

**Williamsburg Elementary School**  
839 Spring Street  
Williamsburg, Ohio 45176  
Phone: 724-2241

**MESSAGE FROM THE PRINCIPAL**

Williamsburg Elementary School Family,

On behalf of our entire team at Williamsburg Elementary, I want to welcome and wish you the best for the 2016-2017 school year. We are excited that you have chosen to be a part of the Williamsburg Elementary School community and look forward to working with you to ensure that your student has a successful school year.

It is our hope that all of our students realize their full potential and recognize the many talents they possess. In order for us to collectively meet this goal, it is important that each student and their family establish goals for the upcoming school year. These goals should serve as a roadmap to success for our students. It is important that our students believe in themselves and come to understand that through hard work, anything is possible!

I also want to thank you for your continued support. The Williamsburg community is always generous in sharing time and knowledge in efforts supporting our students and district. As a result, our students are provided with many enriching opportunities as well as the support necessary to achieve and reach their full potential.

Please feel free to contact me at any time using the information included below or simply stop in during office and school hours if you have ideas, concerns, or questions to discuss. I encourage you to visit our website, [www.burgschools.org](http://www.burgschools.org), for important information as well as news about our students and district.

When parents and teachers work together, our students reach new heights!

Best wishes for the 2016-2017 school year!

Wildcat Pride!

Kevin Dunn  
Principal  
Williamsburg Elementary School  
724-2241 x 9231  
[Dunn\\_k@burgschools.org](mailto:Dunn_k@burgschools.org)  
[www.burgschools.org](http://www.burgschools.org)

# WILLIAMSBURG LOCAL SCHOOLS

## DISTRICT VISION STATEMENT

Our vision is a continuously improving, high performing school district achieving academic excellence for all students.

## DISTRICT MISSION STATEMENT

Our mission is high academic performance for all students through quality instructional practices in a safe and nurturing environment in partnership with the community.

Be a P.A.R. T. of the T.E.A.M.

\*Be Prepared

\*Be Attentive

\*Be Respectful

\*Be on Time

(Together Everyone Achieves More)

### Beliefs

1. All children have the ability to learn more and we have the responsibility to meet the diverse needs of all students.
2. Students learn best when actively engaged in the learning process.
3. High expectations ensure higher student achievement.
4. We have an obligation to provide a learning environment that will foster the self-esteem of each student.
5. To be successful all students must be prepared for careers and lifelong learning.
6. Collaboration with staff, parents, business, and the community is an essential element of successful schools.
7. Education is fundamental to the successful continuation of a democratic society.
8. The Board of Education, administration and all district staff are entrusted with the responsibility of utilizing public funds in a cost-effective manner that supports the mission of the school district.
9. We will use student assessment and program evaluation data to continuously improve curriculum instruction, school climate, organization and management to advance student learning.

**WILLIAMSBURG LOCAL SCHOOL DISTRICT  
BOARD OF EDUCATION**

President	Mr. Greg Wells
Vice-President	Mr. Jeff Cummins
Members	Mr. Brent Keeton
	Mrs. Sue Madsen
	Mr. Charlie Maklem

The school board meets the third Monday evening of each month at 6:00pm in the Middle/High School Family and Consumer Science classroom. The public is invited and encouraged to attend Board meetings.

**ADMINISTRATION**

Superintendent

- Mr. Matthew Earley 724-3077  
earley\_m@burgschools.org

Elementary Principal

- Mr. Kevin Dunn 724-2241  
dunn\_k@burgschools.org

Middle School Principal

- Mr. Jason Tackett 724-2211  
tackett\_j@burgschools.org

High School Principal

- Mrs. Heather Powell 724-2211  
powell\_h@burgschools.org

Director of Student Services

- Mrs. Tina Reichert 724-2241  
reichert\_t@burgschools.org

Treasurer

- Julie Kamphaus 724-3077  
kamphaus\_j@burgschools.org

## WILLIAMSBURG ELEMENTARY SCHOOL STAFF

Principal	Kevin Dunn	dunn_k@burgschools.org
Director of Student Services	Tina Reichert	reichert_t@burgschools.org
Administrative Assistant	Tammy Jermer	jermer_t@burgschools.org
Kindergarten Teachers	Christi Bach	bach_ch@burgschools.org
	Melissa Heimbold	heimbold_m@burgschools.org
	Kim Troxell	troxell_k@burgschools.org
Grade One Teachers	Rae Frost	frost_r@burgschools.org
	Cindy Herren	herren_c@burgschools.org
	Aubrey McCalla	mccalla_a@burgschools.org
Grade Two Teachers	Kim Carver	carver_k@burgschools.org
	Alisha Stephens	stephens_a@burgschools.org
	Kristina Waterfield	waterfield_k@burgschools.org
Grade Three Teachers	Jennifer Hunseder	hunseder_j@burgschools.org
	Tara Nutt	nutt_t@burgschools.org
	Rachel Reckers	reckers_r@burgschools.org
Grade Four Teachers	Jody Guenther	guenther_jo@burgschools.org
	Chasity Hardyman	hardyman_c@burgschools.org
	Tammy Stephens	stephens_t@burgschools.org
Grade Five Teachers	Craig Anderson	Anderson_c@burgschools.org
	Kristina Jones	jones_k@burgschools.org
	Teresa Maham	maham_t@burgschools.org
Special Education Teachers	Wendy Bauer	bauer_w@burgschools.org
	Monica Carter	carter_m@burgschools.org
	Jessi Johnson	johnson_j@burgschools.org
	Mary Beth Tucker	tucker_m@burgschools.org

Art Teacher	Christine Hatfield	hatfield_c@burgschools.org
Music Teacher	Karen Moore	moore_k@burgschools.org
Physical Education Teacher	Chris Rolph	rolph_c@burgschools.org
Technology Education Teacher	Tara Dean	dean_ta@burgschools.org
Library Aide	Lynnett Lonaker	lonaker_l2@burgschools.org

Literacy Center	Hayley Blue	blue_h@burgschools.org
Intervention	Pam Taylor	taylor_p@burgschools.org

Preschool Staff

Full-Day Teacher	Donna Burch	burch_d@child-focus.org
Full-Day Assistant Teacher	Chelsea Kaylor	
Full-Day Classroom Aide	Lindsey Bickett	

Half-Day Teacher	Angela Dunham	dunham_a@child-focus.org
Half-Day Assistant Teacher	Cindy Jamison	
Half-Day Classroom Aide	Kacie Smith	

\*Please note half-day staff lead & teach both our mhalf-day morning and afternoon sessions.

