

STRANAHAN ELEMENTARY SCHOOL
PARENT-STUDENT
HANDBOOK
2025-2026



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

Mr. Kyle Lacy, Principal
Mrs. Amanda Ogren, Assistant Principal
Mrs. Jenni Delaney, Secretary
Mrs. Mary Fawcett, Secretary



Stranahan Elementary

Kyle Lacy, Principal

3840 Holland-Sylvania Rd. Toledo, OH 43615 Phone: (419) 824-8614 Fax: (419) 824-8665

Dear Stranahan Families,

Welcome to the 2025–2026 school year at Stranahan Elementary – Home of the Bulldogs! I’m honored to serve once again as your principal and excited to partner with you as we guide our students through another year of learning, growth, and success.

This year, our schoolwide theme is **“I Can Do Hard Things.”** We believe in the power of perseverance, resilience, and a growth mindset. Whether students are learning to read, solving math problems, building friendships, or navigating challenges, we are here to remind them – and each other – that with effort, support, and a positive attitude, we can overcome obstacles and achieve great things.

At Stranahan, our core values – **Trust, Love, Care, and Fun** – are at the heart of everything we do. We are committed to creating a warm, welcoming, and inclusive school community where every child feels valued and supported.

We also strive to help our students grow into respectful and responsible citizens through our **PAWS principles**:

- **P – Positive:** Show respect and kindness to everyone.
- **A – Accountable:** Take responsibility for our actions.
- **W – Well-Mannered:** Exhibit good manners and lend a helping hand.
- **S – Self-Control:** Demonstrate self-discipline and always give our best effort.

As children journey through these important early years of education, the partnership between school and home is essential. This handbook is designed to help you stay informed about our policies and procedures and to encourage your active involvement in your child’s education. We welcome you to visit, attend events, and volunteer throughout the year – your presence makes a difference!

Thank you for your continued support, encouragement, and collaboration. We’re looking forward to an inspiring and empowering school year ahead. If you ever have questions or concerns, please don’t hesitate to reach out. Together, let’s help every Bulldog discover just how capable they truly are.

Let’s make it a great year – **because we *can* do hard things!**

Warmly,
Kyle Lacy
Principal

Stranahan Elementary School History

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

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

Present enrollment is approximately 500 students in kindergarten through fifth grade. In addition to the principal and classroom teachers, there are full-time specialists in physical education, art, music, and library. Part-time professional work in speech therapy, social services, psychology, and public health nurse service is available. Volunteers serve as library helpers and teacher aides. The school library boasts a library of over 10,000 volumes.

Thanks to our hardworking Building and Grounds crew, our partnership with Sylvania Recreation, and generous donations from past and present Parent Clubs, our playground is one of the best equipped recreational centers in Northwest Ohio. Extensive new areas of playground equipment were generously installed by the Stranahan PTA during the summers of 1997, 2001, 2012, 2019, 2020. The Parent-Teacher Association (P.T.A.) meets regularly and has provided funds for many items of equipment, books, furniture, landscaping, and other enhancements for the school. Their support is keenly appreciated by all in the school community.

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

The following principals have provided leadership to Stranahan Elementary School:

Ira Baumgartner	1956-1958
Raymond Patterson	1958-1965
Howard Schaetzke	1965-1970
Stewart F. Elder	1970-1980
Earl C. Heath	1980-1985
Jackie Mallett	1985-1987
George Offenburg	1987-1997
Pete Hildebrandt	1997-1998
Robert Biglin	1998-2012
Jeremy Bauer	2012-2021
Kyle Lacy	2021-Present

Staff Listing and Emails

If you need to contact a teacher during the day the best mode is to call the office. We will get a message to that teacher if it is urgent or if not urgent we will connect you to their voicemail. If you have any other questions, please note that you can email your student's teacher and they will get back to you within 24 hours.

2025-2026 Staff Listing

Teacher Name	Room #	Position	Email Address
Stephanie Lindsay	3	1st Grade	slindsay@sylvaniaschools.org
Brooke McCarthy	2	1st Grade	brmccarthy@sylvaniaschools.org
Wes Rethman	1	1st Grade	wrethman@sylvaniaschools.org
Elizabeth Foland	11	2nd Grade	ehutson@sylvaniaschools.org
William (Bill) McDonald	17	2nd Grade	wmcdonald@sylvaniaschools.org
Natalie Neal	10	2nd Grade	nneal@sylvaniaschools.org
Chelsea Robinette	16	2nd Grade	crobinette@sylvaniaschools.org
Amanda Anderson	18	3rd Grade	aanderson@sylvaniaschools.org
Cassie Billstein	19	3rd Grade	cbillsteing@sylvaniaschools.org
Emma Hawley	20	3rd Grade	ehawley@sylvaniaschools.org
Amanda Wisniewski	13	3rd Grade	awisniewski@sylvaniaschools.org
Josh Vaculik	28	4th Grade	jvaculik@sylvaniaschools.org
Rachel Maison	22	4th Grade	rmaison@sylvaniaschools.org
Lamis Younes	27	4th Grade	lyounes@sylvaniaschools.org
Victoria Hagmeyer	24	4th Grade	vhagmeyer@sylvaniaschools.org
Taylor Bosl	31	5th Grade	tbosl@sylvaniaschools.org
Amy Errington	25	5th Grade	aerrington@sylvaniaschools.org
Laura Konrad	30	5th Grade	lkonrad@sylvaniaschools.org
Andrea Pasquale	23	5th Grade	apasquale@sylvaniaschools.org
Kari Armstrong	35	Art	karmstrong@sylvaniaschools.org

