



**Elementary**  
**Student Handbook**  
**2022-23**

## **Wilmington City School District Phone Numbers**

Administrative Offices	382-1641
East End School (PreK)	382-2443
Denver Place School (3,4,5, MH)	382-2380
Holmes School (K, 1, 2)	382-2750
Wilmington Middle School (6-8)	382-7556
Wilmington High School (9-12)	382-7716
Transportation Dept. (Buses)	382-2357

**Attendance Hotline**  
**382-4669**

Denver Extension 1

East End Extension 2

Holmes Extension 3

[www.WilmingtonCitySchools.com](http://www.WilmingtonCitySchools.com)

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## **Admitting Students**

To be admitted to the Wilmington Schools, a student under 18 years of age must be accompanied by a parent or legal guardian who will sign entrance cards and emergency medical authorization and who will accept responsibility for the attendance, financial obligations, and behavior of the student. Parent custody documents should be brought to *Central Registration*, 275 Thorne Ave. 937.382.7410, when a student is admitted in accordance with Section 3313.672 O.R.C.

A student at the time of entry shall present any records from previous school attended, a birth certificate or comparable certificate such as a passport, attested transcript of baptism or hospital record, Social Security Card, and proof of residence. Immunization records are also required.

## **Attendance- Student Absences and Excuses**

**I. Goal:** The goal of the Wilmington City School District is that no student should miss any days of school without a legitimate excuse. A significant correlation exists between school attendance and academic and lifelong success. To help ensure that our students achieve that success, the Wilmington City School District has joined with all of the school districts in Clinton County in adopting a uniform attendance policy as described below.

### **II. Attendance Guidelines**

- A. The attendance policy will cover each semester that the student is enrolled;
- B. Each Student will be permitted a maximum of sixty (60) hours or 38 hours within a month of absences per school year without independent verification; i.e. doctor excuse, etc.
- C. Until a student accumulates sixty (60) hours of absences in a school year, a note or a phone call from the parent or guardian will excuse the absence for one of the reasons listed below. If a note or phone call is not provided to the school by the parent or guardian within forty-eight (48) hours, i.e. two business days, of the student's return to school, the absence will be unexcused.

### **III. Legitimate Excusable Absences**

After a student has accumulated sixty (60) hours of absences (excused or unexcused) in a school year, absences will only be excused under the following circumstances:

- A. **Short Term Personal Illness:** For a student who has been absent for sixty (60) hours in a school year, any further absence for personal illness will require a doctor's excuse. The doctor's excuse must be signed by the doctor and indicate that the student was seen by the doctor personally and state the reason for the student's inability to attend school. Any absence greater than sixty (60) hours in a school year due to illness that is not accompanied by a doctor's excuse as described above will be unexcused. A doctor's excuse must be provided to the school within forty-eight (48) hours, i.e. two business days, of the student's return to school or the absence will be unexcused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the proper time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be

maintained in the student's file.

- B. **Long Term Personal Illness:** If the student suffers a long term illness requiring extended absence from school, a doctor's excuse must be provided to the school every twenty (20) school days. The doctor's excuse must indicate that the student was seen personally by the doctor, the reason for the student's continued inability to attend school, and provide specific dates which are to be excused. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- C. **Chronic Illness:** Absences for a chronic medical condition (asthma, migraines, etc.) may be approved in advance by the student's healthcare provider, i.e. physician, nurse practitioner, or physician assistant, without the need for the student to be seen by the healthcare provider. Parents shall obtain this Waiver from the school nurse, administrator, or administrative assistant. Once approved by the healthcare provider and on file with the school, the parent shall provide written documentation for any absence of the specific chronic condition as long as the chronic condition is mentioned in the parent note. The Waiver is valid for August-December and shall be renewed for January-June.
- D. **Head Lice:** Students who are excluded from school due to head lice are allowed fourteen (14) hours of excused absences with two (2) occurrences per year, maximum. Days beyond the fourteen (14) hour limit or days beyond the two (2) permissible occurrences per year are unexcused.
- E. **Illness or Injury in the Family:** Independent verification by a physician explaining the nature and severity of the illness or injury to the family member requiring the student to be absent will be required within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- F. **Quarantine of the Home:** Absences will only be excused for the length of quarantine as determined by health officials. Verification from relevant health officials explaining the nature and length of the quarantine must be submitted within forty-eight (48) hours, i.e. two business days, of the student's return to school. If an excuse is not accepted by the school, the original will be returned to the student with a notation as to why it was refused, e.g., excuse not provided within the property time period, excuse not written by a doctor, etc.. A copy of the refused excuse will be maintained in the student's file.
- G. **Death in the Family:** Three days absence will be permitted, unless a parent or guardian offers a reasonable explanation that more school absences are necessary. The parent or guardian may provide a note to the school to advise the school of the absence, however under certain circumstances, the school may require additional documentation to confirm the student's absence was legitimate i.e. funeral service documentation, etc.

- H. **Observance of Religious Holidays:** Any student shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her truly held beliefs and the parent or guardian has notified the school in writing at least forty-eight (48) hours prior, i.e. two business days, to the absence.
- I. **College Visits, Take Your Student to Work Day, Job Interviews, Job Shadowing, Armed Services Tests, and Professional Appointments:** The total of these absences may not exceed twenty-one (21) hours without the specific approval of the principal or superintendent. Students with excessive absences (thirty-five (35) or more hours in a quarter) may have such absences denied. The absence must receive prior approval by the school and verification of the student's attendance at the activity must be provided to the school within 48 (forty-eight) hours, i.e. two business days, of the student's return to be excused. For events that require absence for part of a day, the student's absence will only be excused for the time necessary to attend the event.
- J. **Court Appointments:** In the instance that the presence of the student is required in a court of law, the absence will be excused if documentation showing that the student's presence was required within forty-eight (48) hours, i.e. two business days, of the student's return to school.
- K. **Vacations:** Vacations shall be excused only if pre-approved by the school principal. Students with excessive absences may have such absences denied;
- L. **Other:** The school superintendent or principal must approve, at their discretion, the excusal of absences not otherwise covered in this section.

#### **IV. Unexcused Absences**

- A. Any absence other than those described above.
- B. The school administration will make the final determination as to whether an absence is excused, but in general, unexcused absences include, but are not limited to:
  - a. Missing the school bus.
  - b. Experiencing transportation problems at home or on the way to school.
  - c. Remaining at home to complete school assignments.
  - d. Missing school without legitimate illness.
  - e. Oversleeping.
  - f. "My mom didn't get me up."
  - g. Not having suitable clothing to wear to school.
  - h. Working at a job during the school day without a proper work permit.
  - i. Babysitting.
  - j. Any form of recreation (unless pre-approved vacation days).
  - k. Personal business that can be done after school or on the weekends.
  - l. "Helping at home" or "was needed at home."

- m. "I had a game last night."
- n. Pictures or portraits.
- o. Hunting season.

## **V. Absence Notification Procedures**

- A. Immediate Notification:** As a result of the Missing Student Act, a student's parent/guardian is required to contact the school office between 8:00 a.m. and 11:00 a.m. on the day of the absence;
- i. If the school does not hear from the parent/guardian, school officials are obligated to attempt to make contact with a parent/guardian to verify the absence. We will attempt to contact your phone.
  - ii. A reported absence may still be determined to be unexcused according to the absence policy.
- B. Ways of Reporting Absences:** Absences will be considered reported if:
- i. A parent or guardian calls the school the day of the absence and provides the reason for the absence\*;
  - ii. A parent or guardian writes a note or provides other required documentation to the school listing the day(s) missed and the reason for the absence(s);
  - iii. School officials make contact with a parent or guardian and receive a satisfactory explanation for the absence(s).

**\*To report your child as absent, please call the District Attendance Hotline 382-4669 and leave a message.**

If children are to be picked up early, we ask that you call the office or send a note so that we can arrange for their early dismissal. All students must be signed out by an approved adult in the office if leaving early.

**If an emergency arises and your child cannot go home on the bus as they regularly do, you may call the school to request your child NOT RIDE the bus.** If you do call the school, please be sure you speak to a person. **DO NOT LEAVE THIS INFORMATION ON THE MESSAGE system.** *Messages are not always checked before the end of the day.*

**All Transportation Changes need to be made by 2:30 p.m.**

**Each student who is absent must immediately upon returning to school make arrangements to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s).**

## **VI. Truancy Definitions and Intervention Procedures**

- A.** If a student is absent without legitimate excuse for eighteen (18) hours in a school year, the parent or guardian will be notified by letter.
- B.** If a student is absent without legitimate excuse for thirty (30) hours without legitimate excuse, the student will be referred to the Clinton County Juvenile Mediation Program. Whether or not mediation is performed is at the discretion of the Mediator.
- C.** Once a student is absent for thirty-eight (38) hours in a month or sixty-five (65) or more hours in a year, the student's parent or guardian will be notified of the excessive absenteeism by letter. The school may, at that time, implement an intervention strategy that has been adopted by the school. (RC 3321.191(C)(1))
- D.** Under Ohio law, a student is considered habitually truant if the student is absent from school without legitimate excuse for thirty (30) consecutive hours, forty-two (42) hours in one school month, or seventy-two (72) hours in a school year. (RC 2151.011)
- E.** Once a student becomes habitually truant, the school will intervene with the student for a period of sixty (60) days. Said intervention may include the participation of an absence intervention team, if required, or referral to an alternative to adjudication through the Clinton County Juvenile Court.(RC 3321.191(C)(2))
  - a.** If the student accumulates significant absences or does not make progress during this sixty-day period, truancy charges will be referred to the Clinton County Juvenile Prosecutor for court filing.
- F.** Charges may be brought against the parent or guardian of a truant student for Failing to Send a Child to School or Contributing to the Unruliness or Delinquency of a Minor. (RC 2919.24 & RC 3321.38)

## **Bullying, Harassment, Intimidation**

### **Board Policy [5517.01](#)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board 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. The Board of Education 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 or while enroute 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.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.



Harassment, intimidation, or bullying means any intentional written, verbal, graphic, 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). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (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 s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant 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 or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious

violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation; act of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Students who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the

source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **Child Custody**

Parents have the obligation to inform the school anytime the custody of a child changes. The school officials need to see and copy court orders pertaining to a child's custody.

A divorce or change in custody does not change the rights of a natural parent to their child's records.

A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

## **Conferences and Visits**

Parents are welcome and encouraged to come to school. If you wish to confer with your child's teachers or with the principal, please make an appointment. Parent/teacher conference days are scheduled throughout the year.

## **Dress Code**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance except when their choices interfere with the educational program of the schools. However, in order to promote a safe and healthy school setting and enhance the education environment, the Board prohibits, as part of the student code of conduct, the following mode or manner of dress:

1. Any clothing which tends toward immodesty and or unreasonable bodily exposure. This includes extremely short shorts, see through shirts, tank tops with excessively large arm holes, and spaghetti strap tops.

2. Clothing which presents a hazard to a student's health or safety. This includes dangerous footwear such as shoes with wheels or shoes with high heels.
3. Display of gang or cult related insignia, hairstyles or clothing.
4. Clothing, jewelry, or other items which tend to promote and/or advertise drugs, drug paraphernalia, alcohol or tobacco.
5. Clothing, jewelry or other items which make sexual reference(s) and/or display profane symbols or language.
6. Flip flops cannot be worn on the playground equipment due to safety concerns. Students may wear flip flops to school and bring a change of shoes for the playground and P.E.

## **Emergency School Closings & Delayed Starts**

The district provides email and auto-dialer notification for registered parents in the event of a delayed start or cancellation. To sign up for email notifications please visit the district website, [WilmingtonCitySchools.com](http://WilmingtonCitySchools.com) - Parent Resources - [Blackboard Connect](#). Autodialer calls will be made to the student's primary contact numbers.

Once a decision is made as to whether school will operate on a delay or closed, that information will be conveyed to the listed stations. Schedules will be altered to meet the regular lunch and dismissal schedules. If there is a one hour delay, then breakfast will be served. If there is a two hour delay, then breakfast will not be served that day and no A.M. Preschool.

You can get the latest information about school and activity closings and delays as follows:

- Online - On the Wilmington City Schools website [www.WilmingtonCitySchools.com](http://www.WilmingtonCitySchools.com)
- AlertNow Autodialer (students automatically added via DASL)
- WCS Inclement Weather Hotline- 937.283.7549
- Television - On Channel 5, 9, 12
- Radio - On 700WLW
- Blackboard Connect Portal (<https://wilmcsd.bbcportal.com/Entry>)

In the event of a DELAY, buses will start to pick up students approximately one hour (if we are on a one hour delay) or two hours (if we are on a two hour) later than the regular schedule. Students living on country roads where school bus turning areas may not be usable or where roads may be impassable to busses when snow or ice conditions prevail may not be picked up. Bus drivers will make a decision regarding these cases. Families living on secondary roads should be aware that under severe conditions, buses may not run on certain roads, and thus no transportation will be provided. Parents have the right and the responsibility to decide whether or not their own child(ren) goes to school when the roads are snow-covered and/or ice-covered. However, any child absent when school is in session will be counted as absent.

If severe weather conditions develop during the school day, and it becomes necessary for an early dismissal, this information will be conveyed to the media. **PARENTS SHOULD MAKE ARRANGEMENTS FOR SUCH A POSSIBILITY IN ADVANCE.** If nobody is at your home during the school day, please make arrangements for your student to go to a neighbor who will normally be home, so she/he is not left locked out in the weather. When schools are

operating, all school personnel are expected to get to their assignments as close to the regularly scheduled time as possible.

## Field Trips

Field trips can be planned to extend the instructional program beyond the school property. Teachers write a lesson plan to describe how the planned trip will enhance the instructional goals and objectives. All students must have a signed permission slip on file in order to attend any field trip. The building Principal and the Superintendent must approve all field trips.