Instructional Aides

Michelle Fender  
Patti Hines  
Kristin Kissinger  
Karen Nunner  
Tammy Winn  
Cindy Yeary

Speech Pathologist	Jennifer McCalla	mccalla_j@burgschools.org
School Psychologist	Courtney Biegger	biegger_c@burgschools.org

School Nurse	Stephanie Sutton	sutton_s@burgschools.org
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Buildings & Facilities Director	Randy Jermer	jermer_r@burgschools.org
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Custodians	Randy Angel	
	Russell Wilson	
	Derrick Jody	

### SCHOOL HOURS

Kindergarten - 5<sup>th</sup> Grade: 8:55 A.M. - 3:30 P.M.

Half-Day Preschool Programs (students attend Monday-Thursday):

Morning Preschool: 8:55 A.M. - 12:30 P.M.

Afternoon Preschool: 1:00 P.M. - 4:30 P.M.

Full-Day Preschool Program (students attend Monday-Friday):

8:55 A.M. - 3:30 P.M.

### DELAY SCHEDULES

Grades K-5 (1-Hour Delay) 9:55 A.M. - 3:30 P.M.

Grades K-5 (2-Hour Delay) 10:55 A.M. - 3:30 P.M.

Morning Preschool Canceled when there is any delay

Afternoon Preschool Typical Schedule

Full-Day Preschool (1-Hour Delay) 9:55 A.M. - 3:30 P.M.

Full-Day Preschool (2-Hour Delay) 10:55 A.M. - 3:30 P.M.

Any changes to the above schedules will be shared using the district's One-Call system and website.

**WILLIAMSBURG ELEMENTARY SCHOOL CALENDAR  
2016-2017**

August 15 - 17	Staff In-Service Days
August 18	First Day for Students
September 1	Kindergarten Open House 5-6pm
<b>September 5</b>	<b>Labor Day (No School)</b>
September 7	W.E.S. Annual Magazine Fundraiser Kick-Off
September 15	Fall Picture Day
September 16	Grandparents' Breakfast
September 23	<u>Progress Reports for First Quarter Issued</u>
October 7	PTA-Sponsored Father/Son Breakfast
October 10	Columbus Day ( <u>No School for Students/Staff In-service</u> )
October 14	<b>Last Day of First Quarter</b>
October 21	Picture Re-Take Day
October 21	<u>Report Cards for First Quarter Issued</u>
October 21	PTA-Sponsored Mother/Daughter Breakfast
November 2	COSI visits WES (sponsored by our PTA)
November 3 & 7	<u>Parent-Teacher Conferences</u>
November 8	Waiver Day ( <u>No School for Students</u> )
November 11	W.E.S. Community Veterans' Breakfast
November 22	<u>Progress Reports for Second Quarter Issued</u>
<b>November 23-25</b>	<b>Thanksgiving Break (No School)</b>
December 21	<b>Last Day of Second Quarter</b>
<b>Dec. 22- Jan. 3</b>	<b>Winter Break (No School)</b>
January 4	School Reopens/Third Quarter Begins
January 13	<u>Report Cards for Second Quarter Issued</u>
<b>January 16</b>	<b>Martin Luther King, Jr. Day (No School)</b>
February 10	<u>Progress Reports for Third Quarter Issued</u>
February 16 & 21	<u>Parent-Teacher Conferences</u>
February 20	Presidents' Day ( <u>No School</u> )
March 3	Spring Picture Day
March 10	<b>Last Day of Third Quarter</b>
March 17	<u>Report Cards for 3<sup>rd</sup> Quarter Issued</u>
<b>March 27- 31</b>	<b>Spring Break (No School)</b>
April 13	<u>Progress Reports for Third Quarter Issued</u>
May 12	PTA-Sponsored End-of-Year Carnival
May 23	<b><u>Last Day for Students/Final Report Cards Issued</u></b>

Please note that vacations for students will NOT be excused from March 13, 2017 to May 23, 2017 due to state testing. Please schedule vacations during Spring Break. Specific dates for district and state testing will be posted on our website once those dates are determined.

## ENROLLMENT

According to the *Ohio Revised Code (section 3313.7.2)* and the *Ohio Department of Health*, the items of documentation described below are required prior to enrollment in Williamsburg Local Schools.

- Enrollment form
- Photo ID of the parent/guardian
- Original birth certificate
- Original social security card
- Health/immunization record
- Custody papers, if applicable
- Proof of residency
- Emergency medical authorization form

## EQUAL EDUCATIONAL OPPORTUNITY

The Williamsburg Local Board of Education supports equal educational opportunity for students free from limitations based upon race, religion, age, sex, presence of a disability, national origin or ancestry. The Williamsburg Local Board of Education has appointed the superintendent to coordinate compliance efforts pertaining to students and to investigate and hear compliance efforts pertaining to students and to investigate and hear complaints in regard to the implementation of this policy. The Superintendent can be reached at 724-3077.

## HEALTH/GENERAL HEALTH

Children should come to school each day well-rested. Children should have a nourishing breakfast at home or plan to participate in our breakfast program at WES.

Children who show the following symptoms should NOT come to school: severe headache, watery and inflamed eyes and nose, cough, fever, skin eruptions, vomiting, diarrhea, and sore throat. **Students cannot return to school until they are fever-free (without medication) for 24 hours.**



If your child has a health problem, please ask your physician to document the condition for the school's records and update the information at regular intervals. Mutual understanding regarding health problems can help us better care for your child.

### **DRESS FOR RECESS AND PHYSICAL EDUCATION CLASS**

Children are outdoors for recess each day, weather permitting. On occasion and more frequently during periods of good weather, students will also go outside for P.E. class. Students should be dressed according to weather predictions. If health conditions dictate that a child is unable to participate in outdoor activities/recess/P.E. class, a doctor's excuse, stating the reason, will be required so that your child can stay indoors.

### **HEAD LICE**

Williamsburg Local School District has a "No-Nit" policy. If a student has been found to have lice or nits (eggs) he/she will be sent home. Enforcing a no-nit policy is key to preventing outbreaks and reinfestations. **Upon returning to school, students will be re-checked. Therefore, the parent/guardian must bring their child to school upon return.** The responsibility for nit removal rests with the parent/guardian. The school district and the Clermont County Health Department are available to answer questions concerning the eradication of lice infestations and provide support to our families.

