

## Whiteford WPO

The Whiteford Parent Organization, along with the staff and faculty, promotes and enriches educational opportunities for students. All parents and legal guardians of children attending Whiteford are automatically members. The parent club meets each month throughout the school year. Please fill out the Volunteer Request Form at the beginning of the school year and return it to school. It is through our involvement at Whiteford that we help make our children's school experience the best it can be. Search for us on Facebook. The Facebook page name is Sylvania Whiteford Elementary School PTO.

Use email address: [whitefordparentorg@gmail.com](mailto:whitefordparentorg@gmail.com) for any parent organization questions or contact a board member directly as listed below.

### 2017-2018 WPO Officers

President	Rita Smithers	419-843-5360	<a href="mailto:margarita.smithers@nsg.com">margarita.smithers@nsg.com</a>
1st Vice President	Inga Holton	419-297-0925	<a href="mailto:i2holton@yahoo.com">i2holton@yahoo.com</a>
2nd Vice President	Meredith Hustwick	419-841-8144	<a href="mailto:mahustwick@gmail.com">mahustwick@gmail.com</a>
Treasurer	Lindsay Miller	419-349-7719	<a href="mailto:miller2517@bex.net">miller2517@bex.net</a>
Secretary	Diane Bostleman	419-343-3788	<a href="mailto:dianebostleman@bex.net">dianebostleman@bex.net</a>

### Events, Programs and Fundraisers Sponsored by WPO:

Art Show	Mother/Son Dance
Ice Cream Social	Monster Mash
Book Fairs	Movie Nights
Box Tops	Parent/Teacher Luncheon
Challenger Learning Center	Parent School Council Rep
Donuts 4 Dad/Muffins 4 Mom	Pint Sized Heroes Blood Drive
Enrichment Day	Red Ribbon Week
Father/Daughter Dance	Room Parents
Field Day	Spelling Bee Fundraiser
Field Trip Transportation	Spirit Wear
Goodwill Drive	Student Directory
Holiday Shop	Teacher Appreciation Week
Kroger Rewards Program	Yearbook

# Whiteford Elementary Handbook 2017-2018



## Whiteford Elementary School

4708 Whiteford Road  
Toledo, OH 43623

Phone: 419-824-8616

Fax: 419-824-8697

### Principal: Mr. Andrew Duncan

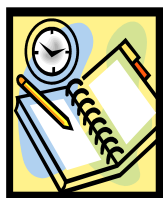
E-mail: [aduncan@sylvaniaschools.org](mailto:aduncan@sylvaniaschools.org)

[www.sylvaniaschools.org](http://www.sylvaniaschools.org)

Transportation Department  
419-824-8686

## Table of Contents

Attendance	pg 4
Busing & Transportation	pg 7
Discipline	pg 10
PTO Information	pg 16
School Policies	pg 13
School Services	pg 9
Staff Directory	pg 3



## SCHOOL DAY SCHEDULE

	8:20 a.m. - Doors Open
	8:30 a.m. - School Begins
<b>Kindergarten</b>	lunch 11:05-11:30 recess 11:30-11:50
<b>1st grade</b>	lunch 11:20-11:40 recess 11:40-12:05
<b>2nd grade</b>	lunch 11:35-11:55 recess 11:55-12:20
<b>3rd grade</b>	lunch 11:50-12:10 recess 12:10-12:35
<b>4th grade</b>	lunch 12:05-12:25 recess 12:25-12:50
<b>5th grade</b>	lunch 12:15-12:35 recess 12:35-1:00
	3:00 p.m. - Student Dismissal
	3:05 p.m. - Buses Depart

### School Safety

All exterior doors (except the office door) are locked during the school day. All visitors must report to the office. A sign in sheet is on the office counter for volunteers and other visitors. Do not go to the classroom without checking in. 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.

