

# PARENT-STUDENT HANDBOOK 2017 - 2018

## Sylvan Pledge

*I am a kind person.*

*I am here to learn and do my best work.*

*I am going to treat others the way I want to be treated.*

*I am looking for the good in other people.*

*I am going to do what is right and show respect to all.*



## **SYLVAN ELEMENTARY SCHOOL**

**4830 Wickford Dr.**

**Sylvania, OH 43560**

**(419) 824-8615**

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**Snow and Delay Hotline: 419-824-8696**

**Juliane Gault - Principal**

## Welcome to Sylvan!

The staff of Sylvan would like to welcome you to another exciting school year! The elementary school years are the most exciting and enjoyable for students and parents. We look forward to working with you and your child to enhance academic, social, and emotional growth as well as create positive memories for them that will last a lifetime. We have learned that cooperation and communication between the home and the school can greatly minimize the risk of problems interfering with the success of your child's elementary years. We encourage you to become involved in the family life of Sylvan. By attending conferences and meetings, supporting school programs, and becoming active with the parent club, we can accomplish our collective goals for the benefit of your children.

The purpose of this handbook is to make you aware of the policies and procedures of Sylvan Elementary School and to better enable you to be an active participant in your son or daughter's school program. We encourage you to become INVOLVED and to not hesitate to ask questions, make suggestions or share your concerns.

## The Sylvan Staff

### SAFETY/VISITING PROCEDURES

While our mission is to provide our student with the best education possible our top priority is to provide that education in safe, friendly atmosphere. Please help us to accomplish this by reading through and following the procedures outlined whenever you are visiting Sylvan.

- 1) When dropping your child off at school in the morning, please say goodbye to them at the door. Staff will be out and about to welcome our students as they enter the building. The only exception to this would be if you need to assist them in delivering a project that they are unable to carry safely by themselves. Also, when picking your child up at the end of the day, please wait for them at a prearranged exit door.
- 2) Whenever you are visiting the school, always come to the office first. All visitors are required to sign in and wear a Visitors' Pass, which is obtainable in the office. Visitors without a pass will be directed to the office. It is also important to sign out before leaving.
- 3) If you are picking up your child for an appointment, or bringing him/her back from one, check in at the office. If you are picking up your child, he/she will report to the office to meet you. If you are returning your child to school after an appointment, visit the office to inform us. In addition, if you have items that need to get to your child (forgotten lunches, glasses, birthday treats) please make sure they are clearly marked with your child's name and grade and we will make sure the items get delivered to them.
- 4) **Visitors are not to enter the academic areas of the school unless they have a prearranged appointment with a teacher and have already signed in at the office. Appointments with teachers can be requested by sending a note in with your child or calling your child's teacher at school.**
- 5) Please do not use the front driveway or front parking lot in the morning as busses are arriving at school or during dismissal when busses are pulling in and parking for students to board. Cars in this area during these times create an unsafe environment for our students. The parking lots at either end of the building can be utilized to drop off and pick up students at the beginning and end of each school day.

Your cooperation and understanding in these matters are greatly appreciated. Our intention is NOT to keep parents away from the school, as we know that your assistance and presence is an important part of student success. Rather, we want to keep instructional distractions/interruptions minimized and everyone to continue to feel comfortable and secure while your children are in our care.

### VOLUNTEERS

We encourage all parents to become involved at Sylvan. 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.**

#### ARRIVAL/DISMISSAL TIMES

Teachers are in their classrooms ready to greet their students at 8:20 AM. Students should arrive between 8:20 and 8:30 AM. Classes begin promptly at 8:30 AM.

**Students should not enter the building before 8:20 AM.** Students being dropped off should not arrive before 8:20 AM. The school cannot be responsible for the supervision of children before 8:20 AM or after 3:00 PM. Parents dropping off and picking up students anytime during the day should park in the lots at each end of the building to avoid congestion with the busses loading and unloading in the front driveway.

