

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. 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 @ Sylvania Whiteford Elementary School PTO.

Use email address: whitefordparentorg@gmail.com for any parent organization questions or to contact a board member directly as listed below.

2020-2021 WPO Officers

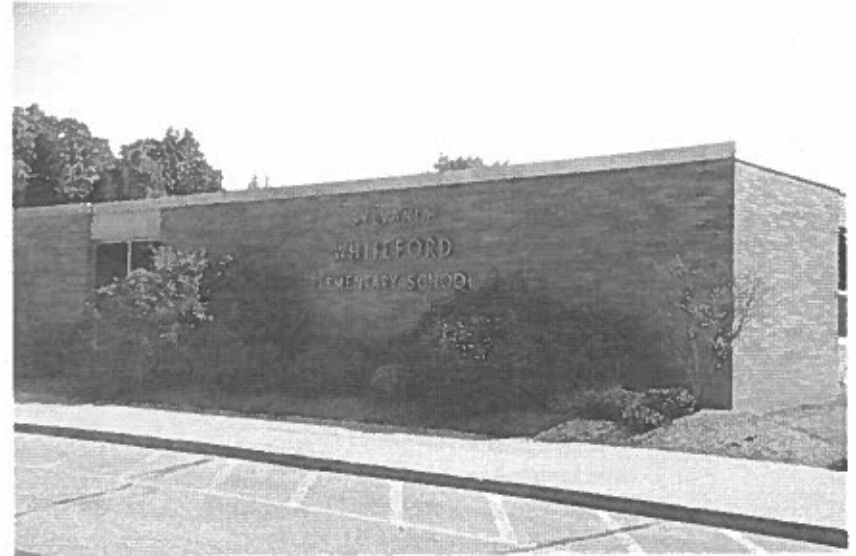
President	Jen Begeman	jenbegeman@gmail.com
1st Vice President	Anneke Godlewski	anneke@themarketink.com
2nd Vice President	Liz Scherting	elizabetharellanordh@live.com
Treasurer	Erin Marsh	erinschoenmarsh@gmail.com
Secretary	Leslie Bailey	lesliebailey44@gmail.com

Events, Programs and Fundraisers Sponsored by WPO:

Art Show	Kroger Rewards Program
Book Fairs	Monster Mash
Bowling Night	Movie Nights
Box Tops	Parent School Council Rep
Challenger Learning Center	Pint Sized Heroes Blood Drive
Pastries for Parents	Red Ribbon Week
Enrichment Day	Spirit Wear
Family Fun Nights	Student Directory
Field Day	Teacher Appreciation Week
Field Trip Transportation	Yearbook
Holiday Shop	



Whiteford Elementary Handbook 2020-2021



Whiteford Elementary School

4708 Whiteford Road
Toledo, OH 43623

Phone: 419-824-8616

Fax: 419-824-8697

Attendance email: whattendance@sylvaniaschools.org

Principal: Mr. Andrew Duncan

E-mail: aduncan@sylvaniaschools.org

www.sylvaniaschools.org

Transportation Department
419-824-8686

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SCHOOL DAY SCHEDULE (TBD)

8:20 a.m. - Doors Open	
8:30 a.m. - School Begins	
Kindergarten	lunch 11:05-11:30 recess 11:30-11:50
Grade 1	lunch 11:20-11:45 recess 11:45-12:05
Grade 2	lunch 11:35-11:55 recess 11:55-12:20
Grade 5	lunch 11:50-12:10 recess 12:10-12:35
Grade 4	lunch 12:05-12:25 recess 12:25-12:50
Grade 3	lunch 12:15-12:35 recess 12:35-1:00