### **ADMINISTERING MEDICINE**

- The policy for the administration of prescription drugs adopted by the Williamsburg Board of Education states that the guidelines listed below must be followed if your child needs to take prescription drugs during school hours.
- The prescription medicine shall be brought in the original doctor or pharmacy labeled container. The label must include the name of the patient, dates, dosages, and the time interval for dosage. Students should bring only the amount of medication to be taken.
- Medications must be brought to and from school by an adult. Children will not be permitted to transport medications.

The medication shall be brought to the school nurse along with:

- a. Written instructions from doctor
- b. Written permission from the parent/guardian of the student receiving the medication.
- c. The telephone number where the parent may be reached at the time(s) the medication is to be taken.

- The student receiving the medication is to report to the school nurse at the time(s) medication is required or be permitted to take the medication at the time approved.
- Medication shall not be kept by the student under any circumstances.
- The following staff members are designated as being authorized to administer medication to students: school nurse, principal and administrative assistant.
- Students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers, to the principal and any other designee.
- We have the Parental Authorization and Release Form on file in the office that you will need to fill out and sign before we could administer prescription or non-prescribed drugs to your child at school.
- Parents must pick-up any remaining medication for their student at the conclusion of the school year. Any medication that is left at school after the last day school is in session will be destroyed.

Please call or come to the school if you have any questions or wish to obtain a release form.

### **IMMUNIZATIONS**

The State of Ohio currently requires the following, which must be in compliance within the first 14 days of school: DPT - 4 or 5 doses, Oral Polio - 3 or 4 doses, MMR - 2 doses, Hepatitis B - 3 doses, Varicella Vaccine - 2 doses

If the required immunization is not met within this specific time period, state law mandates us to exclude any child not meeting these requirements for enrollment.

### **EMERGENCY MEDICAL CARE**

At the start of the school year, a medical emergency form is sent home requesting necessary information that will allow school officials to contact the necessary persons in the event of an accident or emergency. Minor first aid is given to a child unless parental instructions do not permit it. Parents are notified in case of a serious accident or injury.

**SPECIAL NOTE:** One of our most serious problems in the area of student health is trying to judge the different skin irritations children sometimes get. Our concerns are: 1.) How uncomfortable is the skin condition for the child? 2.) Is this skin condition being treated by a doctor? 3.) Is this condition contagious to other children in our school? Because of these concerns, we might feel it is necessary to

withhold a student from school until a note from a doctor or nurse is provided by the parent/guardian that states that the skin condition in question is not contagious.

### **SNACKS/FOOD PRODUCTS**

Due to the health and wellness concerns of our students, please note the following:

- All food items brought into the school must be commercially prepared.
- Please include food labels, including nutritional information.
- Individually wrapped foods are preferred.
- When sending "snack" food items to school, please include healthy snack alternatives (fruit, vegetables, and other healthy choices).

### **ALCOHOL AND OTHER DRUGS**

#### **Policy Statement**

The Williamsburg Local Board of Education shall not permit any student to transmit, possess, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages illegal drugs, non-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia. Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow-through based on the assessment findings, counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or nonprescription medications must adhere to the policies described within the student handbook.

### **ANNUAL NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

The Williamsburg Board of Education adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of the policy and related guidelines are located in all school buildings and individual copies are available from the District's Records Officer (Guidance Counselor).

## **ASBESTOS NOTIFICATION**

The staff should be aware that federal law "Asbestos Hazard Emergency Response Act" (AHERA) requires that all schools be inspected for asbestos containing building materials; subsequently, developing management plans. The Management Plan includes re-inspections, response action plans and post-response actions. This plan is available for public inspection during regular working hours. To make an appointment for review of our plan, call our Asbestos Planning Manager at 724-3077.

## **USE OF PESTICIDES**

Pesticides are used on school property at different times throughout the year. If you wish to receive notification on the application of the pesticides, please contact our Pesticides Manager at 724-3077.

## **STUDENT PHONE CALLS**

Students need to come to school prepared and with all necessary materials. It takes time away from instruction when students leave their class to call home for missed homework, permission slips, money, etc. To this end, students are not permitted to use the school phone during school hours unless WES personnel deem the call necessary.

## **ATTENDANCE / TARDY POLICY**

Ohio law states that every parent, guardian, or other person having charge of any child of compulsory school age (6-18) must send such child to school for the full time the school attended is in session. This is the law which both parents and school personnel have to obey.

Ohio law mandates that the following procedure be followed for notification when your child is absent from school:

- You must report by phone that your child will be absent for a specified number of days or part of a day from school.
- Notification must occur as early as possible the same day that your child is absent from school. We ask that you notify our school by 9:30am on the day of any absence at 724-2241. If we have not been notified by 9:30am that your child is/will be absent, we will attempt to contact you by phone and/mail.

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. An absence that is not judged as excused is a serious offense.

Truancy is considered an unexcused absence. Since truancy is a violation of Ohio State Law, it may be punished by referral to Juvenile Court (per Student Code of Conduct.)

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Repeated infractions of Board policy on attendance may result in suspension or expulsion. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family necessitating the presence of the child
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bona fide religious holiday
- G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity  
Any classroom assignment missed due to the absence shall be completed by the student.
- H. Such good cause as may be acceptable to the Superintendent
- I. Medically necessary leave for a pregnant student in accordance with Policy [5751](#)
- J. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy [5725](#)  
\*For further information regarding attendance policies, please see Policy 5200

**NOTE: In order for an absence to be marked as excused, a parent and/or doctor note must be turned in to the homeroom teacher or office when he/she returns to school. The note must include the student's name, the dates of the absence, the reason for the absence and the parent's signature.**

Unexcused absences are any absences that fail to meet the above criteria.

- Students arriving to school **after 10:00am.** will be marked **1/2 day absent.**
- Students who depart school **before 2:30pm.** will be marked **1/2 day absent.**
- You must be in school a minimum of three hours to be marked one half day in attendance.
- If a student is absent due to a suspension, that absence will be marked as unexcused.

**Once a student has 10 total absences for the school year, all absences will be unexcused unless there is a note from a medical professional or legal authority. Parent notes will not be accepted after 10 absences (excused or unexcused).**

### **MAKE-UP WORK**

Students will receive an "Incomplete" in the grade book until the work that was missed during an absence has been completed to the satisfaction of the teacher involved. The amount of time given to make-up work will be equal to the length of time missed.

