

Wayland Alexander Elementary School



2025-26 PARENT HANDBOOK

Our mission is to build a strong community through an education that provides the skills and support to facilitate a growth mindset.

Our vision is to build lifelong learners out of our students in hopes that they will become productive and caring citizens of their communities.

We are Mustangs

Always Respectful

Engaged and Ready to Learn

Striving for Greatness

Wayland Alexander Elementary School

1250 Oakwood Drive

Hartford, 42347

(270) 298-3462

Dear Parents;

We are excited for the start of the 2025-26 school year! Thank you for taking the time to look through our Parent Handbook for this school year. Please refer to this if you have any questions about anything Wayland related. In our handbook you will find helpful information about typical daily experiences for elementary students and their parents here at Wayland.

Your student will be sending home a form that states you have read the Parent Handbook. We ask that you sign and return this form with your student as soon as possible.

Thank you for all you do to support our school and our students. We look forward to working with you to make this a successful school year!

The front office staff:

Adam Saalwaechter - Principal
adam.saalwaechter@ohio.kyschools.us

Ben Huff - Assistant Principal
ben.huff@ohio.kyschools.us

Katrina Price - Guidance Counselor
katrina.price@ohio.kyschools.us

Kayli Himes - Family Resource Coordinator
kayli.himes@ohio.kyschools.us

Mary Moseley - School Nurse
mary.moseley@ohio.kyschools.us

Amanda Cecil - Bookkeeper
amanda.cccil@ohio.kyschools.us

Jamie Young - Secretary
jamie.young@ohio.kyschools.us

Arrival:

Our doors open for car riders and bus riders at 7:00.

BUS RIDERS: buses will unload students at the front of the building; staff will be there to greet students as they come off the bus and assist any students that may need help getting to their morning area.

- Parents please avoid the front driveway area between 7:00 and 8:00 so buses can unload students safely and quickly.
 - *If you need to come to the front office during that time please park in the front right parking lot.*

CAR RIDERS: student drop off for car riders are located at the side parking lot on the gym side. We ask that parents remain in the vehicles and staff will be on duty to help any students with car doors.

- K-6 students are not to be escorted across the parking lot by a parent
 - *Please drop your student off at the sidewalk.*
- Please DO NOT pass vehicles in the car rider line unless directed by a staff member for the safety of our students.
- PreK students will be dropped off at the Wayland Preschool wing - when dropping off PreK students, it must be a hand-to-hand drop off from parent to staff.
 - PreK parents please refer to instructions sent home by your child's PreK teacher for further instructions

Arrival Areas:

Each grade level has a specific area in the mornings for students. At 7:45 their homeroom teacher will take them to class from their assigned areas.

- Kindergarten & 1st Grade - report to the library
- 2nd - 6th Grade - report to the gym

Attendance Policy:

The attendance policy for Ohio County Schools is that students receive 6 parent notes (without a doctor's note) for absences. Once the student has reached 6 parent notes, the next absence will require a doctor's note to be considered excused. Doctor's notes can be faxed or emailed directly to school or they can be sent with the student the next day that they would return to school.

UNEXCUSED ABSENCES - Once a student has reached 6 parent notes; a doctor's excuse will be required to excuse the student's absence. If there is no note; then an unexcused absence will be recorded.

- *3rd Unexcused absence/tardy = 1st attendance letter sent to parent reminding them of our attendance policy*
- *6th Unexcused absence/tardy = 2nd attendance letter sent to parent and referral for truancy diversion program through GRADD*
- ***Starting this school year, there is an important update to Kentucky's School Attendance Law (KRS 159.150). Under the new legislation, the Director of Pupil Personnel will***

*now be required to notify the County Attorney's office by filing a petition when a student accumulates **15 or more unexcused absences** throughout the academic year.*

Backpacks:

Wayland students are allowed to bring their own backpacks to school. We do ask that students not bring the luggage style backpacks with wheels due to the limited storage space in classrooms.

Birthday Treats:

Birthday snacks/treats, like cupcakes, can be brought in for student birthdays to be shared with their homeroom class. We do ask that:

- ALL items must be store bought with a label of ingredients and in their original packaging.
- If dropping off items at the front office; please write the student's name and homeroom teacher on the items.
- Please have items dropped off by 10:00 am to ensure items get to students before the day ends.
 - *Please notify the secretary that you have items that need to be delivered to a classroom.*

Breakfast:

Students will have the opportunity for a hot choice breakfast from 7:00 - 7:45 in the cafeteria each morning.

