

**Stranahan Elementary School  
Parent-Student  
Handbook  
2016-2017**



School Office: 419-824-8614

Report an absence at any time: 419-824-8614, Ext. 1

Fax: 419-824-8665

Weather Hotline: 419-824-8696

**Dr. Jeremy Bauer, Principal**  
**Mrs. Jenni Delaney, Secretary**  
**Mrs. Jeanne Quinn, Secretary**



## **Stranahan Elementary**

**Dr. Jeremy Bauer, Principal**

3840 Holland-Sylvania Rd. Toledo, OH 43615

Phone: (419) 824-8614 Fax: (419) 824-8665

August 2016

Dear Stranahan Families,

Welcome to Stranahan Elementary, Home of the Bulldogs! It is great to be back as your child's principal for the 2016-2017 school year! As a former Stranahan student, and as the proud father of one former and one current Stranahan Bulldog (Charley-7<sup>th</sup> grade & Jack-4<sup>th</sup> Grade), I understand the importance of working together with families, students, and staff to provide an atmosphere of academic excellence.

The elementary school years are the most exciting and enjoyable for students and parents. These years represent a change from small children to young adults. We have learned that cooperation and communication between the home and school can maximize a child's academic and social-emotional success in school.

The purpose of this handbook is to make you aware of the policies and procedures of Stranahan Elementary School and to better enable you to be an active participant in your son or daughter's school program. We encourage you to visit the school, attend meetings and conferences with your child's teachers, and volunteer!

In taking the time to read through and adhere to the guidelines in our handbook, we can accomplish the following B-I-G goals:

1. **B**uild positive communication and relationships among students, families, and staff
2. **I**mprove student academic performance through data-based decision making
3. **G**ain more school spirit through new and exciting activities and programs

We appreciate your interest in our efforts to work with your son/daughter and we will work diligently to earn your continued support. Please do not hesitate to ask questions, make suggestions, or share your concerns. Let's make it a great year!

Sincerely,

Jeremy Bauer

*"Working together to provide an atmosphere of academic excellence"*

## Stranahan Elementary School History

Stranahan Elementary School was first opened for use in September 1956. It was built on twenty acres, which were the gift of Robert Allen Stranahan. The location was recommended as a result of a study by the Ohio State University of Educational Research.

The building design is the result of cooperative planning by the Sylvania School Board and the architects, McLaughlin and Keil. It was planned to meet the needs not only of elementary students but also of youths and adults in the community. The building has four wings constructed perpendicular to the main building, which contains the gymnasium, lunchroom, kitchen, library, and offices. The entire school, which borders Wildwood Metropark, is single-level construction with many doors for safe and easy use.

Present enrollment is approximately 550 students in preschool through fifth grade. In addition to the principal and classroom teachers, there are full-time specialists in physical education, art, music, and library. Part-time professional work in speech therapy, social services, psychology, and public health nurse service is available. Volunteers serve as library helpers and teacher aides. The school library boasts a library of over 10,000 volumes.

Thanks to our hardworking Building and Grounds crew, our partnership with Sylvania Recreation, and generous donations from past and present Parent Clubs, our playground is one of the best equipped recreational centers in Northwest Ohio. Extensive new areas of playground equipment were generously installed by the Stranahan PTA during the summers of 1997, 2001, 2012. The Parent-Teacher Association (P.T.A.) meets regularly and has provided funds for many items of equipment, books, furniture, landscaping, and other enhancements for the school. Their support is keenly appreciated by all in the school community.

The building and grounds are used after school hours by Boy Scouts, Girl Scouts, many athletic teams, and other community groups.

The following principals have provided leadership to Stranahan Elementary School:

Ira Baumgartner	1956-1958
Raymond Patterson	1958-1965
Howard Schaetzke	1965-1970
Stewart F. Elder	1970-1980
Earl C. Heath	1980-1985
Jackie Mallett	1985-1987
George Offenburg	1987-1997
Pete Hildebrandt	1997-1998
Robert Biglin	1998-2012
Jeremy Bauer	2012-Present

## Sylvania Schools 2016-2017 Calendar

August 2016						
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September 2016						
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October 2016						
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November 2016						
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December 2016						
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January 2017						
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**August 11-12** New Teacher Orientation  
**August 15** Teacher Workday  
**August 16** First Day Gr 1-6, 9  
**August 17** First Day Gr 7-8, 10-12  
**August 18, 19, 22** First Days - Kindergarten

**September 5** NO SCHOOL - Labor Day

**October 14** End of First Quarter  
 43 student days K-12

**October 17** NO SCHOOL  
 Teacher In-Service/OAPSE Day

**October 27, 28** NO SCHOOL  
 Parent Teacher Conferences Gr 1-5

**October 28** NO SCHOOL  
 Parent Teacher Conference Gr 6-8

**November 8** NO SCHOOL  
 Teacher In-Service

**November 23 to November 25**  
 THANKSGIVING BREAK

**December 16, 19, 20** Sr. High Exams (A.M.)

**December 21** NO SCHOOL  
 Records Day

**December 21** End of first semester  
 42 student days K-12

**December 22 - January 3**  
 WINTER BREAK

**January 4** Return from Winter Break

**January 16** NO SCHOOL - MLK Jr. Day

**February 3** NO SCHOOL  
 Parent/Teacher Conferences Gr 6-8

**February 20** NO SCHOOL - President's Day

**March 10** End of Third Quarter  
 46 Student Days K-12

**April 14 - April 21** SPRING BREAK

**April 24** Return from Spring Break

**May 24, 25, 26** Sr. High Exams (A.M.)

**May 26** End of Fourth Quarter  
 49 Student Days K-12

**May 26** Last Day of School for Students

**May 29** Memorial Day

**May 30** Teacher Work Day

February 2017						
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March 2017						
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April 2017						
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May 2017						
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June 2017						
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July 2017						
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30	31					