### **TARDY GUIDELINES**

Tardies will be marked either excused or unexcused and will follow the same guidelines as those under the absence guidelines. If a child arrives to school **after 8:55am,** he/she will receive a tardy. If a child leaves school **before 3:30pm** he/she will receive a tardy. Any child who is tardy due to late buses or weather conditions will not be marked as tardy.

**Parents of tardy students must accompany their children to the school office to be signed into school.**

Please review the attached attendance letter.

### **BICYCLES, SKATEBOARDS, SCOOTERS**

Students are not permitted to ride their bicycles, skateboards, or scooters to school and thus are prohibited from the school premises during school hours.

### **CHANGES IN STUDENT / PARENT INFORMATION**

Parents are asked to notify the office when there is a change of address, phone number, or place of employment or other necessary information in order for school records to be kept up-to-date. It is critical and necessary that our families maintain current contact information with our office.

## CLERMONT COUNTY YOUTH SERVICES CONTACTS

Boy Scouts of America	961-2336
Child Focus	752-1555
Clermont County Community Services (Medical, Dental, Youth Services)	732-2277
Clermont County Children's Health	732-7499
Clermont County Jobs and Family Services	732-7111
Children's Protective Services	732-7173
Girl Scouts of America	489-1025
Legal Aid Society of Clermont County	732-2422
Salvation Army	732-6328
Y.M.C.A.	724-9622

## DANCES

The only students allowed to attend student dances are those students registered as students at Williamsburg Elementary School. Students cannot attend dances if they have missed any part of that day of school (exceptions to this can be made at the discretion of the building principal). Students must follow the student code of conduct at dances as well as the dress code.

## DISCIPLINE

### DISCIPLINARY MEASURES FOR MISCONDUCT

Williamsburg Elementary School may institute any of the following disciplinary measures when misconduct occurs on the part of any of our students.

1. Reprimand or verbal warning
2. Missed recess, when deemed necessary by the teacher and/or principal
3. Time-out in the office or another safe and supervised area
4. In-school restriction
5. After-school detention
6. Requested conference with parents and/or parents and students
7. Suspension - up to ten (10) school days
8. Recommendation for expulsion
9. Payment for property damaged
10. Loss of privileges at school

### SCHOOL DISCIPLINE PLAN

- I. Williamsburg Elementary will enforce the Code of Regulations for Conduct of Pupils as per policy adopted by the Board of Education.

- II. A systematic plan of consequences consistent throughout the school district, but appropriate to the needs of Williamsburg Elementary children will be implemented.
- III. Procedures for implementing consequences of misbehavior:
  - A. When the teacher has exhausted all the alternatives inherent in his/her classroom behavior plan or the infraction is considered "severe," a discipline referral will be filled out by the teacher and sent to the office.
  - B. The principal and teacher will discuss the infraction with the child, resulting in, but not limited to, the following:
    - 1. Parents will be notified by the teacher or principal.
    - 2. A conference with the parent and/or parent and student may be requested.
    - 3. Parents may be called to immediately remove their child.
    - 4. Consequence(s) provided (outlined under disciplinary measures for misconduct
    - 5. Suspension (out of school)

### **WES EXPECTATIONS FOR CONDUCT**

- 1. Always give your best effort!
- 2. Walk and move quietly throughout the building to limit disruptions.
- 3. Respect all members of our school community, our school, and all school property.
- 4. Stay safe by following directions.
- 5. Keep hands, feet, and objects to yourself.

### **ELECTRONIC DEVICES**

Unless authorized by supervising or instructional staff, students are not permitted to use electronic communication devices (e.g., cell phones, iPods, game systems, etc.) while school is in session. No electronic devices may be used by students to capture photographs, video, or audio unless authorized by a supervising staff member. If it is deemed necessary for your child to bring a cell phone to school, then it must be turned off and kept in the student's locker.

### **MISCELLANEOUS**

- 1. Gum chewing is not allowed at any time in the building or on the playground.
- 2. Toys, tape recorders, electronic games etc. shall not be brought to school or on the school bus.
- 3. Students are not to trade or sell small toys, trading cards or any other small items



- in the building, playground or school bus.
4. No students are allowed in the teacher workrooms/areas unless it involves a special project designed by the teacher and approved by the principal.
  5. Students are not permitted to use the vending machines during school hours.
  6. Shoes with wheels are not permitted.

### **STUDENT DROP-OFF PRIOR TO SCHOOL**

If you will be dropping your child/children off at school instead of using bus service, please note the following:

To help ensure the safety of our children, students in grades K-5 are not permitted to be dropped-off at the back of our school. **All students in grades K-5 that are brought to school must be dropped-off in the front of the school using the side parking lot, which is accessed using South High Street.** This location is the safest and most secure location for students to be dropped-off by their parents, guardians, and caregivers. WES staff will be at the designated crosswalk beginning at 8:35am each day school is in session to receive students that are dropped-off at school. **WES staff will remain at the crosswalk until 8:55am. If you enter the drop location after 8:55am and a WES staff member is not present to receive your child, you must park and bring your child to the office and sign them into school.**

To help provide the safest environment possible for morning drop-offs, we ask that you:

- Have your child/children ready to exit the vehicle when you pull into the drop location. This will reduce wait time and help ease potential traffic congestion.
- Have students exit the vehicle on the passenger-side. This allows students to enter the designated crosswalk/safe area without having to walk between or in front of other vehicles, further reducing the risk of an accident.
- Please do not use cell phones when entering the parking lot and drop location. One moment of distraction could result in an accident.
- Students who are dropped-off prior to school are to enter the gymnasium and remain seated.

Students can be dropped-off as early as 8:35am. Students who are dropped-off early to school will be supervised in the gymnasium, providing a safe environment away from weather conditions and vehicle traffic. If you drop your child off prior to a staff member being outside at the drop

location, we ask that you bring your child to the office so they can be received by A WES staff member.

Students that walk to school and live on either Wilmar Avenue or Willow Street will be permitted to enter the school through the back entrance once a WES staff member is present prior to school. Preschool students will be permitted to be dropped-off and picked-up at the back of our school near our pre-school entrance/classroom. Pre-school families that drop-off and pick-up their children at school must:

- Park vehicles in the parking area at the back of the building and walk their children to the entrance where our preschool staff will receive the students.
- Refrain from parking on the street.