Dismissal is at 3:00 PM with busses leaving Sylvan at 3:05 PM. All arrangements (changes in transportation, child care, etc.) should be made in writing to the child's teacher the morning of the day of the change. **Messages cannot be delivered to a teacher regarding a student's dismissal after 2:30 PM unless it is an absolute emergency.**

Walkers and bicycle riders should exit from end doors and cross the streets at designated cross walks under the supervision of the Sylvan Safety Patrol. Parents should instruct children to go directly to and from school.

Parents will be notified by school personnel when their child must spend additional time before or after school. Under most circumstances, this notification will occur twenty-four hours in advance.

#### **Delay days / Late Start days**

Please refer to the district calendar for dates of scheduled delay days. Emergency Delays due to weather, etc. are two hours. School will begin at 10:30 AM on those days and students should arrive between 10:20 and 10:30 AM.

#### ATTENDANCE

The **compulsory attendance laws** of the State of Ohio are clear. Under the law, parents are responsible for their children attending school on a regular basis. The only legal excuses for absences are: a) personal illness, b) illness in the family, c) quarantine of the home, d) death of a relative, e) work at home in parents absence, f) observance of religious holidays and, g) emergency or set of circumstances.

It is important that children attend school regularly; therefore, parents will be notified by letter once a student's absences have reached 10 days and again after fifteen days. Excessive unexcused absences may lead to legal action against the parents under the State of Ohio Truancy Laws. In addition, once a student reaches 7 tardies, a letter is sent home.

**Personal Convenience Absence:** Absence for personal convenience of either the child or parent cannot be legally excused. A personal convenience absence (PCA) shall be defined as one which has the approval of a child's parent or guardian but which is not legally excusable under laws of the State of Ohio. PCA forms will **not** be issued for absences during scheduled district-wide testing, including exams, October count week as well as the first two and the last two weeks of the school year. Please consult the district calendar for specific dates. All Personal Convenience Absence forms must be completed and on file 3 days **before** the date(s) of the absence. Teachers are **not required to prepare assignments in advance** for students who are anticipating days of absence. The policy of Sylvania Schools shall be to discourage absences for personal convenience. The PCA absence will be considered unexcused and must be taken in compliance with the provisions listed on the PCA form. (Sylvania Schools Attendance Policy 5200) **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.**

**Notification of Absence:** The State of Ohio Safe School Act requires **parents or guardians to notify the school** when their child will not be in attendance. You may call the office **anytime before 9:00 AM** to notify us of the absence by leaving voicemail. In the event that we are not notified, you will get an automated call from the principal that gives you information about calling us and then getting us a note the next day. When returning to school, a written note must be sent stating the date and reason for absence.

If a student arrives before 10:30 AM he/she is considered tardy and after 10:30 AM he/she is considered absent for 1/2 day. If a student leaves before 1:00 PM he/she is considered absent for 1/2 day. When a student leaves after 1:00 PM it is considered an early dismissal.

**Make-up Work Due to Absence:** If your child is not in school due to illness for only one day, we suggest that you allow your child to return to school rested and make up the one-day of homework the next school day. In case of prolonged absences (two or more days) notify the office in the **morning** of your homework request and we will have it for you within twenty-four hours. This gives your child's teacher adequate time to prepare assignments without interrupting instructional time. Students are expected to ask the teacher for make-up assignments the day of return to their class. Students are responsible for making up work in a timely manner. Assignments not completed will be reflected in the grade.

**Early Dismissal (Student):** A student who must be dismissed before the close of the school day must present a written request signed by the parent or guardian to the classroom teacher indicating dismissal time. Children will be released only from the office

to the custodial parent or guardian or to an adult designated by the custodial parent or guardian. The adult must sign the "Release of Student" form in the office for the child's release. Appointments should be scheduled outside of school hours whenever possible. Proof of appointment must be given to the office upon returning the following day.