### Textbooks and Workbooks

Textbooks are furnished by the school at no cost to the pupil and remain the property of the school. Books that are lost, damaged, or destroyed by a student will be paid for by the student. Parents pay workbook fees for consumable books. You will receive notice of the amount of the fee for each grade level at the beginning of the new school year.

### Transfer or Withdrawal Procedure

When it is necessary for a parent to withdraw a child from Sylvania Schools please inform the school as soon as possible and complete a Student Transfer/Withdraw Form in the office. The student's records will be sent upon the request of the new school.

### Transporting Your Child to and from School

Student drop off and pick up will take place in the front of the building at the flagpole. Please do not drive up to the front door. This area is designated for Handicapped parking and Bus Traffic only.

*NOTE: If your child is not at the flagpole area, please park your car and wait so that the traffic can keep flowing. This is a very busy area, thus the reason for keeping the traffic moving.*

If you come in to pick up your child at 3:00 you are asked to wait in the front lobby unless you have an appointment with the teacher. It is not a good time to discuss your child's progress because teachers are focused on getting all children to the correct location at the end of the day. Please call to set up a conference at any time. Any staff member would be happy to meet with you at an appropriate time.

### Visitation

Parents are, of course, welcome at Whiteford Elementary. We ask that all visitors stop first in the school office to sign in and receive a visitor/parent pass. Appointments may be made to visit your child's classroom through the classroom teacher. Please do not disrupt a teacher who is responsible for teaching students. Parents are invited to eat lunch with their child.

## Immunizations

Current Ohio standards require the following immunizations and doses: Dtap-5 doses, Polio-4 doses, MMR-2 doses, Hepatitis B-3 doses, Varicella-2 doses. The measles vaccination must have been administered on or after your child's first birthday. In accordance with Ohio State law, students who have not completed each series of immunizations prior to the start of the school year will be excluded from school until the immunizations are completed. If your child's immunization record is missing or incomplete, the nurse and office staff will be contacting you. Families may sign an immunization waiver for religious or medical reasons, but their children will automatically be excluded each time there is a documented case of the previously mentioned diseases.

## Late Starts for the School Year

Each year Sylvania Schools have Teacher In-Services on a 2-hour delay schedule. School hours on Late Start days will be from 10:30 to 3:00. Scheduled Late Starts are: September 21, December 5, March 7, May 15.

## Leaving School Early

If a student must leave before 3:00 p.m. a written request from the parent/guardian should be submitted to the homeroom teacher. At the requested time of departure the parent/guardian is expected to sign the student out in the main office.

## Medication

If your child needs medication during the school day, you must complete an MAR General Medication Form. This form is required for any type of medication: over-the-counter medications (including cough drops), prescription medication, inhalers, and epipens. SCHOOL PERSONNEL CANNOT ADMINISTER MEDICATION IF THIS FORM IS NOT FILLED OUT AND ON FILE IN THE SCHOOL OFFICE. A new form must be completed and submitted for each new school year and each new medication.

## Personal Property

Radios, MP3 players, iPod/iPads, cameras, expensive jewelry, large sums of money, electronic games, cell phones and other valuables should not be brought to school. We cannot be responsible for losses; therefore, we encourage students not to bring these items.

## Playground & Recess

All students are required to go outside during recess. The only exception is when a signed note from a student's physician indicates a medical necessity. While at recess keep hands, feet, & other objects to yourself; treat everyone with respect; avoid jumping on or from the playground equipment; play under control so that you can help avoid injuries. Students wishing to play in the snow at recess need to wear boots. Extra clothes can keep in a child's locker in the event that he/she gets wet. Any activity that could be potentially harmful is not allowed during recess including: tackling; hitting, pushing, spitting, kicking; king of the hill games; dogpile games; chicken; bullying; running up the slide the wrong way; and jumping out of the swings.

## Progress Reports

Progress reports are sent home quarterly. Please return the signed envelope each quarter. Interim reports will be sent home mid-quarter with students who are having difficulty in a particular subject area. These reports must be signed by the parent and returned to the classroom teacher. Parents are encouraged to consult their child's teacher at any time during the year with questions or concerns.