We greatly appreciate your understanding and support with this matter. Nothing is more important than the safety of our students. Your assistance will help us further strengthen the safety of students at Williamsburg Elementary School.

### **STUDENT PICK-UPS AT DISMISSAL**

If you will be picking your child up from school at dismissal time, please note the following:

- Student pick-ups are at the back entrance, on the Willow Street side of the building.
- Parents will need to park in the lot at the back of the building near our football field (Willow Street) and sign their child out from the back entrance doors. Parents must park their vehicles in the designated areas, sign their children out, and personally receive them from a WES staff member.
- Due to the congestion in the front of the building during dismissal, students cannot be signed out at the school office after 3:15pm.

### **WALKERS AT DISMISSAL**

If your child walks home, please note the following:

- You must submit, in writing, your permission for your child to be dismissed as a walker after school.
- All walkers will be dismissed from the front entrance of the building after student buses have left the lot.

## TRANSPORTATION PRECEDURES

This summer, student bus assignments were mailed to parents, with specific pick-up and drop-off times. If you need to make any changes to your student's transportation, a variance form is required. This includes any student that will be picked-up or dropped-off someplace other than their home bus-stop on a daily basis. This includes students that are open-enrolled and need transportation from a sitter or daycare within the Williamsburg School District. The form is not to be used for one-time or occasional occurrences.

### Variance Guidelines:

1. Variances for riding regular routes may be granted for childcare/babysitting purposes only. New routes will not be created nor existing routes modified to accommodate a variance. Variances may be denied or revoked if ridership exceeds bus capacity.
2. The student's requested pick-up and/or drop off location(s) must follow an established, consistent schedule. Preferably the same location(s) all 5 days each week.
3. Requests will be approved/denied within two (2) school days of receipt at the Transportation Office.
4. A new variance request must be submitted if another change in bus assignment is requested.
5. Questions concerning transportation issues should be directed to the Transportation Office, at 732-0935.

NOTE: The driver is responsible for discipline on the bus and is under instructions from the superintendent to report to the principal cases of misconduct. Consequences of a student receiving a bus conduct slip can include the following:

- Written warning
- Loss of school privileges
- After-school detention
- Any consequence previously mentioned regarding student misconduct
- Suspension from the bus
- Permanent removal from the bus

## **DRESS / APPEARANCE CODE**

The students at Williamsburg Elementary School are expected to dress in an acceptable manner. Any student dress/appearance that detracts from the normal pattern of the educational process will not be permitted. The dress/appearance guidelines include, but are not limited to, the following:

1. No student shall wear or exhibit shirts, buttons, pins etc., with obscene/objectionable language or language promoting the use of alcohol, drugs, or violence, or serves as a potential distraction.
2. Muscle shirts, mesh jerseys, tube tops or tank tops are prohibited.
3. Some clothing, accessories, and hairstyles are in bad taste and can serve as a distraction or be disruptive. It will be the judgment of the administration in determining if corrective measures are warranted.
4. Hats and bandannas cannot be worn in the building by either boys or girls.
5. Blouses, dresses or shirts, which expose areas of the stomach, side, or back, are not permitted. Shirts must reach the waist and cover the shoulders.
6. Body piercings that potentially serve as a safety/health concern or potential distraction are prohibited.
7. No flip-flop or high-heel shoes are permitted. These types of shoes serve as safety concerns, particularly with younger children during active times in school such as recess and Physical Education class.
8. Children will be permitted to wear shorts during the first academic quarter, and can resume wearing shorts when school reopens after spring break. Exceptions are the sole discretion of the principal.
9. Short shorts, mini-skirts or mini-dresses (shorter than fingertip length) are not permitted.
10. No face or body painting will be permitted.
11. Due to safety concerns, students are required to wear appropriate shoes on days they are scheduled to participate in physical education class.

## **GUIDELINES FOR CORRECTIVE ACTION**

The teacher/school official who has a student whose appearance is in question shall inform the student privately. The student shall be told that the article should not be worn again. If there are extreme cases that seem to disrupt school, attempts shall be made to notify parents. In this event, parents will be asked to make arrangements for a change of clothing to be brought to school during the day.

## **HOMEWORK POLICY**

Elementary students need time for independent practice of skills/lessons taught during the day. Homework should be directly related to the adopted curriculum and should serve to increase students' understanding. Students can expect to have homework. Teachers are encouraged to coordinate assignments so that children are not given excessive assignments. Parents are encouraged to assist students where appropriate. Generally, homework should not require more than an hour to complete. Occasionally, longer projects may require some home study over several evenings.

## **INSURANCE**

The school will take every precaution to prevent injury to students. Because of unforeseen hazards, the school has an accident insurance program that is available to all students for a small fee. The information regarding insurance will be sent home to you with your child.

## **KINDERGARTEN AGE REQUIREMENT**

A child must be five years old on or before Aug. 1st to be eligible for the current school year.

## **LOST AND FOUND**

Please mark all belongings with your child's name for identification. Unclaimed lost and found items will be washed and prepared for donation at the conclusion of each academic quarter.

## **LUNCH**

- We use the "Meals Plus" point-of-sale system in our buildings. Students are welcome and encouraged to pre-pay for meals, making one less thing for parents and students to have to remember on a daily basis. This also helps our lunch lines run faster and more efficiently. Elementary students will use their student ID cards that will be kept in their classrooms.
- Lunch prices this year will be \$2.75 for the regular lunch. Applications for the Federal Free Lunch Program will be sent home the first day of school.
- Menus will be posted in classrooms, on our district website, and sent home with each child monthly. All students may substitute a peanut butter sandwich for their main entrée.
- Please contact the school nurse, principal and cafeteria staff if your child has any food allergies.

- Students are required to either receive a lunch from the school cafeteria or pack a lunch from home. Students are not permitted to have food from restaurants brought to school during our lunch periods. Also, students are not permitted to pack pop or energy drinks in their lunches.
- If you are planning to eat lunch with your child, you will need to send a note to your child's teacher or call the office by 9:30am that morning.

**LUNCH CHARGES:** If your child needs to charge their lunch, they should tell their teacher and receive a charge slip before they come to the cafeteria. All lunch charges need to be paid as soon as possible.