LATE START DATES: September 22, October 25, December 7, January 26, February 15, March 14 and May 18

## TELEPHONE NUMBERS FOR TEACHER'S ROOMS

### School Number - 419-824-8614

The telephones in our classrooms allow you to contact your child's teacher during specific times of the day, however, between 8:45 and 3:30, the phone line automatically goes to the teacher's voice mailbox. For your convenience, the staff telephone numbers are listed below:

#### Stranahan Elementary Staff List - 2016 - 2017

Position	Name	Ext.	Room	Email
Principal	Jeremy Bauer	2502	Office	jbauer@sylvaniaschools.org
Secretary	Jenni Delaney	2500	Office	jdolaney@sylvaniaschools.org
Attendance Secretary	Jeanne Quinn	2501	Office	jquinn@sylvaniaschools.org
Counselor	Renee Stack	2528	Room 21	rstack@sylvaniaschools.org
Preschool Coordinator	Joann Gilson	2552	Room 40	jpgilson@sylvaniaschools.org
Preschool	Sarah Shanahan	2508	Room 1	sshahan@sylvaniaschools.org
	Hillary Suon	2509	Room 2	hsuon@sylvaniaschools.org
	Maryann Okuley	2510	Room 3	mokuley@sylvaniaschools.org
	Jane Nagle	2511	Room 4	jnagle@sylvaniaschools.org
Kindergarten	Alyssa Bauer	2512	Room 5	abauer@sylvaniaschools.org
	Stephanie Lindsay	2513	Room 6	sgilmore@sylvaniaschools.org
	Sandra Briggie	2515	Room 8	sbriggie@sylvaniaschools.org
First Grade	Andrea Pasquale	2530	Room 23	apasquale@sylvaniaschools.org
	Wesley Rethman	2532	Room 25	wrethman@sylvaniaschools.org
	Sara Meyer	2537	Room 30	smeyer@sylvaniaschools.org
Second Grade	Natalie Neal	2529	Room 22	nneal@sylvaniaschools.org
	Lindsay Denny	2534	Room 27	ldenny@sylvaniaschools.org
	Diane Bihn	2535	Room 28	dbihn@sylvaniaschools.org
Third Grade	Courtney Fox	2518	Room 11	cofox@sylvaniaschools.org
	Vicki Bleckner	2519	Room 12	vbleckner@sylvaniaschools.org
	Lindsay Kinsey	2524	Room 17	lkinsey@sylvaniaschools.org
Fourth Grade	Amanda Sanderson	2520	Room 13	asanderson@sylvaniaschools.org
	John Beck	2526	Room 19	jbeck@sylvaniaschools.org
	Brittany Kageorge	2525	Room 18	bpesich@sylvaniaschools.org
Fifth Grade	Taylor Bosl	2516	Room 9	tstichter@sylvaniaschools.org
	Laura Konrad	2517	Room 10	lkonrad@sylvaniaschools.org
			2523	Room 16
Art	Kari Armstrong	2553	Room 35	karmstrong@sylvaniaschools.org
Music	Bettie Boswell	2539	Room 34	bboswell@sylvaniaschools.org
Physical Education	Jeremy McDonald	2541	Gym	jmcdonald@sylvaniaschools.org
Occ. Therapy	Melanie Stutzenstein	8793	Room 24	lcesc_mhi@nwoca.org
OT – Preschool Intervention Specialists	Gail Masse	2523	Room 40	gmasse@sylvaniaschools.org
	Julie Kaser	2555	Room 36	jkaser@sylvaniaschools.org
	Fran Moyer	2538	Room 31	fmoyer@sylvaniaschools.org
	Brooke Padgett	2538	Room 31	bpadgett@sylvaniaschools.org
	Emily Earp	2536	Room 29	enavarre@sylvaniaschools.org

Math Intervention	Desi Ruiz	2521	Room 14	druiz@sylvaniaschools.org
Reading Intervention	Peg Eding	2548	Room 26B	meding@sylvaniaschools.org
	Tammy Garrison	2533	Room 26A	tgarrison@sylvaniaschools.org
Speech Intervention		2531	Room 24	
Speech – Preschool Special Ed. Coordinator	Linda Darah	2550	Room 40	ldarah@sylvaniaschools.org
School Psychologist	Christie Soltman	8568	Room 40	csoltman@sylvaniaschools.org
Librarians	Maria Arite	2531	Room 40	marite@sylvaniaschools.org
	Deb Nemer	2522	Library	dnemer@sylvaniaschools.org
	Jackie Taylor	2522	Library	jtaylor@sylvaniaschools.org
Building Operator	Jeff Carr	2545	boiler room	jcarr@sylvaniaschools.org
Night Custodians	Brad Eppard	2545	boiler room	beppard@sylvaniaschools.org
	Amy Young	2545	boiler room	ayoung@sylvaniaschools.org
Cafeteria	Shelley Frank	2542	Coordinator	sfrank@sylvaniaschools.org
Nurse	Amy Switala	2557		
	Phone Sick	2503		