## Whiteford Elementary Teaching Staff

	Name	Ext	Email	Room #
Principal	Mr. Andrew Duncan	2702	<a href="mailto:aduncan@sylvaniaschools.org">aduncan@sylvaniaschools.org</a>	Office
Kindergarten	Mrs. Jennifer Steeb	2719	<a href="mailto:JSteeb@sylvaniaschools.org">JSteeb@sylvaniaschools.org</a>	20
	Miss Natalie Tinnel	2730	<a href="mailto:ntinnel@sylvaniaschools.org">ntinnel@sylvaniaschools.org</a>	6
	Mrs. Brandy Tyburski	2729	<a href="mailto:btzyburski@sylvaniaschools.org">btzyburski@sylvaniaschools.org</a>	24
1st Grade	Miss Sara Hennessy	2747	<a href="mailto:Shennessy@sylvaniaschools.org">Shennessy@sylvaniaschools.org</a>	17
	Mrs. Emily Lindhurst	2746	<a href="mailto:elindhurst@sylvaniaschools.org">elindhurst@sylvaniaschools.org</a>	16
	Mrs. Brittany Wilson	2748	<a href="mailto:BWilson@sylvaniaschools.org">BWilson@sylvaniaschools.org</a>	18
2nd Grade	Mrs. Darienne Compton	2721	<a href="mailto:dcompton@sylvaniaschools.org">dcompton@sylvaniaschools.org</a>	21
	Mr. Bill McDonald	2723	<a href="mailto:WMcDonald@sylvaniaschools.org">WMcDonald@sylvaniaschools.org</a>	23
	Mrs. Jill Michaelson	2722	<a href="mailto:JMichaelson@sylvaniaschools.org">JMichaelson@sylvaniaschools.org</a>	22
3rd Grade	Mrs. Caren Beddoes	2727	<a href="mailto:CBeddoes@sylvaniaschools.org">CBeddoes@sylvaniaschools.org</a>	29
	Mrs. Joanne Petersen	2725	<a href="mailto:JPetersen@sylvaniaschools.org">JPetersen@sylvaniaschools.org</a>	27
	Mrs. Betty Strawcutter	2726	<a href="mailto:BStrawcutter@sylvaniaschools.org">BStrawcutter@sylvaniaschools.org</a>	28
4th Grade	Mrs. Angie Crandell	2707	<a href="mailto:acrandell@sylvaniaschools.org">acrandell@sylvaniaschools.org</a>	3
	Miss Lindsey Gryca	2709	<a href="mailto:lgryca@sylvaniaschools.org">lgryca@sylvaniaschools.org</a>	1
	Mrs. Mary Beth Headman	2708	<a href="mailto:MBHeadman@sylvaniaschools.org">MBHeadman@sylvaniaschools.org</a>	2
5th Grade	Mrs. Amy Errington	2724	<a href="mailto:aerrington@sylvaniaschools.org">aerrington@sylvaniaschools.org</a>	25
	Mrs. Kimberly Damron	2710	<a href="mailto:kdamron@sylvaniaschools.org">kdamron@sylvaniaschools.org</a>	5
	Mrs. Dawn Melchert	2706	<a href="mailto:DMelchert@sylvaniaschools.org">DMelchert@sylvaniaschools.org</a>	4
	Mrs. Andrea Shackle	2711	<a href="mailto:AShackle@sylvaniaschools.org">AShackle@sylvaniaschools.org</a>	7
Art	Miss Ani Geha	2712	<a href="mailto:ageha@sylvaniaschools.org">ageha@sylvaniaschools.org</a>	8
Music	Ms. Laura Sailer	2717	<a href="mailto:lsailer@sylvaniaschools.org">lsailer@sylvaniaschools.org</a>	15
P.E.	Mr. Mike Bretelson	2736	<a href="mailto:mbretelson@sylvaniaschools.org">mbretelson@sylvaniaschools.org</a>	Gym
Media Spec.	Mrs. Debbie Nemer	2741	<a href="mailto:dnemer@sylvaniaschools.org">dnemer@sylvaniaschools.org</a>	Library
Counselor Psychologist	Mrs. Katie Harman	2703	<a href="mailto:kharman@sylvaniaschools.org">kharman@sylvaniaschools.org</a>	
	Mrs. Marie Artie	2705	<a href="mailto:marite@sylvaniaschools.org">marite@sylvaniaschools.org</a>	
Sp. Ed Coord	Mrs. Christie Soltman	8668	<a href="mailto:csoltman@sylvaniaschools.org">csoltman@sylvaniaschools.org</a>	
Intervention Specialists	Mrs. Carly Alecusan	2740	<a href="mailto:calecusan@sylvaniaschools.org">calecusan@sylvaniaschools.org</a>	Conf rm
	Mrs. Lisa Diamond-Mortus	2728	<a href="mailto:ldiamond-mortus@sylvaniaschools.org">ldiamond-mortus@sylvaniaschools.org</a>	26
	Mrs. Jennie Harding	2718	<a href="mailto:jharding@sylvaniaschools.org">jharding@sylvaniaschools.org</a>	19
	Mrs. Ashley Johnson	2714	<a href="mailto:AJohnson@sylvaniaschools.org">AJohnson@sylvaniaschools.org</a>	10
Reading Intervention	Mrs. Deb Mathiot	2742	<a href="mailto:DMathiot@sylvaniaschools.org">DMathiot@sylvaniaschools.org</a>	14
	Mrs. Melissa Schimmoeller	2735	<a href="mailto:mschimmoeller@sylvaniaschools.org">mschimmoeller@sylvaniaschools.org</a>	12
Math Intervention	Mrs. Allison Weiss	2740	<a href="mailto:aweiss@sylvaniaschools.org">aweiss@sylvaniaschools.org</a>	Conf rm
E.S.L.	Mrs. Tammy Lamont	8582	<a href="mailto:tlamont@sylvaniaschools.org">tlamont@sylvaniaschools.org</a>	
Speech / Hearing	Mrs. Ann Williams	2715	<a href="mailto:AnWilliams@sylvaniaschools.org">AnWilliams@sylvaniaschools.org</a>	

