or its designee; and the student, parent(s)/guardian/custodian has the right to request hearing be held in executive session.
5. Attempt to contact the parent(s) by phone to inform them of the suspension.
6. Hand deliver or mail a copy of the letter of expulsion to the parent(s) and the Superintendent of Schools within twenty-four (24) hours from the time of suspension. If the letter of suspension is mailed to the parent(s) proof of mailing should, whenever possible, be obtained through the postal service at the time of mailing.

### **C. REMOVAL OF DISRUPTIVE PUPIL**

A Superintendent, Principal or Assistant Principal shall cause the immediate removal from school of a pupil whose conduct poses a continuing danger to persons or property or an ongoing treat of disrupting the academic process of the school, endangering other pupils, teachers or other school employees, or damaging school property. The suspension procedure set forth in Section A shall be invoked in lieu of removal under this Section C if at all possible. If removal by the Superintendent, Principal, or Assistant Principal is necessary, then the following procedure will be followed.

1. If it is probable that the pupil may be subject to suspension:
  - a) Notify the pupil in writing by hand delivery or mail (if mail is used, obtain proof of mailing from the postal service if available) of the reason(s) for and the time and place of hearing as soon as practicable, but in any event, prior to the hearing provided for hereafter:
  - b) Permit the pupil an informal hearing within seventy-two (72) hours of the initial removal. Said hearing to be conducted in accordance with the procedure set forth in Section A (3);
  - c) Thereafter, follow the procedures set forth in Section A-4 through A-7.
2. If it is probable that the pupil may be subject to expulsion:
  - a) Notify the pupil and his/her parent(s), guardian, or custodian in writing by hand delivery or mail (if mail is used, obtain proof of mailing from the postal service if available) of the reason(s) for and the time and place of hearing as soon as practicable, but in any event, prior to the hearing provided for hereafter:
  - b) Permit the pupil and his/her parent(s), guardian, or custodian a hearing within seventy-two (72) hours of the initial removal. Said hearing to be conducted in accordance with the procedure set forth in Section B 3;
  - c) Thereafter, follow the procedures set forth in Section B-4 through B-6.

Removal by Teacher: A teacher may remove a pupil whose conduct is disruptive of a curricular or co-curricular activity under his/her supervision. Under such circumstances, the teacher shall notify the Principal that the pupil is being removed from the class and/or activity and being sent to the office. The teacher shall notify the Principal in writing by the end of the school day the reason(s) for the removal. If the Principal returns the pupil to the teacher's classroom and/or activity without having conducted a hearing in which the teacher has participated, the Principal shall submit in writing to the teacher the reason(s) for such action. If the removal is upheld by the Principal, the procedures for notice and hearing outlined in Sections C-1 or C-2, as appropriate, shall be followed.

3. At any hearing regarding removal under this Section C, any person, including a teacher, who ordered, caused or requested the removal, shall be present.

### **D. REMOVAL FOR LESS THAN TWENTY-FOUR (24) HOURS**

Removal of a student from curricular or co-curricular activities for a period of less than twenty-four (24) hours is permissible without the necessity of following any of the above prescribed procedures.

### **VIOLATIONS**

A violation of any of the following rules may result in disciplinary action which may result in suspension of up to ten (10) days and/or expulsion.

1. **Disruption of or Interference with Curricular or Co-curricular Activities.**

Students should not disrupt or interfere with curricular or extra-curricular activities. Behavior that interferes with the educational process will not be tolerated and are subject to disciplinary action. These behaviors include but are not limited to: obscene gestures or remarks, profanity, spitting, throwing snow, ice or stones, failing to tell the truth, possessing obscene material, public displays of affection, shoving, kicking, wrestling, horseplay, instigating fights and cheating. A student shall not possess: laser lights, permanent markers, white out, vulgar or obscene material, firecrackers, smoke bombs, or distribute printed matter which may incite others to violent or disruptive conduct, or in any other manner may cause material disruption or interference with curricular or co-curricular activities.
2. **Damage to School/Private Property**

A student shall not damage or attempt to damage or steal or attempt to steal any school property, or the property of any school district employee, student or school organization. School property includes, but is not limited to buildings, school grounds, busses, supplies and equipment.
3. **Fighting or Causing Harm to Another Individual**

A student shall not assault, threaten, or behave in such a way as causes, or could cause, physical injury, or produce fear of physical injury, to any school district employee or student at any time.
4. **Dangerous Weapons and Instruments**

A student shall not possess, handle, transmit, or conceal any object which is intended for the purpose of inflicting bodily harm to others on school premises or while attending school events away from the school grounds.