## GENERAL INFORMATION

Please note the following arrival and dismissal schedule:

- 8:50 Bell:** Breakfast is served (students eat in the cafeteria)  
All students enter the building and head to their classrooms
- 9:00 Bell:** Breakfast wrap-up
- 9:05 Bell:** All students need to be in the classroom ready to begin the day
- \*Recess will occur before lunch (20 minutes)*  
*\*Lunch will occur after recess (25 minutes)*
- 3:30 Bell:** Students not riding the bus will be picked up in the main lobby (not the office).
- 3:35 Bell:** All bussers dismissed

### After School (Student)

Any student staying after school should have the permission of his/her parent. Arrangements for transportation should be made prior to that day. A teacher or principal will keep no student after school unless the parent of the child is notified before the closing of the school day.

## **Announcements**

Announcements will be made each morning shortly after the start of the school day and at the close of the school day, when necessary.

## **Attendance**

Regular attendance at school is a necessity. It not only helps each child in the learning process, but it also develops good habits that will help your child later in his/her education and in the world of work. A detailed explanation of Sylvania's attendance policy is included at the end of this handbook. Under the Sylvania Open Enrollment the school principal has the authority to request that the open enrollment privileges of a student be revoked if the student has fifteen (15) tardies and/or absences within a school year.

## **Policy 5200**

- d) The PCA forms will **not** be issued for absences during district wide testing, including exams, October count week as well as the first two and last two weeks of the school year.

## **Absentee Calling**

The Missing Children's Act became law in Ohio in April, 1985. One aspect of this legislation is the necessity of parents and the school to communicate when a student is absent from school. To assist us with this communication process, please notify us by telephone before **9:05 a.m. each day of your child's absence** (you can even call the evening before and leave a message). You could also send a note with one of your other children or a neighbor's child. If we do not hear from you, we will be calling you to inquire about your child's absence. You will also get an automated call from the principal that gives you information about calling us and then getting us a note the next day. Please note that the call from the principal is an automated call and will come even though you have called us.

Absences due to illness or other legally excused absences from time to time cannot be avoided. If your child is absent from school and he/she desires schoolwork to do while at home, please call the school **before 8:50 a.m.** to arrange to pick up your child's assignments. Understand that it may not be possible for the teacher to accumulate all of your child's assignments on the same day that the request is made. Every effort, however, will be made to get the assignments home to your child as soon as possible. Our staff has been directed to send all assignments to the office where parents may pick them up. **Parents are not to go to the rooms looking for these assignments.**

**Written Excuse:** Upon returning to school from an absence, each child is required to present a written excuse, signed by either the parent or guardian, to the classroom teacher.

**Early Dismissal:** A student who must be dismissed before the close of the school day is required to present a written request signed by the parent or guardian to the classroom teacher indicating the time that the student needs to be dismissed. Students who are getting picked up early will be given a "Blue Slip" by our office secretaries. **For early dismissal, parents must come into the school office to sign out the student.**

## **Bus Transportation and Safety**

A. Bus Safety: Rules of conduct for student bus passengers are basic and necessary for safe operation. Students are asked to be on time to their bus stops. When late, there is a natural tendency to rush to make up lost time. During loading or unloading periods, certain rules must be followed to assure the student's safety. A student should wait until the bus comes to a full stop before crossing, and if on the opposite side of the road, wait until a signal from the driver is given, indicating that it is safe. Once having boarded the bus, the student should always remain seated while the bus is in motion. A necessary sudden stop could injure any student not appropriately seated. Behavior that creates a possible distraction to the bus driver, such as personal disrespect, littering, obscene language or tampering with emergency equipment is dangerous. In order to drive any vehicle safely, a driver must be able to pay strict attention to the operation of his bus. If any of the above, including shouting, fighting, or noise at railroad crossings, distracts the driver from his task, all passengers may be placed in a situation which might result in an accident. The bus driver has the authority, granted by the Ohio Legislature, to require student riders to sit in assigned seats, appoint school bus stewards or use any other classroom techniques of maintaining order and discipline on the bus.

### **Follow These Rules:**

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.
11. Be quiet at railroad crossings.

The driver will direct referrals for misconduct on the bus to the principal. These referrals will be handled in the following manner:

**First Referral** -- Principal, student conference, signed referral by parents and students.

**Second Referral** -- Three to ten day suspensions from riding the school bus. Principal, student, parent conference if desired.

**Third Referral** -- Suspension from bus for remainder of current semester, minimum of 30 days.

If school officials deem any of the above offenses serious enough, any of the proceeding steps may be suspended and the next step enforced or permanent loss of bus privileges may be the result.



B. Bus Information: Because many children attending this school are transported by bus, some may miss their bus or may board the wrong bus. If this happens, please follow these instructions:

1. If your child misses the bus, we will immediately contact you.
2. If your child does not arrive home at his correct time, please call the school **(824-8614)** **and/or the bus garage (824-8686)**.
3. All kindergarten and first grade pupils will be issued a bus tag with their bus number listed. Make sure they wear it daily until notified otherwise, generally about one week.

Please instruct your child to find any teacher or go to the school office if he/she should miss the bus.