3:00 p.m. - Student Dismissal

3:05 p.m. - Buses Depart

Whiteford Elementary Teaching Staff

	Name	Phone	Email	Room #
Principal	Mr. Andrew Duncan	2702	aduncan@sylvaniaschools.org	
Secretary	Mrs. Jenny Zmuda	2700	jzmuda@sylvaniaschools.org	
Counselor	Mrs. Katie Harman	2703	kharman@sylvaniaschools.org	
Student Affairs	Mr. Bill McDonald	2745	wmcdonald@sylvaniaschools.org	
Psychologist	Mrs. Maria Arite	2705	marite@sylvaniaschools.org	
PreSchool	Mrs. Jane Nagle	2730	jnagle@sylvaniaschools.org	6
	Mr. Eric Swindel	2729	eswindel@sylvaniaschools.org	24
Kindergarten	Miss Julia Main	2718	jmain@sylvaniaschools.org	19
	Mrs. Danielle Warniment	2721	dwarniment@sylvaniaschools.org	21
	Miss Jessica Jessing	2719	jjessing@sylvaniaschools.org	20
1st Grade	Miss Sara Hennessy	2747	shennessy@sylvaniaschools.org	17
	Mrs. Emily Lindhurst	2746	elindhurst@sylvaniaschools.org	16
	Mrs. Brittany Wilson	2748	bwilson@sylvaniaschools.org	18
2nd Grade	Mrs. Jennifer Steeb	2724	jsteeb@sylvaniaschools.org	25
	Mrs. Lindsay Evans	2723	levans@sylvaniaschools.org	23
	Mrs. Brandy Tyburski	2722	btyburski@sylvaniaschools.org	22
3rd Grade	Mrs. Caren Beddoes	2727	cbeddoes@sylvaniaschools.org	29
	Miss Lindsey Gryca	2725	lgryca@sylvaniaschools.org	27
	Mrs. Natalie Richards	2726	nrichards@sylvaniaschools.org	28
4th Grade	Mrs. Angie Crandell	2707	acrandell@sylvaniaschools.org	3
	Mrs. Mary Beth Headman	2708	mbheadman@sylvaniaschools.org	2
5th Grade	Mrs. Dawn Melchert	2706	dmelchert@sylvaniaschools.org	4
	Mrs. Andrea Shackie	2711	ashackie@sylvaniaschools.org	7
	Mrs. Kimberly Damron	2710	kdamron@sylvaniaschools.org	5
Art	Miss Ani Geha	2712	ageha@sylvaniaschools.org	8
Music	Ms. Laura Sailer	2717	lsailer@sylvaniaschools.org	15
P.E.	Mr. Mike Bretelson	2736	mbretelson@sylvaniaschools.org	gym
Media Specialist	Mrs. Debbie Nemer	2741	dnemer@sylvaniaschools.org	Library
	Mrs. Kris Kieffer	2741	kkeiffer@sylvaniaschools.org	Library
Intervention	Mrs. Kelsey Collins	2714	kcollins@sylvaniaschools.org	10
	Mrs. Lisa Diamond-Mortus	2740	ldiamond-mortus@sylvaniaschools.org	Conf rm
	Mrs. Jennie Harding	2728	jharding@sylvaniaschools.org	26
	Mrs. Ashley Johnson	2714	ajohnson@sylvaniaschools.org	10
Math & Reading Intervention	Mrs. Emily Bradish		ebradish@sylvaniaschools.org	13
Reading	Mrs. Darienne Duffy	2742	dduffy@sylvaniaschools.org	14
	Mrs. Melissa Schimmoeller	2735	mschimmoeller@sylvaniaschools.org	12
English Learning	Mrs. Erin Violette	2709	eviolette@sylvaniaschools.org	1

ATTENDANCE

Attendance notes: whattendance@sylvaniaschools.org

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 19 hours (3 days plus one hour) of school in a month or 32 hours (5 days plus two hours) 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.

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 or hearing may be held for students with unexcused absences near the level of habitual truant as defined by the State of Ohio. These are currently 5 consecutive days of unexcused absences, 7 days per month, or 6 days per school year. Possible results of this hearing could be a referral to court or Children's Services.
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.

Requests for Homework Assignments

The office will obtain assignments for pupils with excused absences of three (3) days or more, if such a request is made. Parents may request assignments by calling the school at 419-824-8616 or emailing the teacher. Twenty-four hours are needed to gather materials and to give teachers time to write out assignments.

Our School Day

8:20am Doors Open

8:30am School Begins

11:05am–1:00pm Lunches

3:00pm Dismissal

3:05 pm Buses Depart

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.).

BUSING & TRANSPORTATION



Bus Transportation and Safety

Department of Transportation— 419-824-8686

Please find your **bus number and pick up times** by using an interactive map on our website. From the Sylvania Schools website, choose Transportation under the Departments tab. Enter your address and zip code in the Search fields. Your child's school and bus information will be listed in the left column.

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 within a reasonable amount of time as listed, please contact the Transportation Department at 419-824-8686 or the school at 419-824-8616, extension 2700.

Riding a Different Bus

Students are only allowed to ride their assigned bus and get on/off at their assigned stop. **We no longer allow students to ride home with friends.** Safety is the primary factor in this decision. It ensures that we are not overcrowding buses and that we have a complete roster of students who may be riding the bus.

Transportation Release

Parents requesting a change in their child's transportation assignment must submit a *Student Transportation Release* to the Transportation Office directly. Please find this form on Sylvania School's website under Transportation.