**Illness at School:** Children who become ill at school can be better cared for at home by their parents. Ultimately, the care of sick children is **not** the responsibility of the school. The school will release sick children only to the child's custodial parent or a person identified by the custodial parent. Parents are responsible for providing the school with current work telephone numbers or information about where the parents can be reached during the day. The parents are responsible for providing information about someone who can care for the sick child if the parents are not available. We obtain this information from the emergency medical card. It is the responsibility of the parent to see that this information is updated when changes occur.

**Withdrawals:** In the event a family moves from the district, the school should be notified at once so the parent may complete a transfer form. The transfer form will serve as admittance to the new school. Official school records will be forwarded to the new school by the Sylvan secretary upon parent's completion of the "Consent for Student Record Release" form. All fees must be paid and books and materials returned upon withdrawal from school.

### **BIRTHDAYS**

Balloons and flowers interfere with safety on the bus and walking home; therefore, we do not accept or deliver these for students. We ask that invitations to birthday parties be mailed from home. Please do not use the school to pass out the invitations unless you are planning to invite all the girls or boys in the classroom. Many children get their feelings hurt if only a select few are invited and others are left out of a party. No cupcakes in kindergarten

### **BUS TRANSPORTATION**

**Bus Transportation and Safety:** For questions relating to transportation, please contact the Office of Transportation at 419-824-8686. 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. It is the responsibility of parents to supervise students at the bus stops. Students 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 to cross.

Once having boarded 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 school bus stewards, or use any of the other classroom techniques of maintaining order and discipline on the bus.

#### **STUDENTS ARE TO FOLLOW BUS SAFETY RULES; Referrals may be given for the following reasons:**

1. Be on time at bus stop. The driver has been instructed not to wait.
2. Crossing in front of the bus as it approaches the loading stop.
3. Improper unloading procedures. Once off the bus move away from it rapidly.
4. Wait for the signal from the driver before crossing the road in front of the bus when loading or unloading
5. Stay in seat upon entering the bus. Moving from seat-to-seat is forbidden.
6. Fighting on bus.
7. Obscene language or signs.
8. \*Smoking on bus or lighting matches/lighters.
9. No electronic devices permitted on the bus.
10. Eating on bus.
11. Damaging personal property.
12. Gambling.
13. Personal disrespect to bus driver.
14. Throwing litter on the floor or out of the window.
15. Head and/or arms outside the window.
16. Tampering with emergency equipment.
17. Destroying school property.
18. Disobeying driver instructions.
19. Shouting on bus.
20. Noise at railroad crossing.

\* This offense, by Board of Education policy, levies an automatic five (5) school days suspension from school for the first occurrence.

#### **Penalties for bus misconduct:**

**FIRST REFERRAL:** Principal notification, signed referral by parents and student.

**SECOND REFERRAL:** Three to Ten days denial of bus privileges. Conference if deemed necessary.

**THIRD REFERRAL:** Denial of bus privileges for remainder of current semester, minimum of 30 days.

**Note:** If the offense is deemed serious enough by school officials, any of the preceding steps may be superseded and the next step enforced, with possible permanent loss of bus privileges being the result.

**Bus Information:** If a student misses his/her bus or boards the wrong bus, please follow these instructions:

1. If your child misses the bus, the office will immediately contact you by telephone.
2. If your child does not arrive home at the correct time, please call the school.
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 after the start of school.

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

**Assignment Change:** Any student wishing to ride a different bus to and from school must bring a parent 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 and emergency phone number.** After turning this note in to the office, the student will receive a bus pass from the office and the student must give the pass to the driver of the bus the student wishes to ride. A parent note must be given to the classroom teacher before a student may walk home or to any location after school.

**Bus Students Wishing To Walk Home:** Bus students are not permitted to walk (ride bikes, roller blade, etc.) without written permission from a parent. A **written note** must be presented to the classroom teacher the morning of the change in transportation. We do not encourage bus students to walk due to safety concerns.