### CAFETERIA RULES

1. Enter and leave the cafeteria/gymnasium quietly to help ensure safe and efficient transitions to and from lunch.
2. Students are encouraged to converse with their friends in a quiet voice. We will refer to this as our "inside" voice.
3. Once a student has received their lunch, they are not permitted to leave their seat unless given permission by an adult monitoring lunch.
4. Keep hands, feet, objects and food to yourself.
5. Students are not permitted to touch other students' food or trade food items.
6. No food is to be taken from the cafeteria.
7. Follow the directions of the lunch monitors at all times.

### THE NEW OHIO PARENT INFORMATION AND RESOURCE CENTER

[Title I, Section 1118 (g)]

*...each LEA or school...shall assist parents and parental organizations by informing - them - of the existence and purpose of such centers.*

The NEW Parent Information and Resource Center (PIRC) is a program of the Columbus Urban League (CUL) and the Columbus Public Schools and is funded by the U.S. Department of Education, Office of Innovation and Improvement. The Ohio PIRC will be sharing the responsibility of Ohio's children's academic achievement and childhood development by empowering parents and families with information, resources and training.

The new Ohio PIRC statewide phone number is 1-866-253-1829 (toll free)

**Emby Miller**, Director, Columbus Urban League Education and Youth Services

Phone 614-257-6300, Ext. 309/372-2309 FAX 614-257-6327

e-mail: [emiller@cul.org](mailto:emiller@cul.org)

**Kathy Griffin**, Ohio PIRC Coordinator

**Susan Lawrence**, Ohio PIRC Project Manager

Phone 614-475-0235 e-mail: [harrislaw@aol.com](mailto:harrislaw@aol.com)

Columbus Urban League, Inc.

788 Mount Vernon Avenue Columbus, Ohio 43203

Phone 614-257-6300, Ext. 320 for Ohio PIRC

**Direct line/local number for Ohio PIRC 614-372-2320**

### **PARTIES**

Classroom parties are provided for the children during the year at Christmas and Valentine's Day (and possibly other times as approved by the principal). Students will be permitted to have one snack/treat as part of their classroom party. We ask that you please follow the directions of your student's classroom teacher for class parties. Due to the health and wellness concerns of our students, please note that all food items brought into the school for distribution at classroom parties must be commercially prepared.

### **PICTURES**

Pictures are taken in September. Pictures are taken for the yearbook and school records. There is absolutely no obligation on the part of parents to purchase pictures. Pictures are offered to parents as a convenient and inexpensive means to obtain high-quality pictures of children during their school years. We will also offer Spring pictures at our school. Again, there is no obligation for parents to participate. Our photographer is Glutz-McIntire Photography. School pictures scheduled for this year are as follows:

Fall picture day:	9/13/13
Re-Takes:	10/21/16
Spring picture day:	3/3/17

### **RECESS**

Since it is imperative for our students to be supervised at all times, children are required to go outside for recess. If the weather is questionable, please dress your student(s) in layers so they will be prepared for a change in the weather. If the temperature or wind-chill factor is below 32°, recess will be held inside.

## **REPORTING TO PARENTS**

Report cards are issued each at the conclusion of each academic quarter. Student progress reports will be sent home once per quarter.

- Parent-teacher conferences will be held on November 3<sup>rd</sup> and 7<sup>th</sup> as well as February 16<sup>th</sup> and 21<sup>st</sup>.
- If you would like to discuss concerns about your child at other times during the year, please call our office (724-2241) to make an appointment with the teacher(s).

## **RETENTION/PROMOTION POLICY**

Our retention/promotion policy dictates we consider the following factors when considering a child for retention or promotion: state mandated competency assessment and testing results, classroom grades, social development, attendance, teacher, principal, and parent/guardian input.

### **Third Grade Reading Guarantee**

Ohio Revised Code 3313.608 requires the Williamsburg Local School District to assess the reading skills of every student enrolled in kindergarten through third grade by September 30<sup>th</sup> of each school year in order to identify students who are reading below grade level.

The 3<sup>rd</sup> Grade Reading Guarantee was created to ensure all Ohio students are reading at grade level by the end of third grade. Students who receive a score on our district's English Language Arts Assessment at the end of the school year that is below the level prescribed by the State Board of Education will be retained in third grade pursuant to Ohio law unless he/she is otherwise exempt. The English Language Arts Assessment is not the sole determinant of promotion, and additional evaluations and assessments will be available to assist you and our district in determining when a student is reading at or above grade level and ready for promotion.

If you are interested in knowing more about the 3<sup>rd</sup> Grade Reading Guarantee, please visit the Ohio Department of Education website or contact the principal.



## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents and guardians may review instructional materials used at Williamsburg Elementary School. If you wish to review these materials, please complete form 9130 F2 (Request for review of materials or course content) which is available at the school offices or the board office. The completed form should be submitted to the building principal.

## **SEARCH FOR CHILDREN WITH A DISABILITY**

School districts throughout Ohio are participating in an effort to identify, locate, and evaluate all children with a disability from birth through age 21. By a disability, we mean conditions such as multiple disabilities, hearing impaired, visually impaired, orthopedically and/or health impaired, severe emotional disturbance, cognitively disabled, specific learning disability and speech or language impaired.

If you know of a child with a disability within the Williamsburg Local School District, please contact the superintendent of schools at 513-724-3077 or the principal of the child's school.

## **SECURITY/SAFETY GUIDELINES**

In order to provide a safe learning environment for all children, we ask that you follow the security/safety guidelines listed below:

- Upon exiting the buses, children need to proceed directly to their classroom. Students who are dropped off and wait in the gymnasium will be released to their classrooms at 8:50am. No adult will be permitted to escort children to their classroom. We appreciate your understanding with this matter as WES takes every precaution to maintain a safe environment for our students.
- If you need to speak to your child's teacher, please leave a message in the front office or e-mail the teacher. The teacher will respond promptly.
- If you are not readily identifiable to the office staff, a photo ID will be requested.
- We further ask that each visitor wear a Visitor's Badge that can be obtained in the school office.

## **SEXUAL HARASSMENT**

Sexual harassment has no place in the Williamsburg Local School District, whether between the supervisor and the supervised, between co-workers, between employees and students, between students, or between any student or employee and a member of the public visiting the schools.

Complaints or information regarding sexual harassment shall be directed to the appropriate building principal who shall have a duty and the authority to conduct an independent investigation of the matter.

### **SMOKE-FREE SCHOOLS**

Federal law mandates public school districts receiving federal funds to maintain a smoke-free indoor environment.

