

Student Handbook

WOLF CREEK PHILOSOPHY AND GOALS

The purpose of education in the schools of this district is to facilitate the development of the potential of each child. The school staff seeks to recognize individual differences and to 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 to 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 the questions and tackling the problems that 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 and physical 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!

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 grades 1 and 2 regular classroom teachers. Grades of O (outstanding), S (satisfactory), N (needs more work), and I (improving) are used for kindergarten and for PE, art, and music for grades 1 and 2.

Percentages:

80 - 89 B
70 - 79 C
60 - 69 D
0 - 59 F

Plus and minus are used on the grade cards but not in the official school records. 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 call, conference, other).

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 received no 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 period of each school year, he/she will be honored at an Academic Recognition Ceremony that will take place 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 received no D's or F's and 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 should be evaluated.
6. Teachers should suggest ways to parents that they might help their child with assignments.

Teachers of students in departmentalized settings (grades 5 - 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 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 higher 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, 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 provided 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 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, 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 8:00 a.m. Staff members are not required to be at school prior to 8:00 a.m. and the school assumes no responsibility for the safety of students arriving before that time.

Students arriving at school after the tardy bell shall report to the office before going to their classroom. The tardy bell rings at 8:20 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 3:05 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 3:05 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 or the principal.

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

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. 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.

DETENTION

Detention is held after school for one hour from 3:15 to 4:15 p.m. Transportation home after detention is the responsibility of the student/parent/guardians. Rules for detention are set by the detention monitor

ATTENDANCE

The Wolf Creek Board of Education, in compliance with the laws of Ohio, has adopted the following policy regarding student attendance (Board Book, Section JED).

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. 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 make up totally what is missed. Class lectures, panel discussions, films, outside speaker, 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 trip 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 in advance of such a trip, every effort will be made to prepare a general list of assignments for the child to do while he is 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:

- A. Personal Illness
- B. Medical appointments
- C. Death of a relative
- D. Illness in the family requiring the student's presence
- E. Legal obligation
- F. Religious holiday
- G. Quarantine of the home

Absence situations not covered above may be excused upon a conference with and prior approval of the building principal.

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 county attendance office.

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. Students 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. 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 school 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. 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.

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. This 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.

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.

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 for 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 will receive zero credit of assignments or work involved. Additional discipline, such as detentions, may be issued by the teacher. Repeated offenses will be referred to the principal for further action.
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.

General Building Rules

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 in the restrooms.
15. No gum chewing.
16. Off limits areas for students include: janitor's room, storeroom, teachers' restrooms, teachers' work room, 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.

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 (ORC3313.666) 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. 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.

STUDENT DRESS CODE

Students in the Wolf Creek Local School District are expected to practice reasonableness in school dress. The key to any dress codes 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 is obviously unacceptable. Therefore:

1. Clothing designed to cause a disturbance in the education process or school procedure is not permitted.
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 classes.
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. Students in violation of the dress and grooming procedures will be required to meet the acceptable standards before being allowed to attend class. Repeated violations of the student dress code may result in disciplinary action.
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.

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 or other food, 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.

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.

EMERGENCY CLOSING OF SCHOOL

When an emergency forces the school to close, it will be announced on local radio stations.

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 cancelled.

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

Local radio stations reporting the closing are WKYG, WTAP, WXIL, WMOA/WJAW and WNUS.

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 and to 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; 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 and then cross the road in front of the bus.
12. Foul language of 'back talk' to the bus driver is not permitted
13. Do not indulge in 'horseplay' or rowdy action while on the bus and do not crowd or push while getting on and off the bus.

14. Don't become upset 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.

POLICY OF THE WOLF CREEK BOARD OF EDUCATION

Corporal Punishment

In order to provide the most effective learning atmosphere possible, and to offer every student the opportunity to reach their full potential, the following Corporal Punishment Policy has been adopted.

Corporal punishment, will be administered, in a reasonable and proper manner. Teachers and administrators are to use their lawful rights to inflict such punishment on a student deserving it. The severity of the punishment must be according to the age, physical and emotional condition of the student, and nature of the offense. When corporal punishment is used it must be witnessed by a member of the professional staff in addition to the principal. When someone other than a principal uses corporal punishment, the principal must serve as one of the witnesses. Corporal punishment should be administered in a designated area (free from anyone other than those participating in the corporal punishment).

A. All acts of corporal punishment will be documented and filed in the principal's office giving the name of the student receiving the corporal punishment that was administered, the person administering the punishment, and the name of the witness.

B. The teacher and/or principal who has administered the corporal punishment will provide the student/guardian with a written explanation of his/her reason for administering the punishment and the witnesses who were present.

C. Parent(s) or guardian(s) may deny permission for their child to receive corporal punishment while in the jurisdiction of the District. Upon receipt of such a written request, the Board will ensure that an alternate discipline measure(s) will be applied. The Superintendent shall establish guidelines which include alternatives to the use of corporal punishment.