- From 7:45 - 8:00, students will have "grab and go" options that may be picked up in the cafeteria hallway before students go to class.
- Students getting breakfast after 7:45 will take it to their homeroom class to eat.

Cell Phones & Other Electronic Devices:

Students should have ALL electronic devices off and put away in their backpack when they arrive at school. Cell phone use (including smart watches) during the day is not allowed, UNLESS authorized by a teacher for academic purposes.

- 1st Violation will result in the student turning in electronic device to teacher
- 2nd Violation will result in in the student turning in electronic device to teacher and conference with administration
- 3rd Violation will result in the parent coming to pick up electronic device from the front office and the student will no longer be allowed to bring electronic devices to school
 - ***If a student requires a cell phone for after school use, the student may check in the phone to the front office at the beginning of the school day.***

Game consoles, tablets, iPads are only permitted on special reward days designated by the school - Students bring those at their own risk - Wayland Elementary School and Staff are not responsible for lost, stolen, or damaged items.

Communication:

Communication with the school can occur in a variety of ways:

1. *Social Media* - Wayland Elementary has a Facebook page that you can follow for any school wide events, celebrations, or district wide announcements. Follow *Wayland Alexander Elementary School - Ohio Co.*
2. *Class Dojo* - This program allows for instant communication between school staff and parents. Teachers will be sending home information on how to connect to your child's class the first week of school. Class Dojo is also used by the school as a discipline data tracker to award positive points for good choices as well as communicate with parents any points a student may lose during the school day for not following school procedures or expectations.
3. *Take Home Folders & Binders* - Kindergarten through 6th grade students will have take home folders or binders that will be sent home from school each day. We ask that our parents check the student folders and return them with the child the next school day.
 - Kindergarten - 2nd Grade will use red take home folders. This is where you will find their completed work; any work that needs to be finished at home and returned; any important information that may need to be completed by the parents and returned.
 - 3rd - 6th Grade students will use binders for their classwork for all subjects. Binders will serve the same purpose as the red take home folder used for younger students.

RED TAKE HOME FOLDERS WILL BE PROVIDED BY THE SCHOOL

4. *Thrillshare/Appgy* - This is the new one call system that the district will be implementing and using for official school and district communications to students and families. The phone number that will come across your caller ID will be from Little Rock, Arkansas. If you block this number you will not receive calls or texts through the Thrillshare program.
5. *Parent/Teacher Conferences* - Wayland will have two set dates for parent/teacher conferences; one in the fall semester (mid-September) and one in the spring semester (February depending on snowdays). These will be scheduled by the classroom teacher to allow for parents to meet with teachers to address any questions or concerns. Conferences scheduled may be in-person, by phone, or through Google Meet. Parents may also request to schedule a conference with their child's teacher or administrator during a teacher's planning period or between 3:30-4:30.

WE DO ASK FOR A 24-48 HOUR NOTICE FOR CONFERENCES REQUESTED BY PARENTS.

I ask this as a courtesy to our staff to allow for them to make any necessary arrangements to their schedule; either personal or professional.

- Parents, we encourage you to reach out to your child's teachers if you have concerns at any time. Please understand that if you call during class time you will have the opportunity to leave a message and they will do everything they can to return your call that day.
6. *Class & School Newsletters* - Some teachers will send weekly or monthly newsletters digitally through Class Dojo. These will include important class information, upcoming assignments, and/or special celebrations. Wayland will post a school newsletter monthly from our FRC coordinator. The school newsletter will include tidbits from administration, guidance, FRC, calendar updates, and anything school related.

7. *District Website* - Important announcements and information concerning Wayland Elementary may be found on the district website at <https://www.ohio.kyschools.us>

Counselor:

Wayland Elementary utilizes the services of a full-time certified school guidance counselor. Mrs. Price has a variety of roles that include:

Individual Student Counseling
Small Group Counseling
RTI Assistance

Schoolwide Social/Emotional Curriculum
Alternate Assessment assistance
Reading Intervention

Deliveries:

We ask that all items for students be dropped off by 10:00 to the front office. This includes lunch boxes, birthday treats, and any classwork. This will give our front office staff time to get items delivered to your student's classroom in a timely manner.