## ATTENDANCE



### Attendance & Absences

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

### Excusable Reason for Absence

The District accepts only the following reasonable excuses for time missed at school. Each absence shall be explained in writing and signed by the student's parents. The excuse shall be submitted to the building principal/designee and filed as part of the student's school record.

**A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:**

- Personal Illness– The principal/designee may require a doctor's confirmation if he/she deems it advisable.
- Illness in the Family– The absence under this condition shall not apply to children under fourteen (14) years of age.
- Quarantine of the House– This is limited to the length of the quarantine as fixed by proper health officials.
- Death in the Family– The absence arising from this circumstance is limited to three (3) days unless a reasonable cause may be shown by the applicant child, parent/guardian for a longer absence.
- Necessary Work at Home Due to Absence or Incapacity of Parents/Guardian– Any absence arising because of this condition shall not extend for a period longer than for which the parents were absent from the home or incapacitated, or to any student younger than fourteen (14).
- Observation or Celebration of a Bona Fide Religious Holiday– Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.
- Emergency or Set of Circumstances– The building principal shall serve as the Superintendent's designee in the determination of such emergency or set of circumstances.

### Absence During the School Day for Professional Appointments

Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

- The student shall have a statement to that effect from his/her parents.
- The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that he/she reported promptly for the appointment.
- The student shall report back to school immediately after his/her appointment if school is still in session.

### Excessive Absence Guidelines

A student who misses seven days of school in the current school year will have a letter sent home to the parents reminding them of the importance of regular attendance and alerting them to the fact that future absences may require a medical verification in order to be excused.