### **CAFETERIA**

Hot lunches are available for all elementary students for \$2.75. Students who bring lunches may buy milk for \$.50. Lunches may be paid by the day. Charge options are not available, but parents may pay in advance. Please include name(s) of children on check. Children who forget their money are provided a substitute item and milk. Menus are sent home with students each month. Applications for free or reduced price lunches are available in the office. For health and safety, children are discouraged from bringing carbonated beverages, glass or aluminum containers. The lunch and recess schedule will be as follows:

	<u>LUNCH</u>	<u>RECESS</u>
GRADE 1 --	11:30-11:50	11:50-12:15
GRADE 4 --	11:40-12:00	12:00-12:25
GRADE 3 --	11:55-12:15	12:15-12:40
Kinder --	12:10-12:30	12:30-12:55
GRADE 2--	12:20-12:40	12:40-1:05
GRADE 5--	12:35-12:55	12:55-1:20

\*Times are subject to change due to scheduling.

**Cafeteria Behavior:** 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. Safety is also important in the cafeteria. Students should talk quietly, remain seated, eat only at the table, leave own area clean, and follow directions by cafeteria personnel. Cafeteria rules include:

1. Show respect to all adults, to other students, and to yourself
2. Food is to be eaten, never thrown
3. Sit facing forward with your legs under the table
4. Use a quiet voice; speak only to people who are sitting beside or across from you.
5. Clean above and below your table
6. Stay in your seat until you have permission to get up

### **COMPUTER TECHNOLOGY AND NETWORK**

Sylvan is committed to the effective use of technology to enhance the quality of student learning. Students are to make appropriate and ethical use of the computers and other electronic equipment, accompanying software, as well as any networking. Disciplinary action will be taken against students if equipment technology and/or networking are abused in any way or used in an illegal, unethical manner.

## 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 will be in the form of verbal praise, Bobcat Best card, parent letters, stickers and extra privileges to name a few.

In the process sometimes it becomes necessary to apply appropriate consequences for inappropriate behavior, which 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 a 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 items 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 tampering with a fire alarm 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.

**F. Causing Harm.** A student shall not act in such a way as to cause physical injury to another student, any school employee or any other person on school property or at a school-sponsored activity.

**G. Threats.** A student shall not, through verbal, written, technological, or any other means, make a statement that physical or emotional harm may come to another person or institution. A direct or indirect threat to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another is prohibited.

**H. Bomb Threats.** Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

**I. Interference with Security Measures/Procedures.** A student shall not tamper with property installed for security purposes (including, cameras, door locks, emergency kits, etc.). A student must follow safety protocol, including participating in safety drills and following building safety rules.

**J. Aggressive Behavior.** Stalking, bullying, intimidation, coercion, teasing, taunting, name-calling or other aggressive behavior towards another student, staff member or school guest is prohibited. **K. Disrespect.** A student shall not use profane, indecent or obscene language either verbally or in writing toward any student, staff member, or school guest or visitor. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.

**L. Weapons.** A student shall not possess, handle, transmit, or conceal a weapon or any object or look-alike weapon that in fact or under the circumstances can be considered to constitute a weapon. Prohibited weapons include a firearm, firearm part, starter gun, pellet gun, bb gun, air gun, knife, blade, razor blade, box cutter, or other implement for shooting or cutting that may cause death or serious bodily injury. A student shall not use a permissible object in a manner to threaten, harm or harass another.

**M. Knowledge of dangerous weapons or threats of violence.** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

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

**O. 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, un-prescribed 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.

**P. Tobacco Products.** Smoking, evidence of smoking, use of snuff, chewing tobacco, electronic cigarettes, vaporizers, or other tobacco or tobacco-like 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.

**Q. Falsification and Misrepresentation.** A student shall not falsify, orally or in writing, the name of another person or falsify signatures, 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.

**R. 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.

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

**T. 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, or assist another student in using, unauthorized material to cheat on a test or other assignment.

**U. Plagiarism.** A student shall not intentionally represent another person's work, words, thoughts or ideas as his/her own, or assist another student in such misrepresentation.

**V. 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.

**W. 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.

**X. 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.

**Y. Careless or Reckless Driving.** Driving on school property in such a manner as to endanger persons or property is prohibited.

**Z. Electronic Devices.** A student shall not violate Policy [5136](#) Cellular Telephones and Electronic Communication Devices. Radios/Walkman/Pagers/Cell Phones/Smart watches 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.

**AA. Unlawful 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.

**BB. 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.

**CC. 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. Any person possessing, taking, disseminating, transferring, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be disciplined and reported to appropriate law enforcement authorities.

**DD. Copyright infringement.** A student shall not violate Federal copyright law.

**EE. 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, where prohibited or where individuals have a reasonable expectation of privacy. For example, video/audio recording and photography is not permitted in classrooms without teacher permission and is prohibited in locker rooms or restrooms.

**FF. 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.

**GG. Harassment, intimidation and bullying.** A student shall not violate Policy 5517.01 Bullying and Other Forms of Aggressive Behavior, which prohibits harassment, intimidation and bullying.

**HH. Violations of law.** Committing any act not listed herein as a major infraction that is a criminal offense when committed by an adult.

**II. Refusing to accept discipline.** A student failing to comply with disciplinary penalties may face enhanced penalties for such action. Violating the conditions of a suspension or expulsion as specified in writing when a student has been suspended or expelled. (Appealing a suspension or expulsion is not considered refusal to accept discipline).

**JJ. Violent Conduct.** A student may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

R.C. 3313.20, 3313.66, 3313.534, 3313.661, 3315.07

A.C. 3301-35-03 (G), 3301-83-07

Revised 5/11/98

Revised 5/8/00

Revised 10/25/10

Revised 2/27/17

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.

#### **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.

#### **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. In addition, disciplinary consequences may be assigned.

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.

### **Policy 5611 – Due Process/Appeal Hearing Guidelines**

Policy 5611 prescribes the due process procedures that are followed by Sylvania Administration when students are suspended out of school or an expulsion is recommended by the building principal.

When an incident occurs that may lead to the implementation of disciplinary action to students, the school administration must follow this protocol:

- A. Informal Hearing with student
- B. Written Notice of Intent to Suspend
- C. Decision
- D. Action per Discipline Code #5600
- E. Notification to Parent/Guardian
  - Specific reasons per Policy #5600
  - Number of school days suspended
  - Possible parent conference with school administration
  - Right to appeal the decision to the Hearing Officer (Director of Student Services)
  - Appeals must be submitted in writing to Student Services Department within forty-eight (48) hours after notification of parents.
- F. Appeal Hearing (see procedural outline)

### **Appeal Procedures**

Before an appeal hearing will be scheduled by the Director of Student Services, the following procedures must be completed:

- Conference between the school administrator(s) and parent/guardian.
- Parent/Guardian must submit in writing their intent to appeal within two (2) days after notification from school administration – DO NOT expect to schedule an appeal hearing the next day after receipt of the written appeal.
- Parent/Guardian's written appeal will be submitted to Student Services – Hearing Officer will schedule hearing per contact with parent/guardian.
- Hearing Officer may reject appeal if due process has been followed by school administration and no rationale supports the appeal per documentation.
- All expulsion recommendations will have an appeal hearing scheduled automatically by the Hearing Officer within the ten (10) day suspension.

Student Services will not schedule an appeal hearing unless these procedures are followed. Contact Student Services at 419-824-8581 regarding an appeal hearing – written requests may be submitted to the Burnham Building, Room 200 c/o Hearing Officer.

### **Sylvan School's Discipline Plan**

#### **General School Wide Rules**

1. Respect yourself and others
2. Respect school property and the property of others
3. Act in an appropriate, safe, and healthy manner
4. Respect teachers and others in authority

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

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 of 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 an 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.**

#### Interventions

The following are interventions, which may be used to resolve disciplinary problems:

1. Note or call home.
2. Conferencing - may involve parent, teacher counselor/social worker and /or an administrator via telephone, written communication or meeting.
3. Loss of privileges - may include recess and/or special programs.
4. Additional tasks - assignment of tasks, which may or may not interfere with non-academic or after-school activities.
5. Emergency Removal -when a student's presence poses a threat to the educational process a principal may initiate an emergency removal.
6. Suspension/Expulsion - such actions may be taken by the administrative staff in response to violations of the Sylvania District wide Student Discipline Code (5600) to ensure the maintenance of effective school conditions and good school order.

#### DRESS CODE

The appearance of any child is primarily the responsibility of the child and parents. Students are encouraged to wear clothing that is functional and appropriate for classroom activities and weather condition. Sylvania District-wide Dress Code (# 5511) states students are expected to maintain the type of appearance that is conducive to a good school atmosphere and is not distracting. When a student's appearance is considered improper, he/she will be sent home or detained in the school office until appropriate clothing is brought to school. Clothing considered to be inappropriate or distracting include 1) anything which advertises or promotes the use of tobacco, alcohol, and/or other drug related substances and 2) anything containing language or pictures which are suggestive in nature or is offensive. Shorts should be mid-thigh in length. The wearing of hats, caps, hoods, and bandannas in the building is not permitted.

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. We urge you save the hair dye and special hair fashions for the summer.

A student who is inappropriately dressed or if what they wear is disruptive, unsafe or obscene, the parent will be notified and the student may be sent home to change clothes or detained in the office until a parent/guardian arrives with appropriate attire.

We recognize the importance of daily outdoor play. Children will be outdoors for recess unless it is raining or temperature and wind result in a 20\* F or colder wind-chill factor. During cold weather, please make sure your child wears a warm coat, hat, gloves, and boots for comfort and safety. Please label each garment with your child's name.

#### FIELD TRIPS

Field trips are arranged for students during the year as part of the curriculum to enhance learning. Admission costs are incurred by students.

Parents will be asked to sign permission slips when children take field trips. The parents' signature acknowledges that the parents are aware that the child will be away from the school, and are aware of the nature of the trip and its purpose. These slips do not remove any liability from the teacher. The parents have the right to deny participation. Only students whose parents have signed permission slips will be permitted to participate in such activities.

#### HANDICAPPED PARKING

Sylvan provides a barrier free facility with entrance ramps, main restrooms and drinking fountains for wheelchair access. Sylvan has parking spaces specifically designated for use by those who are physically disabled. These spaces are clearly marked with the universal symbol for handicapped areas. Please respect the needs of our physically disabled. Parking in these spaces is reserved for vehicles displaying a state handicapped parking card or handicapped license plate.

#### HOMEWORK

Homework is recognized as an essential part of schooling. Out-of-school assignments provide supplementary reinforcement and foster self-discipline. Make it clear at home that you firmly support the role that homework plays in your child's education. Encourage your child to talk to the teacher when help is needed.

### LOST AND FOUND

A “lost and found” container is kept in the main hallway. Parents can help reduce the number of lost items by labeling each with the child’s first and last name. Students should know where the container is kept and check for lost personal articles. All unclaimed items will be given to a charitable organization on a periodic basis. Students are discouraged from bringing valuable items; i.e., radios, large sums of money, expensive calculators, etc. to school. Sylvan is not responsible for these items if lost, stolen or damaged.

### MEDICAL CONCERNS

**Use of Medication:** (Sylvania Schools Policy 5330) When a student is ill to the extent that over-the-counter medication is required during the school day, parents should consider keeping that student home until need for medication is gone.

When your doctor prescribes medicine for your child please ask him/her to prescribe it for times other than during the school day. If medication must be taken during school hours, an authorization form completed by the physician and the parent/guardian and must be on file in the office prior to any administration of medicine. Forms are available in the school office. The form must be filled out completely. It is the responsibility of the parent and child’s physician to update this form to reflect changes in the prescription (dosage and administration). Additional/new medications require an additional form and cannot be administered without appropriate communication and documentation by the physician. Doctors may wish to fax authorization to us at (419) 824-8679. The same procedure must be followed for all over the counter medications as well.

**To insure the safety of students all medications must be brought to the office by an adult in their original containers labeled with the student’s name and exact dosage. Children are not to carry medication (prescription or non-prescription) on their person at any time. These medications can be accidentally ingested or confused with illegal drugs.**

**Bee Stings and Other Allergies:** Parents are responsible for informing the classroom teacher and/or the office of the child’s allergies, especially allergies to bee stings. In the case of bee sting allergies, the parents are responsible for providing the school with the bee sting medication and a doctor’s statement about how the medication is to be administered. A Medical Authorization Form must be completed and on file with medication in the office.

**Emergency Card:** This card lists information vital to the care of your child during an emergency at school. Each student must have a Sylvania Schools Emergency Form completed and filed in the school office. These forms are to be completed when sent home at the beginning of school and promptly returned to the school. If there are any changes in this information during the school year, i.e., place of employment, telephone numbers, doctors, emergency contacts, etc., please notify the office so we can keep the card accurate. If you have an unlisted telephone number, please indicate this on the form. A request must be made in writing to the office to keep the telephone number confidential.

**Emergency Medical Treatment:** Parents are responsible for informing the school of emergency medical treatment they desire for their child.

**Illness at School:** If a student becomes ill at school, the parent/ guardian will be called at home or work to make arrangements for picking up the student. If no one is reached at home or at work, the school will call the emergency numbers of the persons designated on the Emergency Medical Card in the order they are listed. Please notify the emergency contact person(s) you designated of his/her responsibility. Emergency personnel will be called if needed.

**Immunization Laws:** Students are required to have immunizations for poliomyelitis, rubella, rubella, diphtheria, pertussis, tetanus, and mumps. The Ohio Department of Health recently revised the School Immunization Requirements to include a second dose of measles, mumps and rubella vaccines before a student enters kindergarten. If a student has a written statement signed by the parent that the student has had the mumps, the immunization is not required. The immunization law in Ohio (RC 331.67-3313.671) requires children who do not have evidence of proper immunization to be excluded from school after fourteen (14) days.

### PARENT ORGANIZATION

Sylvan School is supported by an active Parent Organization, which meets regularly throughout the year. Contact the school office for the officer’s names. They hold a yearly fundraiser called *Stride for Pride*. This fundraiser is held in the fall and students get pledges for running a track in the field behind the school. It is a day of fun for the students and we use a lot of parent volunteers. This is our main fundraiser for our building.

If you are a Sylvan parent, you are invited to become a member of this organization. We welcome your participation. You will receive information throughout the school year concerning activities.

### PARENT-TEACHER CONFERENCES

Parent/Teacher conferences are always welcome. Parents should call for an appointment to ensure the teacher's availability and preparation for the conference. Special conference days are established throughout the year. Refer to the Sylvania Schools' district calendar for specific dates.

### **SAFETY**

The safety of children at school is a primary concern of the school staff. It is important to have a good home-school relationship concerning children's safety. The following guidelines emphasize safety precautions and are included for your attention.

**Arrival/dismissal of non-bus students:** Students who do not ride a bus should be dropped off between 8:20 and 8:25 AM and picked up at 3:00 PM in the parking lot located at the east end of the building, not the front circle due to bus traffic. Drivers should drive cautiously.

How you can help:

- Try entering the school drive from the east (Longfellow and Charlesgate). If you come from the east you can simply **turn right** into the pick-up lot. When cars back up on Charlesgate (coming from Wickford) the busses have a difficult time making the turn onto Charlesgate.
- Exit the school drive by **turning right** on to Charlesgate.
- **Staying in your vehicle** while in the proper lane and being patient with the situation so that all our students can be safe when departing from school.
- Please **do not block the crosswalk.**
- **Please be patient** as you wait.
- If you are walking home with your child, please **use the crosswalks.** We stress safety in developing this routine so that students do not cross the streets at unsafe locations.