The Williamsburg Local School District has received and will continue to accept federal funds both directly and indirectly. Therefore, the following provision shall be effective July 1, 1994:

In compliance with the "Pro-Children Act of 1994" all school buildings in the Williamsburg Local School District shall maintain a smoke-free indoor environment.

Additionally, we ask that you respect our desire to make our campus completely smoke-free.

### **STUDENT FEES**

Each student, kindergarten through fifth grade, will be assessed a school fee of \$40.00. If you pay by check, please make it payable to Williamsburg Elementary School. Student fees must be paid in order for your child to receive his or her report cards. Payment plans can be arranged to help spread the cost of school fees over the course of the school year. Contact the office to make such arrangements.

### **GRADING SCALE**

A	90-100	S	Satisfactory
B	80-89	N	Needs improvement
C	70-79	U	Unsatisfactory
D	60-69	Z	Areas of concern
F	0-59		

### **Student Code of Conduct**

Ohio Revised Code 3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) description of the acts which were in violation of the Student Code of

Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion. Students may be represented by legal counsel at expulsion hearings should the family choose to obtain counsel.

The written notice of intent to suspend or placement at the Alternative School shall be given to the student at an informal hearing and sent to the parents.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents may appeal any decision of the Williamsburg Local School District Administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension or denial of extracurricular activities to the Clermont County Court of Common Pleas.

It is the policy of Williamsburg Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Williamsburg Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to The Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles.

The types of conduct **prohibited** by this Code of Regulations are as follows:

1. Damage or destruction of school property on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Damage or destruction of property belonging to a school employee or anyone connected with the school district, whether on or off school premises.
4. Assault on a school employee, student or other person.
5. Harassment of school personnel during school and/or non-school hours.
6. Fighting.
7. Hazing/bullying (to persecute or harass or humiliate another student and/or employee).
8. Chronic misbehavior, which disrupts or interferes with any school activity
9. Disrespect to a teacher or other school authority.
10. Disregard of reasonable directions or commands by school authorities including school administrators and teachers. This includes failure to turn over electronic devices when student was not given explicit permission to use them.
11. Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions, which are considered to be slanderous or degrading in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name-calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
12. Refusing to take detention or other properly administered discipline.
13. Skipping detention.
14. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
15. Forgery of school or school related documents.
16. Cheating or plagiarizing.
17. Gambling.
18. Extortion of a student or school personnel.
19. Theft or possession of stolen goods.
20. Arson or other improper use of fire.
21. Possession of matches or lighters, or other similar devices.
22. Possession or use of dangerous weapons or ordinance or objects which look like weapons or ordinance, including, but not limited to, guns, firearms, ammunition, knives, grenades, sling shots,

bows, arrows, machetes, brass knuckles, chains, studs, etc., or possession of, use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

23. Buying, selling, transferring, using or possessing any substance containing tobacco, derivative of tobacco, or imitation of tobacco including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, dip, electronic cigarettes, electronic hookahs, or using tobacco in any other form.

24. Buying, selling, transferring, using or possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance) - on school premises or at a school related function.

25. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.

26. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia in include instruments, objects, papers, pipes, containers etc.

27. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.

28. Cursing.

29. Use of indecent or obscene language in oral or written form.

30. Publication of obscene, pornographic or libelous materials.

31. Placing of signs and slogans on school property without the permission of the proper authority.

32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.

33. Demonstrations by individuals or groups causing disruption to the school program.

34. Truancy.

35. Tardiness.

36. Leaving school during school hours without permission of the proper school authority.

37. Upon initial arrival, leaving school property without permission.

38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration is reasonably related to or represents gang or gang like activity.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Turning in false fire, tornado, bomb, disaster or other alarms.
44. Presence on school property with a communicable disease
45. Failure to abide by rules and regulations set forth by administration for student parking.
46. Disobedience of driving regulations while on school premises.
47. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
48. Any disruption or interference with school activities.
49. Willfully aiding another person to violate school regulations.
50. Commission of any act on school premises or at a school activity in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code.
51. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
52. Any type of prohibited activity listed herein engaged in by a student shall be reason for expulsion, suspension, removal or permanent exclusion from school.
53. Certain situations may dictate an exception to this policy based upon a principal's decision.
54. Failure to abide by rules and regulations of the Technology Agreement.
55. Threatening /Harassing other students, staff, or adults.
56. Any speech which is reasonably likely to cause substantial disruption or material interference with school activities or is an invasion of the rights of others is prohibited.
57. No student may, at any time, use a portable communication device in a manner that is profane, indecent, or obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages.

## **Suspension**

1. The length of suspension for above offenses will depend upon the number of previous suspensions and/or the judgment of the principal.
2. Students suspended or expelled will be considered absent (unexcused) and may be allowed on their first suspension to make up work for a maximum 100% credit. If a student is suspended a second/third time during the same school year, students will be allowed to make up work for a maximum of 50% credit. For any additional suspensions, students would receive 0% credit for all work assigned during the days of suspension. It is the student's responsibility to ask the teacher for make-up work. This can be done via email to teachers during suspension or upon a student's return to school following suspension.
3. Students who are suspended from school are not permitted on school property during the period of suspension. In addition, suspended students are not permitted to participate in or attend extra-curricular activities during the suspension period.

## **Mandatory Expulsion For Weapons**

Federal law mandates that public school districts receiving federal funds require expulsion for a minimum of one year, subject to reduction by the Superintendent on a case-by-case basis, of any student who brings a firearm to school.

Williamsburg Local School District has accepted and will continue to accept federal funds both directly and indirectly.

Therefore, the following provision shall be effective immediately:

Any student who is determined to have brought to school a firearm as defined in Section 921 or Title 18, United States Code, shall be expelled for not less than one year, subject to reduction of this term by the Superintendent on a case-by-case basis, shall consider all of the relevant facts and circumstances, including applicable Ohio Law.

## **SUGGESTIONS FOR PARENTS**

- Demand prompt and regular attendance on your child's part; send in a written explanation for absences or tardiness to the office and your child's teacher.
- Provide a structured routine at home during the school year that includes consistent bed and homework/study time.
- Give personal attention to your child's cleanliness, grooming, and appropriate dress.