A student who misses ten days of school in the current school year will have a letter sent informing parents that future absences will require a doctor's verification to be excused.

## SCHOOL POLICIES



### Arrival to School

Students participating in the breakfast program should not arrive prior to 8:05am. Other students brought to school should arrive between 8:20am and 8:30am. Students should be in their classrooms at the 8:30am bell.

### Closings and Delays

There are days when, due to fog, snow, ice, or other inclement weather, it is deemed unsafe to transport students on busses. Please tune in to major television and/or radio stations for an accurate list of delays or closings. Sylvania School closing phone number is 419-824-8696 or check our website: [www.sylvaniaschools.org](http://www.sylvaniaschools.org).

### Communication

You will receive the Eagle Aire newsletter via email at the beginning of each month from the principal. The Eagle Aire is the principal's monthly newsletter. It contains important dates and information regarding upcoming events, school policies, district news, volunteer opportunities, and WPO activities. Parents are encouraged to watch for this email and save it for easy reference. District and school information can be found on the website: [www.sylvaniaschools.org](http://www.sylvaniaschools.org).

### Dress Code

The appearance of any child is primarily the responsibility of the child and parents. Students are expected to maintain the type of appearance that is conducive to a good school atmosphere. When a student's appearance is considered improper, he or she will be sent home or detained in the school office until an appropriate outfit is brought to school. Clothing items not allowed include: spaghetti straps, low-cut, or crop tops; hats, inline skates, short skirts. Sandals and flip-flops are allowed only if another pair of appropriate shoes are kept at school for gym and recess.

### Emergency Drills

Fire and/or tornado drills are held monthly throughout the school year to familiarize the students with the procedures to follow in case of an emergency. We also run lock-down and emergency evacuation drills as part of our Safety Plan throughout the year.

### Emergency Form

Each student must have a signed Student Information Verification Form filed in the school office. If there are any changes in your family status during the school year, i.e., address, place of employment, custody, telephone numbers, doctors, etc., please stop in the office to update your information. Information will be kept confidential.

### Field Trip Forms

A field trip form must be signed by a student's parent or guardian for each specific field trip taken.

### Fighting

Fighting and horseplay is not permitted. The school does not make a distinction between a student taking offensive or defensive action. Students are encouraged and expected to avoid confrontations. Students who choose to fight and/or participate in disruptive behavior will be subjected to the consequences set forth in the Student Discipline Code (#5600). Parents will be called to meet with the principal and/or take their child home.

- T. **Electronic Devices.** A student shall not violate Policy 5136 Cellular Telephones and Electronic Communication Devices. Radios/Walkman/*Pagers/Cell Phones* and any other items or electronic devices which 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. **Harassment/Discrimination.** A student shall not violate Policy 5517 Anti-harassment, including harassment based on sex, race, color, national origin, religion, disability, sexual orientation, or any other unlawful basis.
- V. **Misuse of Computers and Other Equipment.** A student shall not violate the School District's Policy 7540.03 Student Network and Internet Acceptable Use and Safety. Students shall not use the School District's computers or other equipment except as authorized by a teacher or other supervisor, shall not misuse or abuse such items, and shall not use such items to obtain, generate, or use information in an illegal or unethical manner or for illegal or unethical purposes. As used in this Discipline Code, "computers" includes software, hardware, and related devices.
- W. **Inappropriate material.** A student shall not possess, distribute or display material, including a picture that is obscene or pornographic, including material that depicts a person in a state of nudity or undress.
- X. **Copyright infringement.** A student shall not violate federal copyright law.
- Y. **Video and photography.** A student shall not capture, record or transmit the voice (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such voice or images.
- Z. **Libel/slander.** A student shall not commit libel or slander. Libel is the writing and publication of a false and defamatory statement or report. Slander is the oral communication of a false and defamatory statement.
- AA. **Harassment, intimidation and bullying.** A student shall not violate Policy No. 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation and bullying.
- BB. **Violations of law.** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.