C. Assignment Change: Any student wishing to ride a different bus to and/or from school must bring a note to the school office stating such a need. This note must include the student's name, the number of the bus the student wishes to ride, reason and parent signature. After turning this note in to the office, students will receive another note from the principal that must be given to the bus driver of the bus the student wishes to ride. Students, likewise, need a note if they wish to exit the bus at a different stop.

D. Field Trips: Our transportation department has instructed us that no younger children are to accompany older siblings on the bus for a field trip. Parents may drive their cars with their own children as long as it has been arranged with the teacher.

## **Cafeteria**

It is the responsibility of the parent to see that his/her child has a packed lunch or has the money to purchase a lunch. In the event that a child forgets his/her lunch money, a call home will be made and parents may bring it to school. If the parent cannot get to school or is not home, the child will be given an alternate lunch with a milk. **Sylvania school policy states that no child will be permitted to charge a lunch.**

Hot lunches are available for all elementary students for a cost of \$2.75. Breakfast is available every morning for a cost of \$1.75. Students who wish to carry packed lunches from home may purchase milk for \$ .50 (This cost is subject to change). Lunches may be prepaid if you desire to do so. Checks should be sent to the office and we will in turn give them to the cafeteria director.

Students are expected to exhibit good manners and self-discipline while in the cafeteria. Failure to cooperate will result in a specific seat assignment or possibly the loss of lunchroom privileges for a period of time. Referral slips will be sent to the parent should their child show inappropriate behavior in our cafeteria.

## **Cafeteria Rules**

1. Wait for your turn in line.
2. Stay in your seat during cafeteria time and wait to be excused.
3. Use an inside voice and appropriate language.
4. Eat your own food. Keep your hands away from other's food.
5. Clean up after yourself.
6. Use Ms. or Mr. when talking to an adult in the cafeteria.

## **Care of the Facility**

Who owns Stranahan Elementary School? You do! Parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore, any damage done to our building, equipment, buses, books, etc., must be paid for by the responsible party. We encourage all parents to discuss with their children the need to keep our building facilities in excellent condition. We have a very nice school and with your help we can keep it that way.

## **Discipline**

Good discipline is not only important in establishing and maintaining a positive learning environment, but also is a vital aspect of your child's social maturity development. All students are expected to cooperate with the teachers in developing good discipline. Teachers will work with each child in the area of social development and will report to you regarding your child's progress in this area. If necessary, the principal may be asked to assist with a particular problem. It is at this time when it may be advisable to ask you, as parents, to come to the school for a conference. Jointly, we can strive to develop a plan to bring about a positive change in the child's behavior.

## **Board of Education - Discipline Code (Student)**

The rules and standards set forth in this student discipline code apply to conduct on school premises or on school buses or involving school property, to conduct off school premises that directly affect other students or the school, and to conduct at school functions of any kind. Any conduct that causes or creates likelihood that it will cause disruption or interference with the health, safety or well-being, or the rights of other students or board of education employees is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all instances of misconduct can be itemized. This policy contains an enumeration of some areas of conduct that will lead to disciplinary action.

The administrative staff will decide upon the consequences for violation of this policy. Such action can come in the form of counseling, parent conferences, assignment of additional work, rearrangement of class schedules, detention, reassignment to the In-School Reassignment Room Program, suspension to the maximum of ten days, recommendation for expulsion from school and/or referral to authorities.

**A. Disruption of School.** A student shall not by use of force, violence, coercion, threat, harassment, insubordination or repeated lack of cooperation, cause disruption of obstruction to the educational process including repeated or flagrant violations of any school rule or accepted standard of behavior.

**B. Vandalism.** A student shall not intentionally cause or attempt to cause damage to school property or facilities, or to private property, which is on school premises. Parents are responsible for such damages and it is the policy of the school district to seek financial redress to the limits of the law.

**C. Stealing.** A student shall not steal or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises.

**D. Unauthorized Use of Fire.** A student shall not set or attempt to set any fire on school property, including the use of fireworks. Making false fire alarms or bomb threats is a violation of this code.

**E. Loitering.** A student shall not be on school property or at a school sponsored activity without specific school related reason or purpose.

**F. Threat to Do Harm.** A student shall not commit or attempt to commit assault, battery, harassment, intimidation, coercion, threat, misdemeanor, felony or any violation of state criminal code against any student, board of education employee or school guest or visitor.

**G. Disrespect.** A student shall not use profane, indecent or obscene language either verbally or in writing toward any student, board of education employee or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures or publications.

**H. Weapons.** A student shall not possess, handle, transmit or conceal any object that in fact or under the circumstances can be considered to constitute a weapon.

**I. Gambling.** A student shall not be involved in the act of gambling while on school premises or at school sponsored activities.

**J. Drugs and Alcohol.** A student shall not possess, transmit, conceal consume or show evidence of having evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs, narcotics or any mind-altering substance while on school property or at any school activity. Included in this prohibition is the possession of any drug-related paraphernalia.

**K. Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco or other tobacco products on school property or at any school activity, during school hours (which includes the hours going to and from school) in any school building or on campus, is not permitted.

**L. Forgery.** A student shall not falsify in writing the name of another person or falsify times, dates, grades, addresses or any other data on school forms or correspondence directed to the school.