5. **Conduct Toward School Personnel/Substitute Teacher Policy**  
A student shall not verbally abuse or threaten any authorized school personnel. Your full cooperation and attention is not only expected but also required even when a substitute is in the building. Failure to act in a respectful manner will result in consequences to be determined by teacher and/or principal.
6. **Insubordination**  
A student shall not fail to comply with reasonable directions of authorized school personnel during any period of time when the student is under the authority of school personnel.
7. **Attendance**  
A student shall not be absent from school for any unauthorized reason. A student, once present at school should not be absent from any assigned class or classes, or leave school without first receiving proper authorization.
8. **Threats or Intimidation of Others**  
A student shall not attempt to intimidate, bully, harass, or extort favors or property from any other student or any school district personnel. Violations include ANY conduct that staff determines as a potential danger to the student or others. (See policy on aggressive bullying behavior toward students Policy 5517.01)
9. **Harassment (any unwanted attention)**  
Any conduct involving sexual references, inappropriate touching, sexually explicit, or other intimidating material that causes another person to feel unsafe or uncomfortable which includes any form of cyber bullying will not be tolerated. Written notes, graphic pictures, suggestive comments or gestures that are interpreted as insults or harassment will receive appropriate consequences. Race or gender related misconduct will be considered harassment. Racial slurs, pictures, intimidation, or any other conduct intended to be racially discriminatory or prejudicial will not be tolerated.  
See Policy and guidelines on sexual and other forms of harassment Policies 3362, 4362, and 5517)
10. **Toys & Novelties**  
Any item which constitutes a danger to students or staff or which could cause disruption to a class are prohibited. They include, but are not limited to: permanent markers, white out, firecrackers, laser pointers/pens, lighters, matches, toy guns, skateboards, knives, pepper spray, martial arts items, look alike weapons, drug paraphernalia, perfume/cologne spray, etc., or any item prohibited by the adopted board policy. These items will be confiscated and returned to the parent upon request.
11. **Narcotics, Drugs, or Alcoholic Beverages**  
A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver, or be under the influence of narcotics, drugs, or alcohol, or in any manner engage in drug abuse while on school property or attending any school-related functions. This does not apply to possession or proper use of prescription drugs under a doctor's orders.
12. **Smoking and Tobacco**  
Student smoking and possession of any form of tobacco or e-cigarettes is prohibited in school, on school grounds, at all school sponsored functions, including both home and away activities. Students are not to smoke in the immediate area around the school grounds.
13. **Improper Social Behavior**  
A student shall not expose any part of his/her anatomy in any socially deviant manner while under jurisdiction of the school or any authorized school function.
14. **Repeated Violation of Misconduct Rules**  
A student shall not repeatedly violate the misconduct rules set forth below. Two or more violations of the same misconduct rule, or two or more violations of any different misconduct rules, during the same school year, may be treated as a major violation of this Code and may result in suspension or expulsion.
15. **Insubordination/Abidance with Sanctions**  
A student shall not refuse to follow reasonable directions/commands by school personnel and shall not refuse to abide by any punishment meted out by the school administration, teachers, or any court order related to school activities.
16. **Trespassing**  
A student shall not enter or remain upon the premises of a school building unless under the supervision of authorized school district personnel.
17. **Other Conduct**  
A student shall no engage in any type of conduct not specifically set forth above which is harmful to school district property, school district personnel, or other students, or conduct which is not in compliance with socially accepted standards of behavior. Zero Tolerance – no form of violent, disruptive or inappropriate behaviour, including excessive truancy, will be tolerated.
18. **Use and/or Possession of a Firearm**  
Bringing a firearm (as defined in the Federal Gun-Free schools Act of 1994) onto school property or to any school-sponsored activity, competition, program or event, regardless of where it occurs, will result in a

mandatory one year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that in inoperable but that can be readily operated. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

**19. Bomb Threats and Other False Alarms and Reports**

Making a bomb threat (intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time of threat is made may result in expulsion for a period of up to one school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

**20. Terrorist Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

**II. MISCONDUCT FOR WHICH SOME FORM OF DISCIPLINARY ACTION WILL BE APPROPRIATE WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, REMOVAL FROM CURRICULAR OR CO-CURRICULAR ACTIVITIES.**