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.

A student reaching 15 days of absence will have their name forwarded to Student Services who will set up a hearing with the parents, the school principal and the director of Student Services. Possible results of this hearing could be a referral to court, Children Services and the withholding or withdraw of a student's drivers license, etc.

**School Year Vacations/Personal Convenience Absence (PCA)**

Uninterrupted attendance in school is essential for student success. It is therefore expected that absences from class should occur only in unavoidable circumstances. Absences from school for student and/or parent personal convenience is not provided for under school attendance laws of the State of Ohio. Therefore, such absence will be considered unexcused. Personal convenience absences are available to parents for students participating in special trips or family activities. The absence is unexcused and must be taken in compliance with the following provisions.

- a. The PCA will be considered **unexcused**.
- b. The PCA forms will be **issued only to parents/guardians** by the student's principal or his/her designee. Notes from parents will not be accepted. Phone calls may be made to the Attendance Office at any time. Evenings-leave a voice message for the student to pick up the PCA the next school day.
- c. The PCA forms must be completed and on file **BEFORE** the date(s) of the absence.
- 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 weeks and the last two weeks of the school year.)**
- e. The PCA absences are applicable only to trips on which students accompany their parents or designated chaperone.
- f. Student/parents are responsible to **inform each teacher of the dates** of the PCA.
- g. Students will be permitted to make-up graded assignments and classroom tests that **are** recorded or calculated as part of the student's grade.
- h. Students/parents are responsible to make arrangements to make-up tests by the **second day the student returns**.
- i. **Failure to abide by the above procedures and other administrative guidelines will result in denial of make-up privileges.**
- j. Sylvania Schools assumes no responsibility for a drop in grades.
- k. Teachers are **not required to prepare assignments in advance** for students who are anticipating days of absence.
- l. Teachers are not required to examine or correct assignments missed during a PCA that are not recorded or calculated as part of the student's grade.
- m. Teachers are not required to grade, examine, correct, or replicate any missed activity, written work, or class experience the completion of which is predicated upon a student's attendance or in-class participation (e.g. lab, class play, etc.).

**Our School Day**

8:30am School Begins  
 11:05am–1:00pm Lunches  
 3:00pm Dismissal  
 3:05 pm Buses Depart

### Truancy and Habitual Absence

A student shall be considered truant each day he/she is absent without written excuse from his/her assigned location. Administrative action will be taken as follows:

1. No credit will be recorded for work missed as result of truancy.
2. A record of the truancy will be entered in the student's attendance file.
3. Parent contact will be made and a parent conference may be held.
4. In most cases the promotion of a student to the next grade level will be prohibited if the student has been truant for more than 10% of the required attendance days of the current school year and has failed 2 or more of the required curriculum subject areas in the current grade.

### Implications for Open Enrollment

The building principal has the authority to request that the open enrollment privileges of a student be revoked if the student has (15) tardies and/or absences within a school year.

### Requests for Homework Assignments

The school will obtain assignments for pupils absent three (3) days or more, if such a request is made. Parents may request assignments by calling the school secretary at 419-824-8616. State the period of time of absence and the teacher's name. Twenty-four hours are needed to gather materials and to give teachers time to write out assignments.

### Make-up Work for Excused Absences

Make-up work for schoolwork missed due to excused absences is permitted and provided upon request. The amount of time allowed completing and receiving credit for the missed work is equivalent to the number of days absent.