## Gifted Program

Teacher, parent, and student can refer a student for gifted testing. Testing will be conducted in the fall and spring. Standardized tests are used to determine gifted identification.

## Grading: Determination of Grades

The Wilmington Board of Education requires that a uniform reporting system shall be used by all teachers.

The progress of pre-school students shall be reported by the use of a checklist of skills and written comments. At the end of the school year, the progress of each preschool student will be rated as outstanding (O), satisfactory (S), or unsatisfactory (U).

## Grading Periods

There are four nine-week grading periods in the school year. Progress reports are available digitally. If you would prefer a paper copy, please mark in Final Forms.

### K-2

Academic Standard Descriptors	Personal Development Descriptors
<p><b>1- Beginning:</b> Demonstrating minimal understanding of concepts and skills with extensive support.</p> <p><b>2- Developing:</b> Progressing toward basic understanding of concepts and skills at grade level with support.</p> <p><b>3- Achieving:</b> Demonstrating grade level expectations for concepts and skills while achieving independence.</p> <p><b>4- Extending:</b> Exceeding grade level expectations by applying concepts and skills and utilizing them with independence in innovative ways.</p> <p><b>Blank Space:</b> Indicates not evaluated this grading period.</p>	<p>C- Consistently demonstrates</p> <p>I- Inconsistently demonstrates</p> <p>N- Not apparent yet</p>

## Grades 3-5

Skill Level	Work Habits
<b>A = 100 – 91</b> Outstanding	+ Above Expectations
<b>B = 90-81</b> Above Average	
<b>C = 80-71</b> Average	= Met Expectations
<b>D = 70-60</b> Below Average	
<b>F = Below 60</b> Failing	- Below Expectations
<b>I = 0</b> Incomplete	

## Length of School Day

School begins at 9:15 AM. Children who walk or are brought to school may not arrive at school before 9:00 AM.

The school day ends when the children are dismissed to board buses starting with the first wave of buses loading at 3:30 PM. Walkers and bike riders are dismissed as soon as the buses leave. Children may not remain at school after 4:00 PM unless specific arrangements are made with the appropriate staff member. Children must be signed out in the office if they are picked up before 3:30PM. Parents are **strongly encouraged not** to pick up their child before 3:30 PM. Students picked up before 3:30 will have this recorded as a “left early” which will count against perfect attendance.

## Medication at School

Dispensing of medication to students by school personnel is discouraged. **If it is absolutely necessary for prescription drugs to be given during the school hours, both a written request by parents or legal guardian and a physician’s statement is required. Families can obtain the necessary forms from the school office.**

The physician’s statement must include the student’s name, address, school and class, name of drug, dosage and time to be administered, any adverse reactions which should be reported to the physician, any special instructions, and physician’s name and telephone number. The parent or legal guardian must submit a revised statement if any of the above information changes.

These forms must be on file with the building principal before any drug can be dispensed by the principal or designee.

The medication must be in its original container and kept by the principal or designee in a locked area, except for drugs requiring refrigeration. Refrigerated drugs will be kept in the office area.

Written approval by parent or legal guardian is required before dispensing non-prescription medication at school.

**All medications, cough drops, or headache pills must be kept in the office.**

## **Non-Discrimination/Harassment (Equal Education Opportunity)**

The Board of Wilmington City School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. The Board is required by Title II, Title VI, Title IX, Section 504, the Age Discrimination Act, and implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Pupil Services  
341 S Nelson Ave  
Wilmington, OH 45177  
937-382-1641, ext 7384

Director of Business Operations  
341 S Nelson Ave  
Wilmington, OH 45177  
937-382-1641, ext 7500

## **Parent Permission for Selected School Activities**

Occasionally it is advisable to have written parent permission for students to complete selected school activities. If prior parent permission is recommended for an activity, an explanation letter requesting permission will be sent home for a parent signature.

## **Personal Items**

All personal items brought by students from home are the responsibility of the student. The school will not be responsible for theft or loss. Electronics (examples are but not limited to cell phones or ipods) may be brought to school, but they must remain turned off in the child's backpack during the school day.

**If the item becomes a distraction to the educational process or used inappropriately, the item will be taken and stored in the office till an adult can retrieve the item(s)**

Rule of thumb: If you fear it being broken or stolen, leave it at home.

Bikes, skateboards and scooters may be ridden to school, but must be stored in designated areas. Roller blades, recording devices, trading cards, fidget spinners, and other devices determined by the principal are not permitted at school. If these items are transported to and from school on the bus, they must be in a book bag or plastic bag for safety reasons.

## **School Nurse**

School health personnel are responsible for periodic screening for vision, hearing, scoliosis, pediculosis (head lice) and any other health checks that may be deemed necessary by either medical or school authorities. This includes whatever follow-up care may be appropriate such as home visits and /or referrals to other persons or agencies.