1. A student shall not use profane language.
2. A student shall not be extremely rude.
3. A student shall not be repeatedly tardy without written permission.
4. A student shall not engage in any form of gambling.
5. A student shall not engage in any form of cheating.
6. A student shall not use any but his/her assigned locker.
7. A student shall not possess any form of pornography.
8. A student shall not forge any signature for any reason.
9. A student shall not park his/her car in any unauthorized area.
10. A student shall not lie to an administrator, teacher or any other staff member.
11. A student shall not loiter in the halls, restrooms, or unsupervised areas of the building during regular classroom hours.
12. A student shall refrain from running in the halls or throwing any object in the halls or rooms of the schools.
13. A student shall wait his/her turn in the lunch line.
14. A student shall not carry food or drink out of the lunchroom without official permission.
15. A student shall not litter.
16. A student shall be properly dressed.
17. A student shall not be in any unauthorized area without official permission.
18. A student shall not engage in any type of conduct not specifically set forth above which has the effect of, or potential for, disrupting the educational process of another student or other students.

**MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or 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 the due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

NOTE: The administration reserves the authority to use appropriate discretion (based on Ohio Revised Code and Board Policy) in determining consequences for any misconduct not specifically listed within these pages.

## **IX. Retention Policy (Section 505)**

The Board of Education recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to meet their individual needs at the various stages of their growth.

Teachers shall determine, at the end of the first semester children who are having extreme difficulty. The teachers will notify the principal and through this discussion arrange for a conference with the parents. This conference is only to alert the parents as to the possibility for retention.

Parents should be notified by April 1<sup>st</sup> of the respective year that their child may be retained or as to what other alternatives are available, such as summer school and/or tutoring and the requirements or required outcomes from these alternatives.

Determination of retention shall be made by the building principal after input from the classroom teacher or any other information from other sources that he/she desires. The Superintendent of Schools makes final decision on promotion or retention.

The previous requirements do not necessarily govern grade placement in DH, LD, and SBH classes.

## **X. Transportation of Students**

### Bus Information

The Willard Board of Education provides transportation for students in accordance with the rules and regulations of the State of Ohio. All schedules, routes and stops are under the direction of our Director of Transportation, Ashley Daub. Any questions about transportation of pupils to and from our schools can be answered by Mrs. Daub at 419-935-0181.

### Bus Rules

- When getting off the bus, look both ways before crossing the street and always cross at least **ten feet in front of the bus**.
- Students are to board and leave the bus at the location to which they have been assigned unless authorized by the parent and the school.
- Upon boarding the bus: Go directly to assigned or available seat, keep aisles and exits clear, remain seated while the bus is in motion.
- Students must observe bus rules and obey the driver promptly and respectfully.
- Foul language or “back talk” to the bus driver is not permitted.
- Eating, chewing gum, or drinking is not permitted on the bus unless required for medical reasons.
- No playing with matches, lighters, or other incendiary devices.
- Never place your hands, arms, or head outside the bus through open windows.
- Absolutely **NO** throwing anything on the bus floor or out an open window. Waste cans are provided on each bus.
- Do not indulge in “horseplay” or rowdy action while on the bus and do not crowd or push while getting on or off the bus.
- Share seats as directed by the driver. Assigned seats may be made.
- Talk in a normal tone of voice, and do not shout. Remain quiet when requested by the driver to do so.
- Do not bring **live animals, glass, or large projects** on the bus.

- Writing, marking, or damaging the bus seats will result in the student paying the cost of the damage.
- Students not obeying the rules or directions from the bus driver may be denied (suspended from) the privilege of riding the bus. (Policy 5610.04)

#### Bus Removal / Suspension of Transportation

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal (or Assistant Principal or other administrator) will decide whether or not to suspend transportation privileges for all or part of the school year. (Board Policy 5610.04)

If a student's transportation privileges are suspended, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.



Dear Students and Parents,

This Parent-Student Handbook has been prepared to inform you about the policies and procedures that guide the daily life at Willard Elementary School.

We have tried to include all the information that students and parents need to know in order to have a successful and happy school year. We also feel it is important that parents know what is expected of both them and their children concerning our school life.

Please read this handbook together, then sign and return this page of the handbook. If you have any questions, please call the school office. Any questions you have will be answered as quickly as possible.

We hope that this handbook will be used throughout the year to help students have the best possible learning experience at Willard Elementary School.

Sincerely,

*Tracy Stephens/Brenda Ooten*  
Principal

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(Please Sign & Return to School)

**Student Agreement**

I have read with my parents this complete handbook. I understand all the policies that relate to me. I agree to do my best to follow these policies while I am attending Willard Elementary School.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

**Parent Agreement**

I (we) have read this handbook with our child. I (we) agree to help our child abide by these policies while at Willard Elementary School.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature