

District Calendar

| | |
|----------------------|---|
| August 26 | First Day |
| September 7 | Labor Day - No School |
| October 23 | In-Service Day – No School |
| November 12, 17 | Evening Conferences – 1 Hour Early Dismissal |
| November 25, 26,27 | Thanksgiving Vacation |
| December 23 | Christmas Vacation Begins |
| January 4 | Return to School |
| January 15 | In-Service Day – No School |
| January 18 | Martin Luther King Day – No School |
| February 15 | President’s Day – No School |
| February 25, March 2 | Evening Conferences – 1 Hour Early Dismissal |
| March 29 | Spring Break Begins |
| April 5 | Return to School |
| May 28 | Last Scheduled Day |
| May 30 | High School Graduation |

***** Calamity Make-Up Days: June 1 - ?**

***** All calendar dates are subject to change by the Wynford Board of Education.**

Wynford Elementary School

Parent-Student Handbook

Wynford Elementary School

3300 Holmes Center Rd.

Bucyrus, Ohio 44820

419-562-4619

Mark E. Murphy

Principal

Jeanne Thompson

Guidance Counselor

Superintendent

Steve Mohr

Treasurer

Leesa Smith

Board of Education

Rhonda Rowland, Pres.

Debbi Gifford

Brian Glowaski

Jeff Schiefer

Michael Sparks

Philosophy

1. We believe that schools should provide an effective atmosphere for teaching and learning.
2. We at the Wynford Elementary School, recognize the individuality of students and staff and work to foster each person's growth.
3. We believe the school should develop the whole child - socially, emotionally, mentally, physically and creatively.
4. We believe it is the responsibility of the school to meet the needs of a changing society and promote a sense of responsibility, citizenship and respect for self and others.
5. We believe the school should promote the desire to learn as an on-going, life-long process.
6. The school has the unique opportunity to encourage a positive atmosphere through communication and interaction among students, staff, parents, the educational community and the community-at-large.

Every Child – Every Dream – Every Day – Our Passion

Dear Parents and Students:

Welcome to 10th year at Wynford Elementary School! We are excited about the opportunity to work as a team with you to provide a challenging, exciting, educational environment for our students.

Please take this opportunity to join us as an active member of our educational team. By working together, we can provide the best possible education for your child. Our staff is dedicated and hard working. They, along with the support staff, will utilize their training and knowledge to help each child reach their emotional and academic potential.

Throughout the year questions may arise about the rules and procedures in our school. To help answer those questions and to help families who are new to Wynford become acquainted with our school, we have put together this handbook of general information. Please read it carefully so you become familiar with most of the policies and procedures. If you need further information or have questions, please do not hesitate to call on us for help.

This year promises to be an exciting one. Remember education requires parents, students and teachers working together. It's an unbeatable team for success.

Sincerely,

Mark E. Murphy, Principal
Wynford Elementary School

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Wynford Elementary School
Faculty and Staff
2009-2010

| | |
|------------------|-------------------|
| Mark E. Murphy | Principal |
| Sarah Shifley | Secretary |
| April Shroll | Secretary |
| Jeanne Thompson | Guidance |
| Sandy Needham | Curriculum |
| TBA | Nurse |
| Carolyn Heacock | Kindergarten |
| Joyce Klamfoth | Kindergarten |
| Rhonda Ritzler | Kindergarten |
| Candy Schreck | Kindergarten |
| Midge Armbruster | Kindergarten Aide |
| Candee Hall | Kindergarten Aide |
| Tracy Frombaugh | Grade 1 |
| Tonya Kimmel | Grade 1 |
| Machelle Kocher | Grade 1 |
| Laura Rall | Grade 1 |
| Fern Engelhorn | Grade 2 |
| Lynne Fisher | Grade 2 |
| Lesley Hayman | Grade 2 |
| Angela Heacock | Grade 2 |
| Donna Auck | Grade 3 |
| Cathy Schafer | Grade 3 |
| Kathy Siefert | Grade 3 |
| Dhana Vercruysse | Grade 3 |

| | |
|--------------------|------------------|
| Traci Coffman | Grade 4 |
| Glenda Leuthold | Grade 4 |
| Sherri Shirley | Grade 4 |
| Sharon Stocksdales | Grade 4 |
| Meg Hastings | Grade 5 |
| Mary Jones | Grade 5 |
| Allison Parthemore | Grade 5 |
| Angela Smith | Grade 5 |
| Julie Miller | Grade 6 |
| Patti Palmer | Grade 6 |
| Sally Ruth | Grade 6 |
| Steve Wheeler | Grade 6 |
| Sue Holland | |
| Dawn Schaaf | Learning |
| AJ Stanek | Disabilities |
| Keri Brown | |
| Julie Copper | Multihandicapped |
| Peggy Gwartz | MH Aide |
| Lauren Copeland | MH Aide |
| Marcia Black | Library Aide |
| Marisol Ulmer | Library/ESL Aide |
| Linda Cooper | Classroom Aide |
| Norma Schifer | Classroom Aide |
| Ronda Stansbery | Classroom Aide |
| Dawn Wert | Classroom Aide |

Liz Brooks
Ann Clinger
Carol Newton
Deb Cameron

Reading
Reading
Reading
Math Tutor

Jill Lazar
Doug Stombaugh
Mark Heydinger
Charles Groth
Carl Copeland

Physical Education
Physical Education
Vocal Music
Vocal Music
Instrumental Music

Carolyn Richardson
Kathleen Riley
Charlene Beeler

TAG/Computer
Art
Speech

Bob Cramer
Roger Ransom
Bob Stone
Melissa Stone

Custodian
Custodian
Custodian
Custodian

Betty Brooks
Pam Hoffman
Connie Seville
Pam Weisenauer
Donna Hamilton

Cook
Cook
Cook
Cook
Cashier

Claire Harris
Babbette Rittenour
Sheri Stiger

Preschool Teacher
Preschool Aide
Preschool Aide

Wynford Transportation Staff
419-562-5222

| | |
|------------------|------------------|
| Steve Mohr | Director |
| Jim Sebring | Mechanic |
| | |
| Diane Fortner | Bus 2 |
| Nicole Weiland | Bus 3 |
| Sherry Kocher | Bus 4 |
| Sharon Payne | Bus 5 |
| | |
| Bill McGhee | Bus 7 |
| Patti Zehring | Bus 8 |
| Karen Schafer | Bus 9 |
| Etta Lohr | Bus 10 |
| Dawn Cramer | Bus 11 (Pioneer) |
| | |
| Julia Honaker | Bus 12 |
| Serena Locke | Bus 14 |
| Mark Murray | Bus 15 |
| Phyllis Tschanen | Bus 16 |

Building Schedule

Buses arrive at 8:30

Breakfast is served 8:30 - 8:45

Classes begin at 8:45.

**Students should not arrive before 8:15, they will be allowed to enter the building at 8:30. Students who are eating breakfast at school should be dropped off no later than 8:35.

Students being picked up are dismissed at 3:25.

Bus students are dismissed at 3:30.

**Parents dropping students off and picking students up are to use the far north parking lot. Cars will not be permitted in the bus loading and unloading area. Please do not park in the drop off lane.

Parents who pick their children up must sign them out in the office each day. Parents may sign children out after 3:15. However, students will not be released until 3:35 except for a doctor appointment. A doctor's excuse must be provided the following day for an early dismissal.

Students who are not picked up daily must bring a note each time they are picked up. If a student does not bring a note, they will be expected to ride the bus.

Visitors

Visitors are welcome; however they are requested to report to the school office upon entering the building. Classroom visits must be prearranged with the teacher. Prolonged visitations and visitations during testing will be discouraged.

Early Dismissal

Any student who leaves school early will be recorded absent as follows:

| | |
|--|----------|
| Prior to 10:45 am - | Full Day |
| Prior to 2:15 pm - | 1/2 Day |
| Released for 2 hours in the middle of the day - | 1/2 day |
| 6 Tardies/Semester - | Full Day |

*** 3 or more tardies will result in loss of perfect attendance.

It is the student's responsibility to report to the office upon leaving or returning to school from early dismissal and the parent or guardian must sign the student in or out.

No student will be excused to leave the school grounds with anyone except his/her parent unless written permission from the parent has been given to the principal.

If a pupil becomes ill or for any reason has to leave school, he/she must check out through the office. A parent or guardian must come to the office and sign the student out before a student is excused from school.

Alternate Transportation

Students who are going to be picked up after school, must bring a parent note and be signed out in the office by the person picking them up.

Many of our buses are filled to capacity. Students going home with another student may not be able to ride the bus. Arrangements must be made with the transportation director in advance.

Attendance

A faithful attendance record is a basic requirement for successful school work. It is the responsibility of the parents to see that their children are in school unless there is a valid reason for absence. Research shows that irregularity in attendance is often the prelude to dropping out of school.

We will accept the following as legal excuses for absences:

1. Personal illness
2. Critical illness in the family
3. Quarantine in the home
4. Death of a relative
5. Observance of religious holidays
6. Educational Trips - with principal's prior approval
7. Vacation with immediate family - maximum 5 days
8. Out of school suspension
9. Hunting - 1 day excused if the office is notified in advance of the absence and a valid license is presented.
10. Other legitimate reasons which have received prior approval from the principal.

Please notify Wynford Elementary School (Ext 300 for grades 4-6 or Ext 301 for grade K-3) prior to 8:30 if your child is going to be absent from school.

In all cases of absence, the student is required to bring a note from the parent explaining the absence. If the student does not bring a parental or doctor's note, the absence is considered unexcused until a proper note is received in the office.

It is the student's responsibility to secure and make up work missed during an excused absence. The student will have the same number of days as the absence to complete the assignments.

Attendance Limitations

A limitation is placed on the number of days a student may be absent from school. The limitations are as follows:

| | | |
|----------|---|---------|
| Semester | - | 9 Days |
| Year | - | 18 Days |

After 18 absences, the student's attendance record will be reviewed by the principal and the truancy officer for possible expulsion from school.

Student Attendance Accounting

The Missing Children's Act (ORC 3313.205) requires parents to be aware when pupils are not in attendance at school. The following procedure must be followed for any absence:

- 1 - If a student is going to be absent from school, the parent or guardian is to notify the school as soon as possible the morning of the absence. (Offices open at 8:00am)
- 2- If notification of a child's absence is not received, a phone call will be made to the child's home or to the parent's place of work.
- 3- If the parent or guardian can not be reached by phone, a postcard will be mailed the same day notifying the parent of the absence.

Upon enrolling in the Wynford Elementary School, each student must present a copy of his/her birth certificate and custody papers, if the parents are divorced. If the student does not present the required documents, the principal will notify the proper law enforcement agency of the possibility the student may be a missing child.

Withdrawal/Transfer

Should it become necessary to withdraw or transfer your child during the school year, please notify the school office or teacher in advance. The office will prepare the necessary papers which will be given to your child on his/her last day of school. Several days notice is preferred and helpful. All library fines, book fees, and lunch charges must be paid and books returned prior to withdrawal or transfer.

Dress Code

In general, school dress should be such that it ensures the health, welfare, and safety of the the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

Therefore:

- 1- Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
- 2- Dress and grooming will not be such as to disrupt the teaching and learning process.
- 3- Tanktops, spaghetti straps, sleeveless shirts with large arm holes, tube tops, bare shoulders, bare midriff tops, see-through tops, and short shorts are not allowed.
- 4- Students will not be permitted to wear any attire that advertises alcohol, tobacco, drugs, sex, or any organization or group promoting illegal activities.
- 5- No coats, hats, bandannas, sweat bands, or other head coverings may be worn during school hours.
- 6- For safety reasons flip flop shoes are not permitted. All sandals must have a strap at the back.
- 7- The final decision of what constitutes reasonable, appropriate or immoral shall rest with the principal.

Cell Phones

Cell phones are not permitted at Wynford Elementary or on the bus. If a student brings a cell phone to school, it will be turned in to the office and returned only to a parent.

Discipline

The primary objective of our school is the establishment of an instructional program which strives to meet the needs of each student. We assist the individual to the best of his/her capabilities and develop within him/her positive attitudes and actions of self discipline. Students are expected to conduct themselves in a way that will contribute to their own education, safety, and well being. At no time should the actions of one student infringe upon the rights of others to have the same privileges.

