



# **Wilson Vance Intermediate School**

**Student Handbook**

**2019-2020**

# Findlay City Schools/Wilson Vance Mission Statement

## Educating and Empowering for Life

The mission of the Findlay City Schools, as a community partnership committed to educational excellence, is to instill in all students the virtues, knowledge and skills necessary to be lifelong learners who recognize their unique talents and use them in pursuit of their dreams and for service to society.

This is accomplished through the cooperative efforts of involved and caring families, community members and staff, who share knowledge, facilitate discovery and inspire vision.

## SECURITY ENTRANCE

The main entrance by the flagpole is a secure entrance. When you enter the front door you will quickly see a change. In order to continue to provide a safe learning environment and monitor who is coming into our building, a secured entrance has been installed inside our front doors. This will be the only door unlocked during the day for you to enter. When you enter you will walk into a secure area that will be monitored with a second door being locked. Once inside you will need to be “buzzed” in by the secretary. A security camera and intercom system will be used to verify who is entering and the purpose of your visit. If you are picking your child up for an appointment you may want to allow a few extra minutes to enter the building to sign your child out. We hope this is not too much of an inconvenience and will provide a more secure environment for students and staff. The entrance will be secured from 9:05 – 3:30 daily.

## General School Rules

- **Students will keep their hands and feet to themselves.** Students are not to hit, punch, kick, grab, wrestle, fight, pinch, bite, “play fight,” etc.
- Students will walk in the halls at all times.
- **Quiet** is expected in the building so as to not disturb other students’ learning.
- Students will obey directions given by any adult staff member. All adult staff members are to be addressed as Mr., Mrs., or Miss.
- Students are expected to treat each other with mutual respect and to be courteous to one another. Students will refrain from threatening, teasing, name-calling, harassing, putting down, etc. fellow students.
- Students will enter the building in an orderly fashion and go directly to their rooms.
- Students will conduct themselves in a manner that removal from a class will not be necessary.
- Profanity and/or abusive language are prohibited.
- **NO** gum is allowed in school or on school grounds.

- **NO** toys, radios, cell phones, tape players, MP3, iPods, electronic games or devices, athletic equipment, skateboards, etc. are to be used or played with during school hours.
- Students riding bikes or scooters to school must walk them once they reach the sidewalk in front of the school.
- Any other behaviors noted that would endanger the health/safety of a child or other students are forbidden.

## Cafeteria Rules

- Students will enter and leave the cafeteria in a quiet orderly fashion.
- Students will sit at their assigned tables and remain seated throughout entire lunch period until dismissed.
- RESPECT and follow the monitors' directions at all times.
- Students must raise their hand if they need help from a monitor.
- Students may talk in normal conversational tones.
- Students are not permitted to talk across to other students seated at other tables or make loud noises.
- Students are expected to use proper manners when eating.
- Students are expected to eat their own lunches and not trade or give away food.
- Students are not allowed to throw food or to touch another student's food.
- Students are expected to keep the table and floor free of litter.
- Students are expected to follow directions and be respectful of monitors.
- ALL food must be eaten in the cafeteria. Food should not be eaten on the playgrounds or in the halls.
- **NO** carbonated drinks (pop).

## Playground Rules

- Students will keep their hands/feet to themselves.
- Students will **listen and show respect to the monitors** at all times.
- **NO** horseplay, rough housing, wrestling, or dangerous activity will be permitted.
- **NO** shoving, pushing, tripping, kicking, or fighting will be permitted.
- Students may not sit or stand on top of any of the playground equipment.
- Only one person is permitted on the track glide.
- Students should not push each other on the track glide or the triple rings.
- No more than two students per ring are permitted on the triple ring.
- No food, gum, candy, or drinks on the playground.
- Students will wait until the swings have stopped moving before getting off the swing.
- Students will follow the General School Rules as stated in the Hand Book.
- Parents are not allowed on the playground due to security and safety concerns.

## **School Bus Stops**

In order to promote safety and efficiency the school bus will only make one stop at or near an intersection. The bus stop will now be before the bus approaches the intersection. To make this transition less confusing and safer for your students, we ask that you review the proper procedures on how to safely cross a street, and properly use a crosswalk. Thank you for your cooperation.

## **School Bus Safe-Riding Rules**

Ohio Pupil Transportation Safety Rules Regulation 3301-83-08

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive. (We recommend 3-4 minutes prior to the scheduled pick up time.)
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat. (Local procedure instructs the driver to assign seats to all students, on each route.)
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons. (Please notify the transportation office in advance.)
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps. (This includes musical instruments and school projects.)
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.