- NO deliveries from businesses will be accepted (flowers, balloons, food).
 - Our front office staff cannot guarantee that items will be delivered before dismissal and will not be responsible for any items left by a business in the foyer.

Early Check Outs:

If you are needing to check your student out during the school day you will need to report to the front office to do so:

- You will be asked to show identification; and the student will be called to the front office with their belongings.
- Our secretary will inform the child that they are being checked out when the student reports to the office.

Dismissal

Wayland's school day will end at 3:10.

- Car Riders will be picked up at the gym side of the school
 - Please have your car rider tag visible
 - Please be alert and off any devices as students are loading vehicles
 - Have students buckle up before pulling off.

If you DO NOT have your car tag with you, staff will ask for ID and contact the front office to make sure you are on the student's pick up list.

Please understand this is for the safety of our students and your child.

- Bus Riders will remain in their homeroom classes at the end of the day.

Dress Code:

Wayland's entire student dress code can be accessed on the district website at

<https://www.ohio.kyschools.us/>. We would like to make sure parents are aware of the following:

- Students will not be allowed to wear hats during the school day (unless for a scheduled spirit day or field trip).
- Holes in pants that are above the mid-thigh must be covered to where no skin is visible.
- Tennis Shoes should be worn on your child's scheduled PE days for safety reasons.

Infinite Campus:

Parents may request access to the Infinite Campus parent portal by visiting the Ohio County Schools district website at <https://www.ohio.kyschools.us/> and completing the Google form for Parent Portal credentials located at the top of the page under the header 'Infinite Campus.'

Lost & Found:

Lunch boxes and clothing that is found and not claimed will be placed in the lost and found located in the gym. Students will be allowed to check lost and found before and after school.

Any jewelry, glasses, money, or other small items found will be kept in the front office.

PBIS:

Our school's discipline policy is based on Positive Behavior Intervention Systems concepts. The other portion of our PBIS is rewarding students who consistently meet the behavior expectations of their teachers and the school. Students can earn Dojo points from school staff that can be redeemed throughout the school year in class/cluster stores. Students may also earn schoolwide rewards based on Dojo points earned and overall percentage.

Behavior definitions and consequences can be found on our school website

PTO:

Wayland Elementary has an active PTO. Our PTO is active in supporting both students and staff in helping us be successful. If you are interested in joining you can reach out to the following officers:

President: Laura Sandefur

Vice President: Tommie Sapp

Secretary: VACANT

Treasurer: Lisa Hamilton

Staff Liaison: Kechia Smith

Progress Reports & Report Cards:

All students will receive report cards at the end of each 9 weeks. Progress reports will be sent home at the halfway point of each 9 weeks.

- Kindergarten-2nd Grade students will receive written progress reports from their teachers
- 3rd-6th Grade students will receive progress reports printed from Infinite Campus

Transportation Changes:

We understand that there will be days where students will have to take a different way home than what they might be used to. Transportation changes will only be taken through a physical written note from a parent or guardian - please send notes to school with students in their take home folder or class binder. Part of your students morning routine, teachers will ask first thing in the morning for transportation notes. Transportation changes by phone will only be taken in emergency situations that cannot be avoided.

- ***If changing to a car rider - in the note please include who will be picking the student up.***
- ***If changing to a bus rider - in the note please include the address of where the student will be getting off the bus and the bus route(if you know). This will allow us to make sure that students get on the correct bus route in the afternoon.***

★ *In the event of an emergency, the school will take a transportation change over the phone.*

Water Bottles:

Students will be permitted to bring clear plastic water bottles only. We do ask that if students bring flavoring that it be colorless.

PARENT HANDBOOK LETTER

Wayland families:

Thank you for everything you do in supporting our school, supporting our staff, and most importantly supporting our students! Please take a moment to read over our Parent Handbook for the 25-26 school year. The Handbook can be accessed on our Class Dojo under 'School Story' or by scanning the QR code below with any smart phone device.



Your partnership is valued, as well as appreciated by our staff at Wayland Elementary School. Again, thank you for everything you do in your role as parents/guardians to our students. Your continued support allows us to serve our students together with a common goal of success for our Mustangs.

Please sign and return this form with your student as soon as possible.

Parent/Guardian: _____

Student Name: _____

Homeroom Teacher: _____