Said alternative measures are included below, but not limited to:

1. Deny participation in special school and/or non-curricular related activities.

2. Assign after school detention with twenty-four (24) hours notice to parents.
3. Revoke driving privileges if applicable.
4. Assign in-school suspension.
5. Provide for a "time out" area as a disciplinary procedure.
6. Require parent(s) or guardian(s) to attend a conference immediately upon notification.
7. Require parent(s)/guardian(s) to attend school and classes with student.
8. Assign out of school suspension.

If any employee inflicts unnecessary, unreasonable, irrational, or inappropriate force upon a student, she/he may be subject to discipline by the Board and/or criminal assault charges as well.

3310/41 (A/B) R.C. 2919.22 (B)
3313.20 3319.20
3319.41 (A/B)

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
- 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. Paddling. If parent has signed a waiver denying corporal punishment, then student and Parent/guardian must attend Saturday school on the next Saturday from 9:00 - 11:00 a.m. (If parent refuses to attend Saturday refer to the next step.
- G. Two day in school suspension (I.S.S.)
- H. Two days out of school suspension (unexcused absences).

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.

In the event that corporal punishment is being administered, the parent/guardian has the option in K-3 of doing the paddling. If paddling is the choice, then it must occur at school adhering to Board Policy (no more than two (2) whacks).

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 Pre-Detention 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. A written warning to a student may be issued for minor infractions at any time throughout the grade 4-8 Discipline Plan.
- C. Parent contact
- D. Parent conference

2. The following recommended progressive plan will be used after the teacher's discipline plan has been followed.

- A. Detention
- B. (Second) Detention
- C. (Third) Detention
- D. One day in-school suspension (I.S.S)
- E. Three days in-school suspension (I.S.S.)
- F. Three days out of school suspension (to be at the Alternative School if available).
- G. Corporal punishment (2 whacks). If a waiver is signed prohibiting corporal punishment, the parent/guardian must attend school and follow the child's schedule for one full day. This must be done within 2 school days. If not done, the student goes to the next step (H).
- H. Saturday School (8:00 - 12:00 noon)
- I. Five days out of school suspension (to be served at the Alternative School if available).
- J. Five days out of school suspension (to be served at the Alternative School if available).
- K. Seven days out of school suspension (to be served at the Alternative School if available).
- L. Ten days out - recommend expulsion.

IN SCHOOL SUSPENSION

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.

OUT OF SCHOOL SUSPENSION

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

SATURDAY SCHOOL

Students assigned to Saturday School need to report to the assigned area (grades 4-12), no later than 8:00 a.m. Saturday School ends at 12:00 noon (K-3, 9:00 - 11:00 a.m. and

parent/guardian must attend.) A student assigned to Saturday School must bring class work with them or it is possible additional Saturday Schools will be assigned.

CORPORAL PUNISHMENT CONSENT/WAIVER

As outlined by the corporal punishment policy, adopted by the Wolf Creek Local Board of Education, and in accordance with O.R.C. 3319.41, parents may deny permission for their child to receive corporal punishment while under the jurisdiction of the School District.

Please be advised that upon denial of permission for use of corporal punishment, by the parent(s) or guardian(s) for their child alternative punishment or alternative measures are listed, but are not limited to those below:

Deny participation in special school and/or non-curricular related activities

Saturday school

Assign after school detention with twenty-four hours notice to parent(s) or guardian(s)

Assign in-school suspension

Assign out-of-school suspension

Provide for a "time out" area as a disciplinary procedure

Require parents to attend a conference immediately upon notification

Require parent(s) or guardian(s) to attend school with student

Revoke driving privileges if applicable

Please indicate by an (X) your preference concerning corporal punishment for your child. This may only be changed with five (5) school days notice.

_____ I GIVE permission for the use of corporal punishment as outlined in the Corporal Punishment Policy of the Wolf Creek Local Board of Education.

_____ I DENY permission for the use of corporal punishment as outlined in the Corporal Punishment Policy of the Wolf Creek Local Board of Education. In doing so, I realize that alternative measures, as stated above, will be used in lieu of corporal punishment.

Child's name _____ Grade _____

Parent's Signature _____ Date _____

Please call your child's school, if you have any questions. And, after reviewing this form, please sign and return to your child's 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 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.

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 \$1.25 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.

Afternoon milk break will be provided for kindergarten students (cost 25 cents). 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.

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 suggest foods are listed below to include on refreshment tables, price lists, etc.

- 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 their consumption of sugar, fat, sodium, etc. is restricted.

* The use of foods and 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 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.

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

Wolf Creek Local students, parents and community can view teacher professional qualifications and licensing area on the District Web Site after November of 1003.