## **Discipline Referrals**

Students sent to the office for discipline reasons will have a Discipline Referral Form completed by the referring staff member. The student will discuss the reason for the referral with the Principal. The Principal may assign consequences for the infraction, per the Principal's discretion. Consequences will be progressive in nature, pending infraction. Parents will be notified about the referral and its consequences. Disciplinary actions may include, but limited to, detention (lunch, recess or both), extended detention, after school detention, parent contact/meeting, loss of privileges, emergency removal, and/or out of school suspension. Fighting, pushing, kicking or any other violent acts will automatically result in an after-school detention or suspension.

## **Please Call the School**

When your child is going to be absent, please call the school office at 419-425-8332 by 9:30 a.m. to let us know of his/her absence and the reason for that absence. You can also email the school at [couwenga@fcs.org](mailto:couwenga@fcs.org) by 9:30. We have an answering machine for your convenience outside office hours. Once the answering machine message begins, if you don't care to listen to the school's entire message, you may press the # key to immediately leave your voice message. When your child returns please send in a note stating the reason for the absence. If your child is absent due to an appointment be sure to get a doctors note and send that in with your child.

## **Maintain Current Contact Information**

Throughout the year there will be times when it is necessary for your student's teacher or the office or nurse to contact you during the day. It is very important that you maintain current contact information on file in the office. If you change jobs, or phone numbers, or move please give us a call or email us to let us know so we can make those changes in our records.

## **School Hours**

|               |           |
|---------------|-----------|
| Arrival Time  | 8:50 a.m. |
| Classes Begin | 9:05 a.m. |
| Dismissal     | 3:30 p.m. |

## **School Delays/Cancellations**

\*Listen to 1330 AM (WFIN) or 100.5 FM (WKXA)

\*Logon to [www.findlaycityschools.org](http://www.findlaycityschools.org)

## **School and Lunch Fees**

Grade 3, 4 and 5 - \$34.00 a semester or \$68.00 year

Fees can be paid in the school office, to your child's teacher, or online at [www.fcs.org](http://www.fcs.org). Checks should be made payable to **Findlay City Schools**.

**To pay online for fees and/or lunches, go to [www.fcs.org](http://www.fcs.org).** You will see an icon, for EZ Pay. Click on it and it will walk you through making your payment. You will need your student's ID number. This is the same number they use to key in for lunches, so ask your child what their number is. If they have forgotten, feel free to contact Ms. Ouwenga in the office to get it for you.

## How School Fees are spent (Grade 3, 4 and 5)

Math Workbooks/paper - \$20, Language Arts - \$13, Art supplies - \$6, Assignment Book/paper - \$3, Handbook folder \$1, Chromebook fee \$25

## Lunch and Recess

Check with the individual classroom teacher for specific lunch/recess schedules.

## Breakfast/Lunch Prices

Individual      Month (20)

|                    |               |                |
|--------------------|---------------|----------------|
| Individual Lunch   | <b>\$2.70</b> | <b>\$54.00</b> |
| *Reduced Lunch     | \$.40         | \$ 8.00        |
| Student Breakfast  | <b>\$1.75</b> | \$35.00        |
| *Reduced Breakfast | \$.30         | \$ 6.00        |
| Individual Milk    | <b>\$.50</b>  | <b>\$10.00</b> |

(Make checks payable to **FCS Food Service** or **PAY ON-LINE**)

\*\*Reduced prices are only for students who qualify. If you qualified last year, you are eligible through the end of September for the same program (free or reduced). A new application must be submitted yearly. Applications are sent home the first day.

## Breakfast Guidelines

Breakfast is served from 8:50 a.m. to 9:00 a.m. (except on a two-hour delay, when no breakfast is served). If your child plans to eat breakfast at school, please follow these guidelines:

1. Arrive no earlier than 8:45 a.m. Bus riders are served upon arrival. No service after 9:00 a.m.
2. Enter through the main doors by the flagpole and go directly to the kitchen. Book bags and coats are to be placed on the stage.
3. Only students buying breakfast are allowed on the stage. Students not buying breakfast should report to class at 9:05 a.m.
4. Students are dismissed from the stage at 9:00 a.m. and should be in their homerooms by 9:05 a.m. All students will walk in an orderly manner to their homerooms. (Students who finish early will remain on the stage until dismissal.)
5. Lunch rules are in effect during breakfast.

## Playground/Inside Recess

Although we appreciate your willingness to help during recess times, it is important that the students follow consistent rules that have been set up by the school administration and keep a regular routine. Therefore, in order to ensure a safe and consistent recess environment for our students during inside recess and outside on our playgrounds, we feel it is in the best interest of our students that only board approved monitors supervise students. We encourage parents to have lunch with their students, but once the students are dismissed for recess, please do not accompany the student outside or to the classroom. Parents are not allowed on the playground due to security and safety concerns.

## **Electronic Devices**

Electronic devices that are brought from home such as, but not limited to, iPads, tablets, DS players, nooks, phones, etc should be kept in book bags once a student enters the building until he/she leaves the building. Teachers may give permission for a student to use an individual device in the classroom. Individual devices may only be used under direct teacher supervision. **NO electronic device should be taken out on the Playground.** Students should only use the device for the purpose the teacher has intended (i.e. research, math practice, reading, video recording etc) and use only the approved web site.

## **Chromebooks**

Grades 3, 4 and 5 will be loaned district-owned Chromebooks this year. Part of the program requires a Technology Protection Plan (TPP) fee of \$25 per student per year. This fee is to cover accidental damage, replacement parts, etc. up to a total of \$250 over the school year. It does NOT cover damage that is a result of intentional, reckless, willful, malicious and/or wanton misconduct. It does NOT cover the charger. Those who are on free lunch do not have to pay it. Similarly, those on reduced lunch will only have to pay half. Repair of accidental damage will be charged a \$10 per incident fee to cover labor. There is no waiver on this \$10 incident fee, so regardless of whether they are free or reduced or not, all students who need repair work will have to come up with the \$10 per incident amount.

The program is explained further within the 1:1 Device Handbook at

<http://www.findlaycityschools.org/forms/One2OneDevice%20Agreement.pdf>

## **USE of SCHOOL ELECTRONICS**

Students could have the use of a variety of electronics in the classroom. While the student is using a school issued device the student should take responsibility for its care and return in the same condition they received it in. It is common for students to use a laptop, iPod, iPad, tablet or other similar device for practice, research, and/or recording of class activities. Students should take care in transporting, using, sharing, and storing the device they have been assigned. Careless use or inappropriate handling causing damage to the device could result in the student being held responsible for the repair and/or replacement of the device. Students could also lose the privilege of using a school device or be restricted in the use of devices.

## **Birthday Treats**

The giving of birthday treats is being discouraged in the intermediate grades. More and more students are being diagnosed with food allergies and dietary restrictions, please talk to your child's classroom teacher to determine if they want snacks to be brought in. To prevent having to leave a student out of getting a treat because of food allergies, please consider donating a book. The preferred way to honor your child's birthday is to donate books to our library in their honor. The librarian has a selection of books for \$5, or you may purchase one and bring it in. Your child's name and Birthday will be placed on the inside cover and the donation will be announced during morning announcements.

## **School Nurse**

A school nurse is on duty in the morning from 9:30 - 3:30 each school day. The nurse is here to cover medical needs and concerns of students and staff. Some of her duties include eye and ear screenings, distribution of medication, with the proper paperwork completed, and general first aid. If your child is an illness for more than 24 hours family doctor should be contacted.

## **Medication**

We have many students taking medication at school for a variety of reasons. If your child needs to take prescription medication or daily over the counter medication at school, a Request for Administration of Medication form must be completed before school personnel can give medication. See additional guidelines under Administering Medicines to Students on the back of the student handbook folder. **STUDENTS SHOULD NOT TRANSPORT MEDICINE TO AND FROM SCHOOL.** It is the parent's responsibility to deliver the medicine to school.

## **Dress Policy**

Students are to wear appropriate clothes and shoes to school. Shirts that have words, pictures, or symbols should be suitable for school and our age group. Pants should be worn so as not to show undergarments (boxers, shorts, etc). Shorts should be long enough that the edge of the shorts should be at the wearer's fingertips when arms at his/ her side. Sleeveless shirts should have at least a one-inch band over the shoulder; no spaghetti straps or halter tops. The armholes must have a "snug" fit under the arm; no large gapping arm holes. Shirts must cover all of the stomach. Shoes must be appropriate for running and playing outside. Students should also dress appropriately for the weather conditions. Students will go outside even in cold weather.