- F. **Threats and Causing Harm.** A student shall not threaten, commit or attempt to commit assault (*physical harm to another*), harassment, intimidation, coercion, whether a misdemeanor, felony, or any violation of state criminal code against any student Board of Education employee or school guest or visitor. Intimidation includes written, verbal, or non-verbal abuse which is threatening to an individual.
- 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 or look-alike weapon 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. **Alcohol and Other Drugs.** A student shall not possess, transmit, conceal, consume, or show evidence of having consumed or used, or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs, narcotics, or any mind-altering substance while on school property, both inside and outside of buildings and school buses. 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 and Misrepresentation.** 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. A student shall not use the name or identity of another person.
- M. **Inappropriate Attire.** A student shall not dress or appear in a fashion deemed inappropriate because it either (a) interferes with the student's health, safety, and welfare or the rights of other students, or (b) causes a material interference with or substantial disruption of 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. A student shall not use unauthorized material to cheat on a test or other assignment.
- P. **Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own.
- Q. **Failure to Comply.** A student shall not fail to comply with the directions of teachers, student 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 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.
- 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, and like action.

## DISCIPLINE



Learning proper behavior, cooperation, respect, and self-discipline is critical to a child's educational development. Without these qualities, it is difficult for a person to maintain the proper attitudes to develop intellectually. It is the school's responsibility as part of the total educational process to assist the family in the development of each student's self-discipline. An effective school-wide discipline plan also provides for a safe learning environment. Students will be recognized by staff for demonstrating good citizenship. Recognition may be in the form of verbal praise, positive reward tickets, parent letters, stickers and extra privileges.

On the other hand, it may become necessary to apply appropriate consequences for inappropriate behavior that interferes with the educational process. Due process will be followed in all disciplinary actions in accordance with Sylvania Schools Discipline Policy 5600.

The rules and standards set forth in this student discipline code apply to conduct on school premises on or off school buses or involving school property, to misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by the district and misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.. Any conduct which 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 aspects of misconduct can be itemized. This policy contains an enumeration of some areas of conduct which will lead to disciplinary action.

The consequences for violation of this policy will be decided upon by the administrative staff. Such action can come in the form of counseling, parent conference, assignment of additional work, rearrangement of class schedules, detention, Saturday school, placement in the In-School Reassignment Program, out of school suspension, to the maximum of ten (10) days, recommendation for expulsion from school and/or referral to juvenile 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 or 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, be a party to a theft, possess stolen property, or attempt to steal school property, or private property, which is on school premises or in vehicles on school premises. This includes library books and supplies.
- D. **Unauthorized Use of Fire.** A student shall not threaten, set or attempt to set any fire on school property, including the use of fire or fireworks. Making false fire alarms or bomb threats is a violation of this code.
- E. **Loitering/Trespassing.** A student without a specific school related reason or purpose shall not be on school property or at school sponsored activity. Any unauthorized entry of school property or any refusal to leave school property when ordered will be considered trespassing.

## BUSING & TRANSPORTATION



### Bus Transportation and Safety

Department of Transportation— 419-824-8686

### Bus Safety & Rules

Rules of conduct for student bus passengers are basic and are necessary for safe operation. Students are asked to be on time to their bus stops. Students should wait in the designated safe position until the bus comes to a full stop before approaching the bus. If the bus is on the opposite side of the road, wait until a signal from the driver is given indicating that it is safe to cross.

Once on the bus, the student should always remain seated while the bus is in motion. The bus driver has the authority, granted by the Ohio Legislature, to require student riders to sit in assigned seats, appoint bus stewards, or use any of the classroom techniques to maintain order and discipline on the bus.

#### **Follow these rules:**

- Observe same conduct as in the classroom.
- Be courteous; use no profane or obscene language.
- Do not eat or drink on the bus.
- Leave the bus clean; no littering.
- Cooperate with driver.
- Do not smoke.
- Do not be destructive or tamper with emergency equipment.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Be quiet at railroad crossings.

### Bus Discipline

Referrals for misconduct on the bus will be directed to the principal by the driver. These referrals will be handled in the following manner.

- **First Referral**– Principal, student conference, signed referral by parent and student.
- **Second Referral**– Five to ten days suspension from riding the school bus. Principal, student, parent conference is desired.
- **Third Referral**– Suspension from the bus for remainder of current semester, minimum 30 days.