- Send your child to school well rested, with a good breakfast, and secure in your love.
- Be interested and informed about your child's progress in school. Unpack their book bag with them each evening and talk about completed work that is sent home.
- Recognize your child's achievements and limitations and give encouragement at all times.
- Help your child with personal problems.
- Take part in conferences with your child's teacher.
- Discuss with your child, his/her progress in school.
- Share information which will help the school with its work with your child.
- Attend school functions.
- Teach your child respect for authority and cooperate with the school in matters of discipline.

### **TAKING YOUR CHILD OUT OF SCHOOL DURING SCHOOL HOURS**

- The Ohio Revised Code (3321.04 *COMPULSORY ATTENDANCE*) states that every parent, guardian, or other person having charge of any child of compulsory school age (6-18) must send such child to school for the full time the school attended is in session. This is the law which both parents and school personnel have to obey.
- Permission to release a child will be made on the basis of a note or phone call from the parent or legal guardian.
- Parents or some other authorized person wishing to take their child from school during regular hours must come to the office and sign the dismissal sheet showing that the student is leaving early. This procedure is designed to protect your child against illegal pick-ups. Also, as a safeguard, all outside doors will be locked during the regular school day hours. Exceptions to this shall be the two main entrance doors. (All visitors must check in the office as per School Board Policy.)
- If at all possible, doctor, dental, and other appointments should be scheduled outside of regular school hours.

### **TEACHER REQUESTS**

Specific teacher requests are not accepted. As professionals, we take great care when assigning students to a homeroom teacher. Many factors are considered when class lists are made. These factors include, but are not



limited to, varying student abilities, behavioral issues, balance of gender, etc. This ensures that each class is a well-balanced environment in which to learn.

### **TEXTBOOK AND SCHOOL PROPERTY**

**Students are responsible for the books issued to them.**

It will be the responsibility of the student to pay for lost or damaged books. Any other school property which a student damages must be repaired by the student to the satisfaction of the administration or else the cost of repair will be paid by the student doing the damage.

### **VACATIONS**

The school discourages students from being absent during the school year anymore than absolutely necessary. Family vacations should be scheduled during the summer months. However, if a vacation has to be scheduled during the school year, prior approval must be given by the principal at least one week in advance of the request. Furthermore, vacation absences will not be excused during times of district and state-wide testing. Please note that student work may not be available prior to students leaving on vacation during the school year. Students are required to complete all work missed and will be given no more than one week to complete missed work.

### **VOLUNTEER GUIDELINES**

Our school and community continue to benefit from the generosity of volunteers. We are fortunate to have wonderful volunteers who offer their time and talents to our school district and students. Numerous volunteer opportunities are available. While we value and encourage support from volunteers, our primary concern is the safety and welfare of our students. To this end, we require all volunteers to receive a background check. A BCII check is required if you have lived in the state of Ohio for three consecutive years. If you have not lived in the state of Ohio for three consecutive years, a BCII and FBI background check will be required. Both background checks are good for five years.

Where: Clermont County Educational Service Center  
2400 Clermont Center Drive, Batavia, Ohio

Procedure: Schedule an appointment with their receptionist, at 735-8300.

- If you will be volunteering for your child's teacher, arrangements will need to be made with your child's teacher in advance. The teacher will then provide the office with this schedule. If your name is not on this schedule and submitted to the office, you will not be permitted to proceed to the classroom.

- Parents and other visitors are required to report to the school office before going to a classroom. This regulation is mandated by Ohio Revised Code Section 22917.211. **Please do not drop in unannounced and ask the teacher to take time to talk to you.**

### **WEATHER DISMISSALS**

At times it might be necessary to cancel school or dismiss early when road or weather conditions so warrant. In case of school cancellations, school delays, and/or early dismissal, parents will be notified through the ONE-CALL SYSTEM. Additionally, bulletins will be issued over local radio and TV stations.

### **WILLIAMSBURG LOCAL SCHOOL DISTRICT ANTI-HAZING POLICY**

It is the policy of the Williamsburg Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk of an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

## **ANTI-BULLYING**

Williamsburg Elementary School is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The school encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

### **Harassment, intimidation, or bullying means:**

Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

Harassment, intimidation, or bullying also means cyber bullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he or she has been or is the victim of aggressive behavior should immediately report the situation to the building principal or the superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. All complaints about aggressive behavior that may violate this policy shall be promptly investigated by the appropriate person.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, he or she should report it and allow the administration to determine the appropriate course of action.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the perpetrator of that finding and inform the parent/guardian about any disciplinary consequences that will be imposed against such student.

## **Bullying & Character Education at Williamsburg Elementary School**

In an effort to proactively teach kindness, acceptance, and good citizenship, Williamsburg Elementary School implements a Character Education program that teaches students specific character traits. Williamsburg Elementary School has also adopted the *Olweus Bullying Prevention Program* to improve the school climate for all students. This program is modeled after the research of Dr. Dan Olweus, a leading expert on reducing bullying in schools. The program goals are:

1. To reduce and eliminate bullying behavior and violence in schools.
2. To prevent new occurrences of bullying and violent behavior.
3. To create a respectful, trusting, supportive environment that fosters learning.

As a school, we will be working with students to realize the following commitments:

- We will not bully others.
- We will include students who are easily left out.
- We will try to help students who are bullied.
- When we know somebody is being bullied, we will report it to an adult at school and an adult at home.

Williamsburg Elementary School has adopted the Olweus Bullying Prevention Program's definition of bullying, which is: **Bullying is when someone repeatedly and on purpose says mean or hurtful things to another person who has a hard time defending him or herself.**

What can students do to **STOP** bullying if it is happening to you or someone else?

**S** - Say something. Tell the person to STOP and walk to a safe place.

**T** - Tell an adult at school and at home.

**O** - Options should be discussed at home and school to plan what to do if it happens again.

**P** - Practice your plan so that you will be prepared.

This program involves important classroom and school-wide components. It is critical and necessary that students and/or their parents inform teachers and the school administration about potential bullying behaviors.

**SAFE@BurgSchools.org**

Students who have been bullied or have witnessed bullying should immediately report such incidents to the classroom teacher, school principal, or any other trusted staff member. If students do not feel comfortable talking to an adult, they are encouraged to use Williamsburg's [safe@burgschools.org](mailto:safe@burgschools.org) or call 513-279-BURG (2847). This email address and helpline is for members of our school community to use to report any information that could have a negative impact on students, staff, or school property. Examples include, but are not limited to, violence, sexual harassment, weapons, threats, thefts, property damage, and drug/alcohol abuse.