## **Directory Information Release**

Wilson Vance makes directory information available upon a legitimate request unless a parent/guardian or student 18 years or older notifies the school in writing by October 1 of each school year that (s)he will not permit distribution of the following information. Under Ohio law, directory information includes the following: Student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received. The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974." On the Student Information form in the Directory information release and permission to use student image please fill these boxes out accordingly.



## **SIGN UP FOR SCHOOL EMAILS**

An easy way to stay informed and get the latest news quickly is to sign up for **District and Wilson Vance emails/texts**. It is simple! Go to the Wilson Vance web site (<https://fcs.org/wilsonvance>). Click on "Our School" tab, then "Get connected."

## **PARENT – TEACHER CONFERENCES**

All FCS elementary schools will hold their Parent-Teacher conferences on the same dates in October. Your child's teacher will be contacting you to schedule an evening conference for one of the following dates: **October 4, October 9, and October 18.** A spring conference could be scheduled on February 21, as needed.

## **Grade Cards**

Wilson Vance uses a nine-week grading period. The end of each quarter will be in October, January, March, and May. Report cards are sent home with students a week after the quarter ends. Grade cards will be brought home at the end of the school year as long as a student does not owe a fee or fine. **You may access your child's grades any time using Progress Book.** Passwords, usernames, and web address will be sent home in September. Towards the end of the school year progress book will be non-accessible to those who have fees to pay.

## **Honor/Merit Roll**

Students will receive recognition for achieving honor Roll or merit roll grades.

Merit Roll All A's and B's (may have one C)  
3.0 – 3.4 GPA

Honor Roll All A's or B's (no C's)  
More A's than B's  
No N's or U's  
3.5 – 4.0 GPA

A=4pts, B=3pts, C=2pts, D=1pt, F=0pt

## **Perfect Attendance**

In order for students to receive and be recognized for perfect attendance, they must have zero absences for being at school all day, every day!

## USE OF TOBACCO

The Board of Education is committed to providing students, staff and visitors with an indoor tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor”, or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substance.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco or tobacco substitute products by students on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events.

Students who violate this procedure shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code (refer to student handbook) and in accordance with the policies of the Board.

R.C. 3313.20, 3313.47, 3313.66, 3313.751, 2151.87  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Adopted 7/2/2012

May 2015

Dear Parent(s)/Guardian(s):

Childhood immunizations came to the forefront of the news this spring with a breakout of measles causing widespread alarm across the country. Below is the language in the Findlay City Schools Board Policy manual regarding immunization requirements for admission into the school district.

### **C. Immunization Requirements**

No pupil will be admitted to the schools of this district unless such pupil has presented written evidence, satisfactory to the person in charge of admission, that the pupil has received or is in the process of receiving immunization against polio myelitis, rubeola, diphtheria, rubella (German Measles), pertussis, and tetanus by such means of immunization as may be approved by the Ohio Department of Health. Exceptions to this rule, which are acceptable, are that the pupil has presented (1) a written statement of the parent or guardian objecting to such immunization for good cause including religious convictions or (2) a written statement from a physician certifying that such immunization is medically contradicted, (3) females who have reached puberty are exempt from the rubella (German Measles) requirement, or (4) a pupil who has had natural rubeola and presents a signed statement from his parents or physician is not required to be immunized against rubeola. (see O.R.C. Section 3313.671) (5) MMR immunization needs to be administered prior to a student beginning school at the 7<sup>th</sup> grade level.

In addition, Ohio Revised Code 3313.671 contains the following language:

...no pupil, at the time of initial entry or at the **beginning of each school year**, ...shall be permitted to remain in school for more than **fourteen days** unless the pupil presents written evidence satisfactory to the person in charge of admission, that the pupil has been immunized...

..."in the process of being immunized" means the pupil has been immunized against mumps, rubeola, rubella, and chicken pox, and if the pupil has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus, and hepatitis B, the pupil has received at least the first dose of the immunization sequence, and presents written evidence to the pupil's building principal or chief administrative officer of each subsequent dose required to obtain immunization at the intervals prescribed by the director of health.

In order to protect the health of all students in the Findlay City Schools, the immunization language in Board Policy and Ohio Revised Code will be **strictly enforced**. We are providing this information to parents and guardians now so that appropriate steps can be taken over the summer months to insure compliance with the immunization requirements for attending school.

If you have any questions regarding these expectations, please contact your building principal or me.

Sincerely,  
Richard L Steiner  
Director of Secondary Instruction  
Coordinator of Health Services