**Safety Patrol:** Students walking to and from school should only cross at street corners. Safety patrol members aid in the safety of all students and cooperation of the Sylvan student body provides for a safer environment. Crossing guards are located at Wickford and Charlesgate as well as other locations around the building.

**Bicycles:** Sylvan regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of parents and child: a responsibility in the care of property, in the observation of safety rules; and in the display of courtesy and consideration toward others. Parents of young children should inform the classroom teacher if they give permission to their child to ride to school. Sylvan is **not** responsible for bicycles, which are lost, stolen, or damaged. All bikes should be placed in the bike racks located at the east end of the building. (Sylvania Schools Use of Bicycles Policy #5514)

**Playground:** When several hundred students use the playground every day, rules must be established, understood, and practiced. Playing cannot be fun when students act in a disrespectful or aggressive manner. Children should be encouraged to care about themselves and the health and safety of others while on the playground. Common sense and courtesy will provide for a safe and healthy playground environment. The playground is open for student use with supervision during school hours. Persons using school grounds during other times of the day or week do so at their own risk. Supervision of children on the playground before and after school hours (before 8:20 AM and after 3:00 PM) is the responsibility of parents.

**Emergency Drills:** Fire drills are held frequently during the school year to familiarize students with the procedures to follow in case of an emergency. Tornado and Lockdown safety drills are also conducted during the school year.

**Visitors:** State law requires all visitors to report to the office before visiting classrooms. For your children's safety all visitors are carefully monitored through the visitor/volunteer pass system. To obtain one please sign-in at the office when you arrive and you will be issued a pass.

### **SYLVANIA CITY SCHOOL CLOSINGS (INCLEMENT WEATHER)**

Local television and radio stations will announce the unscheduled closing of school. If Sylvania Schools is not mentioned, assume school is in session and please do not call the school. To insure safety, the supervision of students is the responsibility of parents until ten minutes before the announced starting time. You may also call the inclement weather telephone line at 419-824-8696.

### **STUDENT RECORDS**

**Confidentiality:** Student records are confidential and are protected by the "Privacy Act". Only the school staff and the child's natural parents or legal guardians have access to the records. Directory information on the child is not protected by the "Privacy Act". Directory information includes names, address, and phone number. Parents may request that the school not release this information. This request must be noted on the emergency contact card.

**Parents' Access (RC 3319.321):** Parents may request access to their child's records. This request must be granted within forty-five (45) days. Parents have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. Parents also have the right to an opportunity for a hearing to challenge the contents of those records.

**Non-Custodial Parents Access:** A divorce or change in custody does not change the rights of a natural parent to his/her child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Step-parents have no right to records, reports, or conferences unless these rights are conferred on them by the custodial parent.

**Child Custody:** Parents have an obligation to inform the school anytime the custody of a child changes. (Senate Bill 140 requires this information.) The school officials will need to see and copy court orders pertaining to a child's custody.

#### **TELEPHONE**

The office telephone may be used by students **only** in emergencies. Forgetting homework, musical instruments, lunches, transportation arrangements or after school activities **does not** constitute emergencies.

#### **TESTING**

Parents should make every effort to ensure their child's attendance and punctuality every day, especially during testing week(s). Personal Convenience Absences (PCA's) will not be issued during district wide testing. Parents should honor the district calendar scheduling family trips, doctor appointments, etc. when school is not in session.

#### **TEXTBOOKS, WORKBOOKS AND SUPPLIES**

Textbooks are provided by the district at no cost to the pupil and remain the property of the school. Books that are lost or willfully destroyed by a student will be paid for by the student. There is a charge for consumable materials. These student fees are to be paid preferably by check or money order with the canceled check serving as your receipt.

Students are asked to provide school supplies; such as, pencils, crayons, markers, headphones, etc. as well as an art smock and gym shoes per lists supplied by their teachers. These lists are placed in 4th quarter report cards in June or can be obtained in the office or on the school website.

**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.**