School health personnel, as members of the educational team, may be asked to assist classroom teachers with the instruction of health and safety classes.



Each Elementary building will have scheduled days with a nurse during the week. However, if there are further questions or concerns from parents, you may wish to contact her through the Clinton County Health Dept. (382-3829).

## **School Safety Drills**

Schools are required by law to have fire and tornado drills. Fire drills are conducted monthly. Signs are posted in all classrooms and facilities to advise the student body of the proper exits for each room. The entire student body, following these exit regulations, can be moved quickly from the building. Teachers accompany students to designated areas for these drills. Tornado drills will be conducted monthly during tornado season in the spring.

School safety drills shall be conducted at least three times during the school year to provide pupils with instruction in the procedures to follow in situations where pupils must be secured in the school building or rapidly evacuated in response to a threat to the school involving an act of terrorism; a person possessing a deadly weapon or dangerous ordnance on school property; or other act of violence. (Ohio Revised Code 3737.73 (D)(1))

## **Search and Seizure**

The Board of Education recognizes the privacy of students and his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and in accordance with law, may be the subject of random search. Where locks are provided for such places students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles of a student, with or without the student's consent, whenever they have reasonable suspicion that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are permitted to conduct a random search of any student's locker and its content at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or others is immediately threatened.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search individual students unless a warrant has been obtained prior to the search.

A request for the search of a student or a student's possessions will be directed to the building principal or those specifically designated who shall notify the student and seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. The principal shall be responsible for the prompt recording in writing of each student search: including the reasons for the search, information received that established the need for the search, the persons present when the search was conducted, any substance or objects found and disposition of them. The principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object from a student.

## **Sexual Harassment**

Conduct constituting harassment may take different forms, including but not limited to the following:

1. Verbal: The making of written or verbal sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
2. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member or other person associated with the District.
3. Physical Contact: Threatening or causing unwanted touching, contacts or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse with a fellow student, staff member or other person associated with the District.

Any student who believes that he/she is the victim of sexual harassment should take promptly the following steps:

1. If the alleged harasser is a student, staff member or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing

incident(s). A written summary of each such report is to be prepared promptly and forwarded to the Superintendent.

Each report received by the principal or the Superintendent as provided above, shall be investigated in a timely and confidential manner. While charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

## **Smoke-free Environment**

The Wilmington Board of Education declares all school buildings and grounds to be designated smoke-free.

## **Special Education Services**

Special education services are provided by trained personnel in an inclusive environment. A brochure entitled *Who's IDEA Is This?* is available for any parent who has a child qualifying for special education services. If you have concerns about your child's lack of progress in the classroom, please contact the building principal.

## **Specials**

Throughout the year students will have the opportunity to participate in a forty minute class with a music, library, art, computer, and physical education teacher. A schedule will be provided to each student at the start of school. Students are required to have a written excuse in order to be excused from any physical education class.

## **Student Code of Conduct**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of the district will conform to school regulations and accept directions from authorized school personnel.

These expectations are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented or maintained by the Wilmington Board of Education or property owned, rented or maintained by another party. Additionally, the provisions of these expectations shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

A student who fails to comply with established school rules/expectations or with any reasonable request made by school personnel will be dealt with according to approved student discipline regulations.

The types of conduct prohibited by the regulations are as follows: These are broken down into category 1, 2, & 3 offenses. Category three are the most serious offenses and subject to the most serious disciplinary action.

**Category 1 – These incidents are generally dealt with by the classroom teacher. After 3 category one incidents in a grading period children are referred to a building administrator or guidance counselor for further intervention.**

- Rule 1 Students must not use language that is disrespectful or harmful.
- Rule 2 Students must not use, submit, or attempt to obtain data or answers dishonestly.
- Rule 3 Electronic communication devices must remain in the locker/bookbag and turned off at all times.
- Rule 4 Students must obey the instructions and/or directions a staff member gives them.
- Rule 5 Students must follow the school-wide expectations and follow the classroom rules, routines, and procedures.
- Rule 6 Students must not trick, or cause someone to be tricked, by not telling the truth.
- Rule 7 Students must stay in designated areas of the school during the day and at events sponsored at school.
- Rule 8 Chewing gum is not permitted on school property (including buses) at any time.