As a Whiteford Eagle I promise to practice the Whiteford Way. I am respectful, responsible and ready to learn.

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, student affairs coordinator, special education teachers, interventional specialists, speech/hearing specialist, occupational therapist, physical therapist, english learner teacher, and a school nurse.

Cafeteria Services

School lunches are available for all elementary students. Students who carry lunches from home may purchase milk. Breakfast is also offered to those who choose to eat at school. Breakfast times are 8:10am-8:30am. Prices will be announced at the beginning of the school year. Checks should be made out to Sylvania Schools. Online payments may be made at 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. If deemed necessary, the secretary will notify the parent or guardian of the illness. If a parent/guardian cannot be reached, Emergency Contacts will be contacted. Please note, we need parent permission to send a child home with an Emergency Contact. It is important that we have up-to-date information 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 for more 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. Books must be returned in good condition, otherwise parent will need to pay a replacement fee. Each child is issued a number that will be scanned each time a book is checked out.

Lockers

Students are not allowed to use any type of lock on their lockers. Students are not permitted to place 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** caddy is located near the cafeteria. Small lost items such as jewelry and glasses are kept in the office. Parents can help reduce lost articles, especially coats and lunch boxes, by labeling them with the child's name. Parents should check the lost and found from time to time. Anything left unclaimed will be donated to a charitable organization at semester end.

Telephones

All classrooms have telephones. You can access the system by calling 419-824-8616 and entering the teachers extension. The student telephone in the office is restricted to emergencies only. Students are only allowed to bring cellular phones to school if they are left off and kept in their lockers during school hours.

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. This policy is subject to change per school board policy.

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.

- 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.

- 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.

SCHOOL POLICIES

Arrival to School

Students participating in the breakfast program should not arrive prior to 8:10am. Other students brought to school should arrive no earlier than 8:20am. Students should be in their classrooms at the 8:30am bell.

Birthdays

Treats for birthdays may be brought in to share with classmates, however with the growing number of allergies we limit individually wrapped food based treats to grades K & 1. Grades 2-5 may enjoy a non-edible treat. In addition, teachers will not distribute outside party invitations to the classroom unless you are inviting the entire classroom. Hurt feelings can happen quickly when others are excluded.

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. For accurate information please do any of the following: Check the District website: www.sylvaniaschools.org or Facebook page. Tune into any local TV or radio stations. Sign up for delay/closing information notices at: www.cancellations.com.

Communication

You will receive the bulletin via email each Friday from the principal. 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.

Conferences

Conferences are usually the first week of November. You may sign-up for an appointment at Open House in August. You may also contact your child's teacher to meet at another time during the school year. Unless you have an appointment with the teacher, please do not try to meet the teachers at dismissal. 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 or email your teacher to set up a conference at any time. Any teacher would be happy to meet with you at an appropriate time.

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

Sylvania Schools uses an online form system called OneView. We request parents/guardians to complete this form each spring/summer for the upcoming year. If there are any changes in your family status during the school year, i.e., address, place of employment, custody, telephone numbers, etc., please use OneView to update this information. Visit Sylvania School's website for the OneView link: www.sylvaniaschools.org

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.

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. Buses run 2 hours later than your normal schedule. Lunch times remain the same.

Leaving School Early

If a student must leave before 3:00 p.m. a written request from the parent or guardian should be submitted to the homeroom teacher or the office prior to the dismissal time. At the requested time of departure the parent or 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 a 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

Valuable items, electronics, and toys 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 envelope with a parent signature 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.

School Safety

All exterior doors (except the front entry door) are locked during the school day. All visitors must report to the office. 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. No photographs are allowed of students who are not your own.

Textbooks and Workbooks

Textbooks are furnished by the school at no cost to the pupil and remain the property of the school. Parents will be charged a replacement fee for textbooks that are lost, damaged, or destroyed by their student. Each year parents pay fees for workbooks (consumable books). You will receive notice of the amount of this workbook fee 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 IN THE FIRE LANE. 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 are picking up your child at 3:00 and you prefer to park, you are asked to wait in the parking lot and meet your child at the flag pole rather than the lobby. Reducing congestion in the lobby is safer for all parents and students.

Any change in dismissal must be reported to the office BEFORE 2:30pm.

Visitation

Parents are, of course, welcome at Whiteford Elementary. We require that all visitors wear a visitor pass. Please use the visitor management system located in the lobby. Then report to the office for your printed visitor pass. Appointments may be made to visit your child's classroom through the classroom teacher. If you are dropping off an item for your child, please leave it in the office and staff will deliver it for you. Please do not disrupt a teacher who is responsible for teaching students.