**M. Inappropriate Attire.** A student shall not repeatedly dress or appear in fashion deemed inappropriate because it either (a) interferes with the student's health, safety and welfare or that of other students, or (b) causes disruption with the educational process.

**N. Truancy.** A student shall not be truant from class, commons, study halls or school. Excessive tardiness is cause for disciplinary action.

**O. Cheating.** A student shall not work with another person or persons in the execution of a test, report or paper without authorization to do so.

**P. Plagiarism.** A student shall not intentionally represent another person's words, thoughts or ideas as his or her own.

**Q. Failure to Comply.** A student shall not fail to comply with the directions of teachers, student's teachers, school aides, bus drivers, principals or other authorized school personnel.

**R. Hazing.** Hazing activities of any type shall be prohibited at all times. No employees of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing.

**S. Excessive show of affection.** Any public display of affection between couples that attracts undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, sexual contact, and like action.

**T. Electronic Devices.** Radios/Walkman/Beepers and any other items of electronic devices that disrupt the educational process may be confiscated from students and held until the end of the current grading period or school year. A parent conference may be requested before the confiscated item(s) are returned.

**U. Sexual Harassment.** Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. It should be noted that whether or not an act or situation is actually regarded as sexual harassment is, ultimately, determined by the recipient of the act or receiver of the message. Harassment of a student(s) by other student(s) or any member of the staff is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

Any student who believes that s/he experienced any sexual harassment or has observed such actions taken by a professional staff member or agent of the District, other person associated with the District, or fellow student **is strongly encouraged, as soon as possible after the incident**, to contact the assistant principal, principal, or director of Student and Community Services. The student may make such contact either by a written report or by telephone or may make such contact either by a written report or by telephone or personal visit. During this contact, the student should provide the name of the person(s) who s/he 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 by the staff member receiving the report and forwarded to the assistant superintendent or Superintendent.

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

Students are to be informed of this Student Discipline code on an annual basis through the posting of the code and reproduction of the code in student and parent handbooks.

LEGAL REFERENCE: ORC: 3109.09; 3313.30; 3313.66; 3319.41

POLICY ADOPTED: 1976; POLICY AMENDED: August 25, 1986

### **Bullying/Hazing/Harassing**

Hazing Activities of any type shall be prohibited at all times. No employee of the school district shall encourage, permit, condone or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing. Hazing is defined as doing any act or coercing another to do any act that may create and/or cause mental and/or physical harm to another. Permission, consent or assumption or risk by an individual subject to hazing does not lessen the prohibition contained in this policy. (Board policies 5516 and 5517).

**House Bill 276 (March 2007) defines bullying as “an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates as intimidating, threatening or abusive educational environment for the other student.”**

Harassment of student(s) by other student(s) or any member of the staff is a violation of Federal law and is contrary to the Board of Education’s commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. **It should be noted that whether or not an act or situation is actually regarded as sexual harassment, is, ultimately, determined by the recipient of the act or receiver of the message.**

**When unwelcome activities described above of a milder nature occur, the best thing is to say that you are uncomfortable with the behavior and ask that it cease. If you are subjected to behavior which you consider to be sexual harassment or bullying, promptly notify the school counselor or administrator. You will be asked to put your complaint in writing and an investigation will be made into the matter.**

### **Cell Phones**

Cell phones are becoming common place in our world. They can be quite a problem in our educational setting. We would prefer that cell phones be left at home. We do understand that some students need a cell phone to check in with their parents after school. Phones that are brought to school are to be turned off and kept in the student’s book bag in their locker. The school will not accept any responsibility for the loss of a phone, nor will we spend time searching for a missing phone. Students who have their phones on their person (ringing, texting, out in plain sight) will have it taken and turned into the school office.

1<sup>st</sup> occurrence – phone returned at end of the day

2<sup>nd</sup> occurrence – phone picked up by parent

3<sup>rd</sup> occurrence – phone picked up by parent, loss of privilege of bringing phone to school

Please keep in mind that a phone is always available in the school office and in the classrooms in an emergency situation.

## **Dress Code**

The appearance of any elementary student is primarily the responsibility of the individual and his/her parent/guardian. However, it is true that the manner in which one dresses can have a positive (or negative) effect on one's behavior and performance. Consequently, we expect students to maintain an appearance which is conducive to good school behavior and performance, contributes to a positive school atmosphere, and is not distracting to other students or school staff.

Students who dye their hair in bright colors or display their hair in a drastic fashion cause quite a commotion in the classroom. Please consider the difficulty of teaching a class with this type of distraction. **Therefore, students are not permitted to have hair dye or colored hair gel in unnatural colors (magenta, blue, orange, green, etc.). Hair color will only be permitted on a Crazy Hair Day (which will be scheduled later in the year). In addition, Mohawks may not be *excessively* spiked.** We urge you save the hair dye and special hair fashions for the summer.

A student who is inappropriately dressed may be sent home to change clothes or may be detained in the office until a parent/guardian arrives with appropriate attire.

### **These specific guidelines should be followed:**

1. Hats are not permitted to be worn in the building.
2. Outdoor clothing should not be worn in the building. It should be kept in lockers during the school day.
3. Shoes must be worn at all times.
4. Clothing which exposes the midriff, or miniskirts deemed inappropriate is not permitted.
5. Clothing which contains offensive slogans is not permitted.
6. Clothing which contains references to alcohol and other drugs and/or tobacco is not permitted.
7. Pins, badges and emblems that make reference to and/or are symbols for alcohol and other drugs and/or tobacco is not permitted.
8. Shorts that pass the fingertip test (when the child's arms are hanging at their side, and the shorts pant legs are beyond the finger tips) are permitted; other types of shorts are not allowed. Parents should keep the temperature in mind. In the fall and spring the weather can change dramatically during the day. Students wearing shorts will still be required to go outside for recess if it should turn cold.
9. Clothing which has holes or tears in it to expose skin and/or under garments is not permitted.
10. Shoes with wheels are not permitted.

How do you judge if shorts are too short, or if a top is not appropriate? If you have a question about the clothing, chances are your child should not wear the item to school. If what they wear is disruptive, unsafe or obscene, the parent will be notified.

### **Student Verification Form (Emergency Information)**

Each student must have a Sylvania Schools Student Verification Form filed in the school office. These forms are to be completed at the Bulldog Kick-off in August or on the first day of school. If there are any changes in your family status during the school year (i.e., place of employment, telephone numbers, doctors, etc.) please notify us so we can keep this information up-to-date. If you have an unlisted telephone number, please indicate this on the form or notify the office by placing a phone call or visiting personally to inform us of the situation. These numbers will be kept confidential. Without such communication we cannot guarantee confidentiality.

### **Emergency Drills**

Fire, tornado, lockdown, and evacuation drills are held periodically throughout the school year to familiarize the students with the procedures to follow in case of an emergency. Students are expected to take all drills seriously.

### **Illness at School**

If a student becomes ill at school, the home will be called to make arrangements for picking up the student. If no one is reached at home or work, we will call the emergency name and number you have listed on the emergency card. Make sure your children are aware of the emergency contacts available to him/her for pick-up.

### **Inclement Weather**

During the winter months, the schools may be either delayed or closed due to weather conditions. Information concerning these delays or closings is always broadcast on the radio and television. It will help us immensely at school if you would either listen to the radio or watch the television to find the current status of the school day. Sylvania Schools also has a school information line (824-8696), which you may call about closings and delays.

### **Items to be Left at Home**

From time to time students bring items from home that are not appropriate for our school environment. Many of the items are not necessarily dangerous yet it could be disruptive to the educational process. Please talk with your children about items that are appropriate for school. If at any time you are not sure if your child should bring an item, please call the school or keep it at home. The following list includes items that should not be brought to school. This list is not all-inclusive but includes items that occasionally end up at school.

Electronic Equipment, Electronic games, Yo-yos, Skateboards, Cameras, Baseballs, golf balls, Baseball Bats, Trading Cards of any kind, Collectibles, Toys of any kind, Knives of any kind,

Toy Guns, Lighters, Squirt Guns, White Out in any form, Rubber Cement, Medication, glass bottles, fireworks, caps, blanks, tools, roller blades, in line skates, shoe skates, Heelys, etc.

While some teachers allow students to bring Beyblades (spinners) out to recess, we are not responsible for any lost or stolen items nor do we have time to investigate the disappearance of these items. If your child can not part with his/her favorite Beyblade, we suggest s/he leaves it at home.

### **Late Arrivals and Weather Delays**

Each day school is in session is important in the education of your child. All students will begin their school day according to the delay. On a two-hour delay or late arrival doors open for students at 10:50 a.m. with classes beginning at 11:05 a.m.

Sylvania Schools will continue to broadcast late arrival, delays or closing information on the district hotline as well as on all major television and radio stations and via the internet.

### **Library/Resource Center**

Stranahan School is fortunate to have a fine library and resource center. We encourage each child to use the facilities; however, we expect the students to respect the materials and use them carefully. Fees may be charged for any unreturned or damaged book.

### **Lost and Found**

A "lost and found" box is located in the cafeteria. Please feel free to stop and look for any lost articles. Twice a year, just prior to winter vacation and prior to the end of the school year, the contents of our lost and found box are placed on the gymnasium floor for our students to claim what is theirs.

Parents can help reduce lost articles, especially clothing and boots, by labeling them with the child's name. Parents should check the "lost and found" box from time to time.

### **Medication**

If your child is on medication that must be taken during school hours, the Board requires you to notify the school in writing, stating the name of the medicine and its intended use. This notification should be addressed to the principal and should be turned in to the office as soon as you are aware that your child will be taking medication at school. A medication form must be completed and signed by a physician. Over-the-counter drugs may be given, but parents must fill out a "non-prescription medication form" in the school office. This form will indicate the name of the drug as well as the dosage. No student is allowed to provide or sell any type of medicine to another student. Violation of this rule will be considered violations of policy 5530-Drug Prevention and of the student code of conduct.

### **Parent Teacher Association**

The Stranahan PTA is an active, productive group. All parents are invited to participate. The PTA Meeting Schedule is still in the works but will be distributed after the start of the school year.



## Parties and Special Invitations

Stranahan tries to be very sensitive to the feelings of all of our students. As a result of this effort, we ask that no party invitations be distributed to the children during school hours unless every child in that class is getting an invitation. In addition, please do not make unannounced birthday visits with balloons, flowers, cake, etc. as it can be very disruptive to the learning environment. If you wish to do something special for your child's birthday, please make arrangements with your child's teacher for a special treat but we will not be interrupting class time for birthday deliveries.