**Category 2 – These incidents usually result in an office referral and are dealt with by a building administrator.**

- Rule 9 Students must not verbally, electronically or by written word use profanity or obscenities with intent to do harm while at school sponsored events.
- Rule 10 Students must be in assigned areas at all times. Students should be supervised if there is a need for them to be in school prior to the day starting or after school has let out for the day.
- Rule 11 Students must not act or behave in an unacceptable way by touching or talking about private body parts.
- Rule 12 Students must not use any form of communication to intimidate, harass, or threaten harm to another person.
- Rule 13 Students must not take or use anything that does not belong to them.
- Rule 14 Students must not cause damage, break or destroy school property or anything that belongs to someone else.
- Rule 15 Students must not physically fight with another person.
- Rule 16 Students must not use violence or threats of violence to another.
- Rule 17 Students must not engage in gang activity. This could be a group of two or more students that are organized to engage in activities that threaten the safety of others.

**Category 3 - These incidents are an immediate office referral and are dealt with by a building administrator and may result in a hearing with the superintendent.**

- Rule 18 Students are not of legal age to have tobacco products. They must not possess, smoke or use any kind of tobacco product or paraphernalia on school grounds or events sponsored by the school. This includes lighters.
- Rule 19 Students must not be in possession or under the influence of any alcohol, illegal drug, or prescription drug. This also pertains to any substance made to look like illegal drugs or alcohol.
- Rule 20 Students must not physically attack another person. Unprovoked touching that causes physical pain or harm to another is considered physical assault.
- Rule 21 Dangerous objects need to be kept out of school. Students must not possess, handle, transmit, or use a dangerous weapon capable of harming another person.
- Rule 22 Students must not set off fire alarms unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats; this includes verbal, written, or phone call.
- Rule 23 Students must not sexually attack or abuse another person. Sexual contact of any kind is also prohibited.

**Disciplinary Alternatives**

The following are some examples of disciplinary alternatives which may be used.

Time-out – A time-out is the temporary removal of the student from the classroom to another supervised setting within the school.

Conference/Hearing – A disciplinary conference may include, but is not limited to, the student, parent, teacher, and the administrator or the administrator’s designee. The purpose of the disciplinary conference is to clarify the nature of a student’s misbehavior and to jointly develop a plan to alter future behavior. The consequences of repeated offenses should be reviewed with the student and parent.

Restorative Practices (RP) and Restorative Conferencing - The conference can use the restorative conference format. A restorative conference is not about blame; it is about repairing the harm done to a person in our school community and assigning consequences that will help you and those harmed reconnect and resolve the conflict.

Restitution for Damage of School Property – Parents of students responsible for defacing or damaging school property/district vehicles could be required to pay the cost of restoring or repairing the property.

In-School Suspension– The student will be assigned to the in-school suspension room and monitored by school personnel. The student’s movement throughout the school is restricted.

Referral to RtI/PBIS– After repeated negative behaviors, a student may be referred to the building Response to Intervention (RtI)/Positive Behavior Intervention Support (PBIS) team for the development of a behavior management plan.

Suspension – Suspension is defined as the denial to student for a period of at least one but not more than ten school days per infraction of permission to ride a bus, attend school and to take part in any school function.

Mediation Referral – A mediation referral would require the child and his/her parent to attend a mediation session at the juvenile court office to create an agreement to improve the area of concern. This may be used for attendance and/or behavior concerns.

Expulsion – Expulsion is the denial to students of permission to attend school and to take part in any school function, for a period exceeding ten school days but not exceeding eighty school days, unless the expulsion is extended pursuant to O.R.C. 3313.66(F).

Emergency Removal – Emergency removal is the denial to a student of permission to attend school and to take part in any school function. This is used when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises for a period not exceeding three school days per infraction.

Charges Filed – Charges may be filed in juvenile court against a child when his/her behavior or attendance is outside acceptable boundaries and most other options at the school's disposal have been tried but have not achieved improvement in either the child's behavior or attendance.

Disciplinary Removal – Disciplinary removal is an action less severe than suspension, expulsion or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled or to participate in an extracurricular activity with which the student has been involved.

Permanent Exclusion – Permanent Exclusion means the prohibition of a pupil forever from attending any public school in this state that is operated by a city, local exempted village, or joint vocational school district.

## **Student Conduct on School Buses**

The District furnishes transportation in compliance with state law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

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

### **Bus expectations**

*Students and staff will show kindness*

- Hands and feet to self
- Obey the bus driver's direction
- Use kind words, talk quietly, and appropriately

*Students and staff will show responsibility*

- Be on time
- Dress appropriately
- Help keep the bus clean

*Students and staff will act safely*

- Know, understand, and obey the rules for riding the bus
- Report violations to an adult
- Avoid conflict

The following rules are to be followed by students on the buses. These rules are posted in each bus.

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.

**State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on the school buses.** Should there be a situation or problem relating to the school bus, the parents/guardian must contact the Supervisor of Transportation or the principal of the school to resolve the concern.

## **Substitute Teachers**

It is our philosophy that substitute teachers are an integral part of the educational process and are entitled to all the respect and consideration of a permanent classroom teacher. Insubordination directed toward a substitute will not be tolerated. Any student who misbehaves for a substitute teacher shall be subject to discipline as deemed appropriate by the principal.