Most children are able to resolve their difficulties in acceptable ways. This is a mark of their becoming responsible citizens. Those who find it impossible to conduct themselves in acceptable ways will be confronted with the logical consequences of their behavior.

In determining logical consequences, we will:

- 1- Consider each child as a unique individual.
- 2- Consider each situation in terms of its individual merits.
- 3- Encourage the child to decide what to do about solving the situation.

Students who have difficulty following our school rules, violate the rights of others, or disturb the normal progress or conduct of the school will be subject to disciplinary action. Our school has a consistent building wide discipline plan for students who choose to misbehave. Actions will include, but not be limited to, the following:

- Denial of privileges such as recess
- School work details
- Counseling
- In-school suspension
- After school detention
- Saturday school
- Time out
- Suspension from school

In order to assure the best school environment for your child, we need to act as a team. By supporting each other, your child will receive the direction needed to be a self-confident, self-disciplined young citizen.

Complaints

No organization, whether it is a school, church, or even a home, can operate continuously without there being misunderstandings or conflicts. It is suggested that if there is a problem involving the school, that if possible, you follow the "line of authority" (Teacher, Principal, Superintendent, and Board of Education), in seeking a resolution of the problem.

General Conduct Rules

- 1- Students will respect themselves and others.
- 2- Students will obey all adults.
- 3- Students will use appropriate language and behavior at all times.
- 4- Students will not bring toys to school. This includes radios, hand-held games, tape players, CD players, and etc. (Electronics permitted by the bus driver must be left in book bag during school hours.)
- 5- Students will not bring guns, knives, explosives, or any other type of weapon to school. Possession of these items will result in an immediate suspension.
- 6- Students will not fight, wrestle, bully or harass other students.
- 7- Students will walk to and from buses and in hallways.
- 8- Students will not deface or destruct school property.
- 9- Students will not use or have in their possession tobacco, drugs or alcoholic beverages. Any student who breaks this rule will be suspended. Repeated violation may result in expulsion.
- 10- Students will not be permitted to transport themselves by means of a motorized vehicle.

Playground Rules

To insure the safety of all students:

- 1- Students will show respect by –
 - a. following all normal game rules
 - b. allowing open participation in all games...any and all students will be allowed to play.

- 2- All equipment will be used in a safe and appropriate manner. (no jumping off playground equipment – no standing on swings – go down slides feet first – no pushing on monorail)

- 3- Students will stay in the designated playground area

- 4- Once outside, students may not enter the building without permission of the duty person.

- 5- There is to be no contact play. Games requiring pushing, shoving, kicking, wrestling, or riding piggy back are not permitted.

- 6- No throwing of mulch, dirt or rocks is permitted.

- 7- Students who take playground balls out are responsible for returning them.

- 8- Students will obey the duty person.

Suspensions

The principal has been empowered by the Board of Education to suspend students who continually refuse to follow school rules. The suspension procedures are as follows:

- 1- No suspension will exceed ten (10) school days.
 - 2- The principal shall give written notice of the intent to suspend and the reasons why to the student and to the parent or guardian.
 - 3- The student will have an opportunity to appear at an in- formal hearing before the principal, superintendent, or his designee, and has the right to challenge the reasons for the intended suspension or explain his/her actions. This hearing may take place immediately after presentation of the "Intent to Suspend".
 - 4- Within 24 hours of a suspension, notification will be made in writing to the parent or guardian of the student, superintendent, and treasurer of The Board. This notice shall include the reasons for the suspension and the right of the student or parent to appeal it to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing or appeal be held in executive session.
- Suspensions will result in cases of flagrant insubordination, the use of alcohol or tobacco on school premises, truancy, and other unspecified actions for which severe punishment is deemed appropriate.

Homework

The Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student - meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete worthwhile projects.

One of the goals of our school is to foster a sense of personal responsibility and capability. Students develop self-esteem and competence by being given responsibilities appropriate to their age. We, at Wynford, believe students, not parents, are responsible for bringing books, homework, musical instruments, and notes to school.