## Progress Reports

Progress reports are sent home four times a year, usually the Friday following the last day of the quarter. Please check the calendar in this handbook to find those dates.

Stranahan School would be more than happy to send reports to a parent with a different address. To enable us to do this effectively, we would ask that the non-custodial parent send in a supply of self-addressed, stamped envelopes. We will then mail out all needed information.

## Interim Reports

Some families will receive interim reports that are a communication sent home from a teacher notifying a parent that work at that point in time is less than satisfactory in a particular area. While these are generally sent midway through the grading period, they may be sent at any time progress becomes unsatisfactory. These reports must be signed and returned to the teacher. They are meant to give notification to the family prior to progress reports in order to provide time to correct the situation. We want you to be aware. Parents are encouraged to consult with their child's teacher at any time during the year.

## Recess

Part of the regular school program (weather permitting) includes an outside noon recess for all grades. If a parent does not want his/her child to go outside for recess because of a recent illness, **the parent is required to send a note to the teacher. A parent note will be good for 3 days. If your child needs to stay in longer than 3 days due to illness, please provide a doctor's note.** A child will not be permitted to stay inside without such a note. Students do remain inside for recess if the wind chill or actual temperature drops below 20 degrees or if other inclement conditions appear hazardous. Playground rules are listed at the end of this booklet. Please review them with your child(ren).

## Teacher Request for the Upcoming Year

Our teachers spend a tremendous amount of time working as a grade level team in looking at the formation of classrooms for the next school year. We look closely at creating heterogeneous rooms of students. In accomplishing this task, we look closely at learning groups, academic abilities, special learning considerations and a similar number of boys and girls in each classroom. This task is a very complex one and one that we choose to spend a great deal of time on to help insure an appropriate placement for your child.

What about parental requests? If there is a specific concern that is directly related to a sincere educational issue, you may put the issue in writing and direct it to the Principal.

Considerations for these requests will be given to only those requests that reflect a significant educational concern. Parents will be reminded of this policy in the school newsletter and will be notified in the Spring about the Teacher Request window. A request form needs to be completed in the office. Emails, letters, or verbal requests will not be accepted.

### **Telephone Calls**

All classrooms have been equipped with telephones. You can access the system by calling our main number 824-8614 and following the prompts (teacher extensions are printed in this handbook). You will not be able to call into a classroom during the school day. Any attempt to do so will move your call to the voice mail system. If you need to talk to a staff member due to an emergency, please direct your call to the office by pressing "1" when the recorded voice begins.

The most convenient time for calling a teacher is during the half-hour before school and the fifteen minutes after school. Student calls to home for forgotten items are also discouraged, but dealt with on an individual basis. **We encourage all parents not to call the teachers at home unless the situation is an emergency.** Teachers regularly return calls at the end of the day or early in the morning.

### **Transfers**

Parents shall notify the school of their intention to withdraw their child if he/she is being transferred to another school. This notification will help in the sending of school records to the new school. On the day of student withdrawal, the parent must pick up a transfer slip from the school office and sign a permission of record release. The student's records cannot be sent to the new school until the receiving school requests them. Don't forget to turn in all school owned supplies (class books, library books).

### **Video Surveillance and Electronic Monitoring**

Students, parents and visitors should be aware that the school premises are under video camera surveillance. Contact the main office for further information

### **Vision-Hearing Screening**

Students in grades Kindergarten, 1st, and 3<sup>rd</sup>, as well as any new students receive hearing tests. All students have their eyes screened annually. All screenings are done under the guidance of the county nurse.

### **Volunteers and Visitors**

We encourage all parents to become involved at Stranahan. One form of involvement is through volunteer work. Periodically, we will need volunteers to assist with once-a-year activities such as vision testing, etc. Please contact us if you are interested in volunteering

some of your time. The following Volunteer Policy Guidelines are, herein, offered for all volunteers:

1. Volunteers will check into the office. Before leaving the building, please sign out. This will help us account for the total number of volunteer hours spent in our building. State law requires anyone entering a public school building first check-in at the school office.
2. Volunteer badges are available in our school building. **All volunteers should ask for a badge as they sign into the office.**
3. Volunteers should become aware of school procedures, such as fire drills and emergency procedures.
4. Volunteers will be expected to maintain the professional confidentiality of the building and what happens within.
5. No volunteers are to grade papers or tests for a staff member.
6. Volunteers may not assume the responsibility of disciplining the students. The professional staff should be notified of any concerns with the students.

**All visitors will report to the office and not interrupt the classroom while classes are in session.**

### **Workbook Fees**

Workbook fees are set by the Board of Education yearly. Billing and payments will be handled through the Treasurer's Office.

### **Stranahan Security**

With the exception of our front door, all doors to Stranahan are locked during the day. Parents will need to use the front entrance to enter the building. An electronic system is used to allow entry to our office/building. **Please remember that Sylvania School Policy requires all parents and visitors to sign in and receive a visitor's pass in the office.**

### **Playground Safety**

Safety is courtesy, respect for rights and property of others, common sense, as well as self-respect.

Safety rules in the school are not established to deprive students of fun and relaxation but to insure the well-being of all the students.

Thus, safety is the responsibility of all of the students. Each of us can only be free from accidents as each does his part to include courtesy, respect for others and common sense in his own behavior.