## **Technology: Use of District Technology Resources**

The Wilmington City School District computers are only to be used for school sanctioned activities. Students shall not abuse the privilege of using the school computers. They must not knowingly introduce malicious software to school computer systems (viruses) through the

insertion of removable media (disks/CDs etc) or via the Internet. Students are not permitted to install any kind of software at any workstation. Students may not use the Internet to attempt to access sexually explicit websites or any form of pornography, websites with vulgar language or websites which promote hate groups or their beliefs. They shall not sign up for contests or free giveaways, play games (unless specifically instructed to do so by a member of staff), reveal their name, address, phone number or that of others, or download files of any type unless specifically instructed to do so by a member of staff. In addition, students are not to alter web browser settings at any time.

### **Acceptable Use Policy**

Over the last few years Wilmington School District has expended considerable funds, time, and effort in establishing an effective computer network. One integral part of the network is a connection to the Internet. The Internet is a global information network, linking computers at universities, high schools, science labs, businesses, homes and other sites. Using the Internet one can communicate almost instantly with people all over the world through a number of discussion forums, newsgroups and electronic mail. It is also possible to obtain computer files and programs via the Internet (this is called downloading).

Due to the Internet's limitless access to computer systems located all over the world, the potential for abuse exists. Users and parents/guardians of users who are minors must understand that neither the Wilmington School District nor any district staff member controls the content of the information available on these other systems. Content filters and firewalls are in place to safeguard students; however, some information with which they come in contact may be controversial and even offensive. **The Wilmington School District does not support or condone the use of such materials.**

Families must be aware that some material accessible via the Internet may contain items that are illegal, immoral, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe the benefits to students from legitimate and sensible access to the Internet, in the form of information resources and opportunities for collaboration, far exceed the disadvantages.

During school activities, teachers and other staff will guide students toward appropriate materials. Outside of school, families bear responsibility for such guidance as they do with other information sources such as television, telephones, movies, radio, and other potentially offensive media.

The purpose of this document is to serve as a statement on the proper and acceptable use of various aspects of the computer network including, but not limited to, the Internet access provided.

### **Education Purposes**

The purpose of the computer network is education. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. Within reason, freedom of speech and access to information will be honored. It is the purpose of the computer network to enhance the established school curriculum. While there will be some need to instruct learners



in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching teaching and learning in the Wilmington School District.

## **Privilege**

The use of the Internet is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges. Just as there are developmental levels that determine mathematical concepts taught or science experiments carried out, so there are and will be varying degrees of access to the computer network that are allocated to students. Some of these levels will be determined by age or grade, and some by demonstration of acceptance of responsibility. Notwithstanding this, there has to be a clear understanding of unacceptable behavior.

**Behaviors that can result in suspension/revocation of access privileges include, but are not limited to:**

- Involvement in any activity prohibited by law
- Using profanity, vulgarity, obscenity or other language that is, or may be considered to be, offensive to others
- Using the network for financial and /or personal gain or for political lobbying except as expressly allowed during a school activity
- Intentional use of invasive or destructive software such as “viruses”, “worms”, and other detrimental activities
- Attempts to log-on to the network as a system administrator
- Viewing, storing or transferring obscene, sexually explicit or pornographic materials
- “Chain” type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist and discriminatory remarks and other antisocial behaviors
- Sharing passwords or using someone else’s password
- Transferring, utilizing or storing material in violation of copyright laws or license agreements
- Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including and or unauthorized use or reproduction
- Trespassing in another’s folders, work files
- Sending mass emails to teachers, administrators or classmates
- Attempting to or successfully bypassing the filtering system

Involvement in these or any associated activities will result in disciplinary action being taken as set forth herein.

The Wilmington School District reserves the right to include additional undesirable and/or prohibitive activities without notice.

## Responsibilities

All users shall assume full liability – legal, financial or otherwise – for their actions when using the computer network.

Responsible use of the computer network requires that users NOT:

- Interfere with the normal and proper operation of the network or Internet
- Adversely affect the ability of others to use equipment or services
- Use of the network for illegal purpose
- Change computer files that do not belong to the user
- Store or transfer unnecessarily large files
- Create, transfer or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others

All users of the network will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, **passwords must not be shared or transferred.**

Students are not to reveal their personal home address, home phone number, or phone numbers of any other individuals. Students **must** notify a parent/guardian **and** the system administrator or teacher immediately if any individual is trying to contact them for illicit or suspicious activities.

The responsibility of the user is to familiarize himself/herself with and abide by the rules of the Acceptable Use policy and make appropriate use of the available resources.