Gifted Identification Policies

Wynford Local Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

- Superior Cognitive Ability
- Specific Academic Ability
- Creative Thinking Ability
- Visual or Performing Arts

If you think your child would qualify for one of these programs, ask your school's secretary for the Gifted Identification Packet or talk to the Gifted Intervention Specialist.

Bus Regulations

Bus transportation is provided to and from school for those students who live more than one mile from school. Students are asked to be ready to board the bus when it arrives at their home or pick-up point. Buses cannot wait for late students.

Rules for the safety of all students have been adopted and all students are expected to be courteous and cooperate at all times with the bus driver.

If a student is unable to behave and is reported by the bus driver, the parents will be notified that the student is in danger of losing his/her privilege of riding the bus. If the student loses bus privileges, the parent must provide transportation to and from school.

1. Always enter and exit the bus in a safe manner.
 - wait in a safe spot (at least 10 feet away) for the bus to stop and open the door be sure the driver can see you stay away from the danger zone, 10 feet all around the bus
 - if you cross the road at your stop, wait for the driver to signal and walk in front of the bus 10 feet away from the front
2. Arrive at the bus stop before the bus is scheduled to arrive.
3. Good behavior at school bus stops is expected. Fighting, bullying, kicking and horse-play which endangers other students will not be tolerated.

4. Go directly to your assigned seat and stay in it. Pupils must remain seated with their feet on the floor, keeping exits and aisles clear.
5. Obey the bus driver. Students who repeatedly are unruly and discourteous to the driver are subject to suspension from the bus.
6. Use of profanity is strictly prohibited.
7. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
8. Gum will not be permitted on the bus.
9. Possession of drugs, alcohol, tobacco, or any other controlled substance on the school bus will result in an immediate suspension.
10. Keep hands and arms inside the bus.
11. Do not throw or pass objects on, from, or into the bus.
12. Possession of firearms, knives, weapons of any kind or explosives will result in immediate suspension.
13. Live animals, glass containers, flammable liquids, and other dangerous substances are not allowed on the bus.
14. Students may be required to ride three to a seat.
15. CD players and video games may be allowed. (This is the bus driver's decision.) At the end of the bus ride these items are to be put in a book bag. The school will not be responsible for loss or damage.
16. All basketballs, footballs, etc. must be in a book bag or gym bag and can not be loose on the bus.

Cafeteria

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to use good manners and follow the directions of the cafeteria supervisor.

Students will:

- observe good dining manners
- leave the table and floor clean
- put trash in proper containers
- not take food from the cafeteria
- not bring pop to school

All students have a cafeteria account they may deposit money in. Students are encouraged to deposit money in their account the first day of the week. Students may also pay for an entire month if they prefer.

Lunches are \$2.15 for a Type A lunch. Milk is 40 cents.
Breakfast is served each morning. The cost is 50 cents.

Gum Chewing

Careless disposal of gum in drinking fountains, on furniture and floors presents a sanitation and cleaning problem, as well as costly repairs. Therefore, gum chewing is not permitted on any school property, including school buses.

Library

We have a large central library as well as classroom libraries. Our students also have access to books from the Bucyrus Public Library. Students are permitted and encouraged to check out books. Books should be returned promptly when due. All students will be required to have a Bucyrus Public Library Card.

Personal Property

Students should not bring large amounts of money or valuable property to school. The Wynford Local School District will not be responsible for personal items.

Telephone Calls

To emphasize the importance of student responsibility, we do not allow students to use the phone to have forgotten items brought to school. Students who have forgotten their lunch will be allowed to charge.

Messages from parents for students will be taken and delivered at the end of the school day, or sooner if the situation warrants. Arrangements for after-school transportation or visits with friends must be made prior to coming to school.

Lice Policy

Children with head lice infestation will be sent home. Children may return to school after proper treatment and after being examined by the school nurse. The student must be examined and be nit free before being allowed to return to the classroom.

Progress Reporting

Report cards are issued four times a year, at the end of each nine week period. Interim reports will be issued for all students the fifth week of the first grading period. Students who have not been making satisfactory progress or who have shown great improvement will receive interim reports the remaining grading periods.

The kindergarten grading policy can be found in the kindergarten handbook. The following policy is in effect for grades 1-6:

1- Grades will be reported by grade level grade cards.