The District Report Card mailed to all parents by the Department of Education lists teachers, if any who are employed, that are not licensed as well as notifies all parents of the State's Academic Assessments.

WATERFORD ELEMENTARY SCHOOL WEBSITE

For news, menus and other useful information, check us out at <http://wes.wolfcreek.k12oh.us>.

DISTRICT WEBSITE

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>. Direct comments and suggestions to Roger French at Waterford High School (740-984-2373) or e-mail wc_rfrench@seovec.org

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 had. 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. Certain items are prohibited at school either because they could pose a danger or nuisance to others or because they detract from the learning atmosphere we try to promote and maintain at Waterford Elementary School. These items include such things as knives, cigarette lighters, squirt guns, portable stereos, headsets, radios, and C.D. players. While students are permitted to carry cell phones, they are to be turned OFF and be "out of sight" at all times during the school day. The administration has the right to inspect any device taken from a student for the violation of school rules and the student is afforded no expectations of privacy in that circumstance. Disciplinary actions will be taken for the possession of dangerous implements, cell phones, tobacco products and accessories and other items prohibited by the Wolf Creek Code of Conduct. Such things will not be given back to the student but may be picked up by the student's parent.

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 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. In addition, seventh and eighth grade girls may tryout for the cheerleading squad. 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.

A DARE drug program is provided for fifth grade students.

A YES (Young Engineers and Scientists) program is available in grade seven.

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 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.

TELEPHONE USE

Student use of the classroom and office telephones are limited to emergencies only. Students will not be permitted to use cell phones throughout the school day. All calls on the office phone will be made by or supervised by the secretary or principal.

Students who become ill or injured at school must report directly to the office. Students and teachers will not be called to the telephone from class. A message will be taken and delivered to the student or teacher as soon as it is practical.

TEXTBOOKS AND MATERIALS

Textbooks are furnished by the school district. Lost or damaged textbooks or library books are charged to the student. 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. In some grades a fee is charged for a classroom periodical such as Weekly Reader or other needed materials used by the student. All students must pay a small fee for art supplies.

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.

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. Emergency medical cards are taken on the 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.

VOLUNTEERS

Parent volunteers have been an important part of the school program at Waterford Elementary School. Volunteers are required to have Board Approval and a background check. Volunteers are involved in many different activities including working with small groups of students, working with one student, assisting in the library, doing clerical tasks, helping the younger students in the cafeteria, working with students at the computer, grading papers, and other worthwhile and interesting tasks. You are encouraged to become involved in your child's school as a volunteer by contacting the school office (984-2342).

CLASS ASSIGNMENTS

School personnel devote much time and give much 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 are: 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.

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.

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.

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, parents 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.

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. Disregard of 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 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 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 other individual's accounts. 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.

POST SECONDARY ENROLLMENT OPTIONS PROGRAM

The Ohio General assembly has adopted a Post-secondary Options plan designed to provide

students with additional opportunities for learning. The Post-secondary Options Program 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 the Post-secondary Options Program, which meet both the goals of the individual Wolf Creek student and the goals of the school district.

1. The Post-secondary Options Program is open to freshmen through senior students at Waterford High School. A student must have successfully completed the eighth grade to be classified as a freshman.
2. The program provides the 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. The number of college credit quarter hours needed to equal one Carnegie unit will be seven and one-half (five semester hours).
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 the Post-secondary Options Program.
6. The Board of Education will notify students and parents of the Post-secondary Options Program 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 the Post-secondary Enrollment Option 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 PSEO 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 of assisting with communication concerning those areas.

The Board of Education recommends the Post-secondary Options Program 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.

WATERFORD ELEMENTARY SCHOOL
19701 STATE ROUTE 339
P. O. BOX 45
WATERFORD, OHIO 45786
Phone (740) 984-2342
Fax (740) 984-4608
Doug Baldwin, Principal
2009-2010 SCHOOL YEAR

Dear Parents and Students,

Welcome to the 2016-2017 school year. The new school year will provide many challenges for each and every student.

The certified staff at Waterford Elementary feel that the education of your child is a shared responsibility of the school and the home. Parents and teachers must work closely together to meet the educational needs of our children.

The Parent/Student Handbook will help answer questions about school policies and procedures. Changes or adjustments during the school year will be included in the Wildcat Connection. The Wildcat Connection is a newsletter that will be sent home to parents with important information during the year.

If you have any questions, suggestions, or concerns please feel free to call or visit the school. Please remember to check in at the office upon your arrival.

Professionally,

Jana Thomas, Prinipal

Approved by the Wolf Creek Board of Education
Summer of 2009

Every attempt has been made to coordinate the rules and procedures outlined in this handbook with the Wolf Creek School policy and the Master Agreement with the teachers association. These documents will supercede this handbook in the event of a conflict.