## Copyrighted and Other Proprietary Materials

All users shall respect copyright and proprietary interest of any materials accessed through the computer network. Users may not duplicate copyrighted software, including school owned software, without permission from the copyright holder, whether for personal use or the use of others. Duplicating copyrighted materials or the sale of such materials are offenses subject to criminal prosecution. It should be noted however that Microsoft has authorized the installation of one instance of the current operating system and the current Office software on Teacher's home computers to facilitate working at home. Such software is to be uninstalled if the Teacher is no longer under contract.

## Disciplinary Actions

Violation of this Acceptable Use Policy will result in one or more of the following disciplinary actions:

Suspension or revocation of access privileges (email, internet access, or complete computer account)

- Removal from a class activity
- Removal from a course
- Student detention, suspension or expulsion
- Referral to the appropriate legal authorities for possible criminal prosecution

## Privacy and Passwords

The computer network is maintained and managed by the district support personnel in such a way as to ensure its availability and reliability in performing its educational mission. It is intended for educational use only as such, by all and any information stored or transmitted on the system is considered district business. The limitations on disclosure of private email in the Electronic Communications Privacy Act expressly apply only to those who provide electronic communication services to the public. While the Wilmington School District currently sees no reason to limit reasonable use of its computer systems by Faculty, Staff and Students, **users have no reasonable expectation of privacy concerning any materials transferred over or stored within the computer network. Your computer may be inspected at any time.**

Network passwords should not be disclosed to other persons. However, system administrators and authorized technical support personnel may require your password to test system functionality for your “electronic persona”. No user shall install or allow to be installed a password or encryption key that is not known or available to the authorized authority. Users who have installed such passwords prior to the acceptance of this policy by the Wilmington Board of Education must comply with this policy in retrospect.

## Telephone Calls

Students should not be called to the phone unless the call is **urgent**. In emergencies, the secretary will locate students. Messages will only be taken from contacts listed on the student registration form. Please send a note for transportation changes, do not leave messages on the machine. If you must call with transportation changes please speak to the building secretary by **2:30 PM**.

Students must obtain permission to use an office phone. Permission will be granted only due to **emergency** situations.

## Title I Reading

There is a Title I (federally funded) reading program available at the elementary schools. Wilmington City Schools have school-wide title services, which means the title staff can help serve any child. There will be a survey and compact sent out annually to parents and students.

## Visitors

Any person who is not a school employee is considered a visitor. Please bring a State ID or Driver's license for permission to enter the building.

- All visitors before entering the building **MUST**
  - **Sign into the office**
  - **Receive a badge**
  
- All visitors drop off or picking up an item,
  - **Buzz the office to let the office know what you are dropping off and for who**
  - **Leave the item in the designated basket in Vestibule**

- All visitors coming to the school to **pick up (between 9:15-3:00)**:
  - **Call ahead to have your child ready for pick up**
    - **Holmes- 937-382-2750**
    - **Denver- 937-382-2380**
  - **The child will be brought to you in the vestibule to sign out.**
  - **Wait in the vestibule area for your child.**
  - **You can not pick up your child after 3:00 p.m- Please wait for dismissal to begin.**
  
- All visitors coming to drop off a child **(between 9:15-3:00)**:
  - **Please walk the child up to the school entrance**
  - **Press the buzzer and wait on assistance.**
  - **A staff member will come pick up the student from the vestibule.**
  - **For attendance purposes, send a note or call to let us know why the student was late.**
    - **Holmes- 937-382-2750**
    - **Denver- 937-382-2380**

**No Visitors will be permitted into the building before 9:15 a.m. and no visitors after 3:00 p.m. due to arrival and dismissal procedures.**

## **Volunteers in Schools**

The Board of Education of Wilmington Schools encourages and supports the use of community volunteers as part of the educational team in the schools, especially as a means of providing pupils with expanded learning experiences and individualized instruction. All volunteers will be asked to sign a “Volunteer Release Form”, undergo a BCI check, and be approved by the Board of Education. In the interest of student safety, volunteers must sign in at the office and wear a VOLUNTEER badge while in the building.

## **Walkers**

The school staff is concerned about the safety of the children. For that reason, we urge you to cooperate with us in stressing basic safety rules to your children:

1. Watch carefully while crossing streets.
2. Cross only at designated areas that are patrolled by crossing guards.
3. Do not talk to or accept rides from strangers.
4. Always come directly to or from school.

Students riding bicycles to school should wear helmets and have a lock to secure the bicycle at school.

## **Withdrawals/Transfers**

Necessary paperwork needs to be filled out **before** any student files or credentials are mailed to a different school. Please call *Central Registration* **937.382.7410** and make arrangements to do this **prior** to the date of transfer or withdrawal. **Parents or legal guardians** must sign withdrawal forms.