If any of the above offenses are deemed serious enough by the school officials, many of the preceding steps need not be followed. The result of this action could result in the permanent loss of bus privileges.

### Missing the Bus

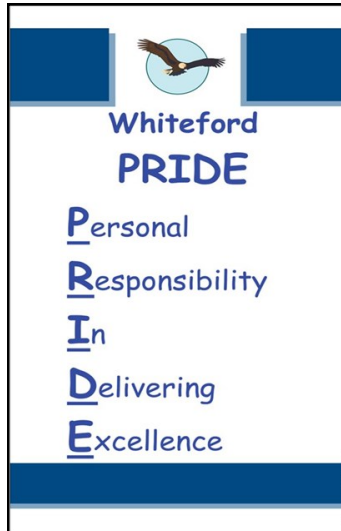
If students miss their bus home, we will immediately contact you by phone. If your child does not arrive home at the correct time, please contact the Transportation Department at 419-824-8686 or the school at 419-824-8616, extension 2700.

### Riding a Different Bus

Any student wishing to ride a different bus to and/or from school must bring a note to the school office that includes the student's name, the number of the bus the student wishes to ride, and parent signature. The student will receive a bus pass from the office to give to the driver of the bus the student wishes to ride.

### Transportation Release

Parents requesting a change in their child's transportation assignment on a short term basis must submit the request in writing to the office or contact the Transportation Office directly. Requests will be honored if there is room on the bus and written request is received in a reasonable time period. In the event of an emergency, please call the Transportation Office.



## SCHOOL SERVICES



### Auxiliary Student Services

Many additional professionals join with teachers to work for the betterment of all Whiteford Elementary students. Student services professionals available include a counselor, psychologist, special education teacher, intervention specialists, speech/hearing specialist, occupational therapist, physical therapist, English as a Second Language teacher, and a school nurse.

### Cafeteria Services

School lunches are available for all elementary students. Students who carry lunches from home may purchase milk. Prices will be announced at the beginning of the school year. Students can purchase lunches or milk on a weekly or monthly basis. Checks should be made out to Sylvania Schools. Online payments may be made at [www.myschoolbucks.com](http://www.myschoolbucks.com). 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 the loss of lunch room privileges for a period of time.

### Counselor

Our school counselor is an educator who works with students and their families on an as-needed basis. She can help students deal with any issues or concerns that would impact their emotional or academic well-being.

### Illness at School

A health room is available for students who become ill at school. Should students become ill at school, the teacher will send a note to the office with the child. The secretary will attempt to notify the parents of the illness. If a parent cannot be reached, relatives or neighbors listed by the parent on the Student Verification Medical Authorization Form will be contacted. It is important that we have a signed Student Verification Medical Authorization Form on file for your child.

### Intervention Assistance Team

The Intervention Assistance Team (IAT) is a school-based, problem-solving group who assists teachers and parents/guardians with intervention strategies for learning and behavioral needs. Contact our Principal at 419-824-8616 for more specific information regarding the IAT or to make a special request for consideration.

### Library

Whiteford Elementary School is fortunate to have a fine library and resource center. We encourage each child to use the facilities; however, we expect students to respect the materials and use them carefully. Each child is issued a number that will be scanned each time a book is checked out.

### Lockers

Students are not allowed to put locks on lockers. Students also should not put stickers or tape on the inside or outside of lockers as they are extremely difficult to remove and they damage the paint.

### Lost and Found

A "Lost and Found" box is located in the cafeteria hallway. Small lost items such as jewelry and glasses are kept in the office.

Parents can help reduce lost articles, especially clothing and lunch boxes, by labeling them with the child's name. Parents should check the "lost and found" box from time to time. Anything left unclaimed will be donated to a charitable organization at the end of the quarters.

### Telephones

All classrooms have telephones. You can access the system by calling 419-824-8616. The school telephone is for the use of staff; therefore, student use is to be restricted to emergencies only. Children also are not allowed to bring cellular phones to school.