#### **Our Playground Rules Include:**

1. Students will stay on the playground area.
2. There shall be no fights, pushing, or shoving while on the playground.
3. Children will share the playground equipment.
4. There shall be no sliding on the snow or ice.
5. Students may not pick up snow, ice or any other item on the playground to throw

6. Students will stay on the blacktop on rainy days.
7. At the sound of the whistle, all students should line up quietly at the door.
8. All students should be aware and practice safe use of playground equipment.
9. Tackling games of any kind are not permitted.
11. Students are not to pull on the clothing of other children that might cause an embarrassing situation.

Stranahan has three playground aides on duty at all times when the children are at lunch recess. Parents/visitors are not permitted on the playground unless authorized by the building principal. The aides carry a walkie-talkie in case of an emergency and are trained to know what to do should an emergency occur. The secretary and principal have first aid training. In a more severe emergency, EMS personnel will be contacted for their assistance. Safety is of utmost importance to everyone at Stranahan.

### **MAKING HOMES CONDUCTIVE TO READING**

One of the best ways you can help the school and your children is to make your home that promotes reading. Several things parents can do to make their home a place of learning would include:

#### **A Learning Home**

- \* An inviting area or corner for reading
- \* A wide variety of books and magazines for all
- \* A regular time for reading
- \* A collection of "How to " books
- \* Shelves, crates or boxes for storing books
- \* Places for writing messages
- \* Places to display notes, writings and drawings
- \* Different kinds of paper for writing
- \* Crayons, markers, pencils and pens
- \* Comfortable chairs for reading
- \* A library card for checking out books

There are many ways parents can help their children read at home. All homes are filled with reading materials, and not just books. We all rely on reading. Parents may not be aware of the literacy-rich environment their homes already are. The following ideas are some examples of real reading at home:

#### **REAL READING AT HOME**

- Create original stories
- Write family diaries
- Write messages to each other
- Cook together; read recipes
- Read bulletins from school
- Collect grocery coupons
- Create photo album captions
- Read video game instructions

## **Tips for Learning**

1. Talk with your child about daily events and time to listen to what your child wants to tell you.
2. Read aloud to your child - every day - and let your child read to you. The more children read, both in school and at home, the more they will improve their reading abilities. Read with children of all ages.
3. Encourage children to draw and scribble at home. This will increase confidence at school.
4. Take your child to new and different places such as museums, historical sites, and nature centers. Talk about what you've seen.
5. Supervise television viewing. Choose good programs and set some time limits. Talk to your child about what you have watched.
6. Establish a regular time and place for doing homework, encourage your child's efforts, and offer praise when assignments are completed.
7. Be generous in showing affection and express interest in your child's every day activities and accomplishments.
8. Instill self-confidence by encouraging your child to believe in his or her self-worth and abilities.
9. Encourage good health practices by making sure your child has three nutritious meals a day, gets plenty of sleep and exercise, and has regular dental and medical checkups.
10. Monitor how your child spends his or her time out of school. Limit video games and television viewing and encourage reading, hobbies, scouts, and other activities that provide learning and social opportunities.
11. Make sure your child attends school regularly. Show an interest in what is being learned at school, and communicate that school is important. Belief in the value of hard work, personal responsibility, and the importance of education all contribute to greater success at school.
12. Be a role model for your child. Children will imitate what they see their parents doing. If you read, your child will want to read.

## **Helping Children Develop Healthy Self-esteem**

Seek out opportunities to praise & encourage your child.

Recognize the things your child does well.

Treat your child with love, respect and courtesy.

Nurture a positive attitude in all situations.

Give your child opportunities to assume responsibility.

Encourage your child to participate in activities that will be successful.

Listen attentively to our child's ideas, fears, feelings & concerns.

Reward good behavior and accomplishments.

Encourage decision making whenever possible.

Spend time together and share favorite activities.

## **Motivating your Child to Succeed at School**

- \* Show interest in your child's learning. Ask about what is happening in school. Ask to see papers and projects.
- \* Work with your child on setting daily goals that are attainable. Write the goals and post them in a prominent place.
- \* Help your child envision and formulate long-term goals.
- \* Instill in your child the idea that achievements are usually the result of persistence and hard work, not luck or ability.
- \* Show caring and love if your child makes a mistake or fails, and help him or her see mistakes as opportunities to learn and grow.
- \* Demonstrate through your words and actions faith in your child's ability to learn and achieve.
- \* Recognize, praise, and celebrate your child's successful completion of a goal.
- \* Model for your child language that conveys positive expectations, such as "I can, I will, I want to, I understand, my goal is" and so on.
- \* Frequently stress to your child the importance of learning and education.

## **Homework Tips for Parents**

- Set aside a daily quiet family time when each family member is engaged in quiet activities while your child does homework. Starting quiet time when children are young establishes the expectation for doing homework and gets them into the routine of studying.
- Establish a time and place where homework is to be done. Make sure the table or desk is in a well-lighted area and that needed materials such as paper, pencils and crayons are available.
- Make sure your child understands all assignments. If needed, work through the first question or problem together. If your child does not understand an assignment and you are unable to help, have his or her call a friend or a homework hot line, if available, for help.
- Each day ask whether there is any homework. Even when there isn't any, the simple act of asking conveys that you consider homework to be an important responsibility. If no specific homework is due, this is a golden opportunity to read together, write a story, take a walk, or just talk together.
- Don't forget to praise your child for homework efforts.

## NOTES:

The Sylvania School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.