2- Letter grades will be used to reflect achievement using the following code:

A - Excellent (92-100)

B - Above Average (83-91)

C - Average (74-82)

D - Below Average (65-73)

F - Not Passing

S - Satisfactory

U - Unsatisfactory

N - Needs More Practice

I - Incomplete

- An empty box indicates that area was not evaluated this grading period.

Parents may access their child's grades online at any time using the access code provided by the school.

Grading Procedure By Grade

Grades One & Two - A, B, C, D or F will be given for Reading, Writing Process, Spelling, Math, Science and Social Studies. S, N, or U will be given for Art, Physical Education, Music, Health, and Penmanship.

Grades Three, Four and Five - A, B, C, D, or F will be given for Reading, Writing Process, Spelling, Math, Science and Social Studies. S, N, or U will be used for Physical Education, Art, Music, Computer, Health, and Penmanship.

Grade Six - A, B, C, D, or F will be used for all subjects with the following exceptions: S, N, and U will be used for Art and Penmanship.

Conferences

Scheduled conferences will be held twice during the school year. If you wish to schedule a conference at other times during the year, please contact your child's teacher to schedule an appointment.

Promotion/Retention/Placement

Upon completion of a school year each student's progress will be evaluated on an individual basis to determine their status in regard to one of the following categories:

Promotion - The student has successfully completed all work of a particular grade level and goes on to the next grade.

Retention - The student has not successfully completed all work of a particular grade level and will repeat this grade in the coming year.

No child should be retained more than twice in the elementary grades. A child receiving failing grade averages in Reading or Math, or any two of the following subjects may be retained: Social Studies, Science, English and Spelling.

Students may be retained upon the parent's request, if the teacher and the principal believe the reasons presented are in the best educational interest of the child.

Placement - The student has not successfully completed the year's work but goes on to the next grade level in the coming year. Placement may be made with or without conditions.

A student may be placed in the next higher grade because of age, size, previous retentions, social or emotional development, IQ, or if it is felt a child cannot profit from being retained.

Honor/Merit Roll

Honor Roll Qualifications:

1. No grade below C was received in any subject. No evaluation other than S.
2. A minimum grade-point average of 3.50 was received.

Merit Roll Qualifications:

1. No grade below C was received in any subject. No evaluation other than S or N.
2. A minimum grade-point average of 3.00 was received.

Art, Music and Physical Education will not be used to calculate grade-point averages in grades K-5. However, these grades must meet the number one qualification.

Fees

Students will be assessed fees for workbooks and supplies. Fees for the 2009-2010 school year are \$42.00 per student and are due the first week of school. A payment plan of \$14.00/student each of the first three grading periods is available if you can not pay the full amount. Students who receive approval for free lunches can qualify for a waiver of school fees by signing a release of information form.

Students who have not paid school fees in full or owe any other money will not be allowed to participate in spring and/or year end activities such as field trips, field day and sports camps.

Class Assignments

School personnel devote much time and give much thought to the best possible placement for each child. Many factors must be taken into consideration and assignments are based on the individual's needs as well as the needs of the other children.

Some of the criteria used for class assignments are:

- ability and performance
- social and emotional development
- domestic situations
- learning disabilities
- personalities of teachers and pupils
- combinations of children

Assignment is not by a random method. With the numerous factors involved, it's apparent why parental requests for specific assignments are not feasible. Parents with questions regarding placement should contact the guidance counselor.

Child Abuse Reporting

Employees in the Wynford School District are trained to respond to the child who needs help. The major responsibilities of school personnel are to identify a potentially abused or neglected child, and to comply with laws requiring reporting of the suspected abuse to the proper authorities.

School District employees are required by law to immediately report suspected abuse. It is then up to Children's Services to investigate.

Parties

There are three official parties during the school year - Fall Party, Christmas, And Valentine's Day. Birthdays are not recognized as official parties, however with the teacher's prior approval, a healthy treat may be sent in to recognize a child's birthday. This would be the only exception to the three recognized parties. Any exceptions to this must be cleared through the building principal. Your cooperation will prevent possible embarrassing situations from occurring.

Private Party Invitations

In order to avoid embarrassing situations and hurt feelings, it would be appreciated if party invitations were not sent to school and distributed in the classroom, unless all children in the class are invited. Bus transportation must have prior approval of the principal or transportation director.

Flowers/Balloon Bouquets

Deliveries of flowers and balloon bouquets for students will not be accepted at school. They can not be taken home on the bus and often cause disruption in the classroom.

Emergency School Closings

At times it becomes necessary to close school due to weather or equipment failure. The local news media will announce these closings and delays. Please do not call the school office or the media. The telephone lines may be needed to make further announcements. Please listen to WBCO Bucyrus 92.7 FM, WMRN Marion 1490 AM, WYNT 95.9 FM, TV 54, or WTOL TV - 11. In addition Connect-Ed phone contacts will be notified by the superintendent.

Please be sure your children know what to do if there is an early dismissal from school.

Health Policies and Procedures

Emergency Medical Authorization - These forms are to be completed and returned to the school during the first week. The purpose of the form is to provide legal release for the medical treatment of students who become ill or injured while under school authority after a reasonable attempt to contact parents has failed. Please follow instructions carefully; it is important that these forms be filled out accurately.

First Aid - First aid given at school is that of cleaning and bandaging. If a child comes home with a cut received while at school, parents should examine it and apply medication if they feel it is necessary.

If an injury appears to need more than first aid, parents will be called to make a determination as to how it should be handled.

Immunizations - It is the policy of the Wynford Board of Education that no student shall be admitted to school unless:

- 1- The student provides written evidence of proper immunization.
- 2- The student has begun a progressive program toward completion of the immunizations that are required.
- 3- The student's parent or guardian has signed a waiver objecting to immunizations.
- 4- The student provides a written statement from a physician indicating that the immunizations may be harmful to a student's health.

Any student entering the Wynford Elementary School will have a grace period of fourteen (14) days to meet the immunization criteria.

Recess/Phys.Ed. - If illness requires a student to miss recess or Phys. Ed. class more than 1 day, a doctor's excuse will be required.

Dispensing Medications

Many 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. If possible, all medication should be given by the parent at home. If this is not possible, it must be done in accordance to the following:

1. Written orders from a physician must detail the name of the drug, the dosage, the times to be give, and the reasons for it's use. The school office must receive and retain this statement which complies with Ohio Revised Code 3313.713. Forms are located in the center of this book. Additional forms may be received from the school secretary.
2. Written permission from the parent or guardian allowing the school to comply with the physician's orders.

3. No medication will be administered unless it has been purchased for that student and it must be brought to school in the original container from the physician or pharmacist.

A. All medication is to be given by the principal, the nurse, the secretary, or the teacher. Pupils are not permitted to carry medication in school.

B. The student on short term medication is to bring one day's dosage each day.

C. The student on daily medication throughout the year is to bring one week's supply to school at a time.

4. New request forms must be submitted each year and any time a change in medication is ordered.

5. Nonprescription medication such as aspirin, Tylenol and cold medicines cannot be given by the school without prior written permission of the parent or guardian. Forms are available in the school office.

6. Students are permitted to carry prescribed inhalers provided the completed form is on file with the school nurse.

7. Any unused medication left at school will be disposed of two weeks past the expiration date and/or at the end of the school year.

Open House.....September 28
 School Pictures..... November 3/March 18
 Fall Program:
 2nd Grade..... October 22
 Christmas Programs:
 5th Grade/6th Grade Chorus
 5th Grade/6th Grade Bands.....December 7
 PreK, Kdg., Grade 1 December 10
 6th Grade Mohican Trip.....February 22-26
 Winter Program:
 6th Grade/6th Grade Band.....March 9
 PTO Fun Night.....March 19
 PTO Artists & Authors Night..... May 3
 Spring Programs:
 4th Grade May 4
 3rd Grade/6th Grade Chorus May 11

Proficiency and Achievement Testing Dates:
 Fall - October 6
 Spring – April 19-May 7

Interim Reports Sent Home:
 September 25
 December 4
 February 19
 April 30

Report Cards Sent Home:
 November 6
 January 22
 March 26
 May 28

*** All programs begin at 7:00 pm unless a note is sent home stating another time.