Cate Genson		Cafeteria	cgenson@sylvaniaschools.org
Ruth Howard		Cafeteria	rhoward@sylvaniaschools.org
Brenda Howell		Cafeteria	bhowell@sylvaniaschools.org
Gwen Landrum		Cafeteria	clandrum@sylvaniaschools.org
Tami Nelson		Cafeteria	tnelson@sylvaniaschools.org
		Crossing Guard	
Jovan Bocvarov		Custodian (PM)	jbocvarov@sylvaniaschools.org
		Custodian (PM)	
Roberta Wymer		Custodian (Day)	rwymmer@sylvaniaschools.org
Chris Adler		Custodian (PM/Head)	cadler@sylvaniaschools.org
Reema Aljalla	4	EL (Bilingual Assistant)	raljalla@sylvaniaschools.org
Laurie Francisco	4	EL Teacher	lfrancisco@sylvaniaschools.org
Sadie Meador	4	EL Teacher	smeador@sylvaniaschools.org
Sara Meyer		GATE	smeyer@sylvaniaschools.org
Alex Allen	29	Intervention Specialist	aallen@sylvaniaschools.org
Amanda Herr	37	Intervention Specialist	aherr@sylvaniaschools.org
Lauren Hoskins	15	Intervention Specialist	lhoskins@sylvaniaschools.org
Fran Moyer	12	Intervention Specialist	fmoyer@sylvaniaschools.org
Jen Orians	9	Intervention Specialist	jorians@sylvaniaschools.org
Hannah Vaughan	29	Intervention Specialist	hvaughan@sylvaniaschools.org
Andrea Thomas	12	Intervention Specialist	anthomas@sylvaniaschools.org
Emily Glick	36	Intervention Specialist	eglick@sylvaniaschools.org
Sandra Briggie	8	Kindergarten	sbriggie@sylvaniaschools.org
Aly Frobose	7	Kindergarten	aolenic@sylvaniaschools.org
Hilary Shanahan	6	Kindergarten	hshanahan@sylvaniaschools.org
Desi Grohnke	14	Math Intervention	dgrohnke@sylvaniaschools.org

Brenda Crosson	lib	Media Specialist	bcrosson@sylvaniaschools.org
Chad Woodruff	34	Music	cwoodruff@sylvaniaschools.org
Jackie Preckler		Nurse	jpreckler@sylvaniaschools.org
Melanie Stutzenstein	24	OT	mstutzenstein@sylvaniaschools.org
Oula Alsaloum		Paraprofessional	oalsaloum@sylvaniaschools.org
Carol (Ida) Burns		Paraprofessional	iburns@sylvaniaschools.org
Malaree Geisman		Paraprofessional	mgiesman@sylvaniaschools.org
Jill Goecke		Paraprofessional	jgoecke@sylvaniaschools.org
Colleen Hass		Paraprofessional	cohass@sylvaniaschools.org
Samantha Willeman		Paraprofessional	swilleman@sylvaniaschools.org
Tammie Konwin		Paraprofessional	tkonwin@sylvaniaschools.org
Veronica Martinez		Paraprofessional	vmartinez@sylvaniaschools.org
Jessica Croskey		Paraprofessional	jcroskey@sylvaniaschools.org
		Paraprofessional	
Mike Bretelson	gym	Physical Education	mbretelson@sylvaniaschools.org
		Playground	
Tanya Freeman		Playground	tfreeman@sylvaniaschools.org
Richard Frost		Playground	rfrost@sylvaniaschools.org
Regina Reynolds		Playground	rreynolds@sylvaniaschools.org
Kyle Lacy		Principal	klacy@sylvaniaschools.org
Amanda Ogren		Principal (Assistant)	aogren@sylvaniaschools.org
Emily Earp	26B	Reading Intervention	earp@sylvaniaschools.org
Tammy Garrison	26A	Reading Intervention	tgarrison@sylvaniaschools.org
Noreen Pezzino	4	Reading Intervention	hhagemeyer@sylvaniaschools.org
Renee Stack	40	School Counselor	rstack@sylvaniaschools.org
Katie Stubleski	40	School Counselor	kstubleski@sylvaniaschools.org

Maria Arite		School Psychologist	marite@sylvaniaschools.org
Jenni Delaney		Secretary	jdelaney@sylvaniaschools.org
Mary Fawcett		Secretary	mfawcett@sylvaniaschools.org
Christie Soltman		Special Education Coordinator	csoltman@sylvaniaschools.org
Emily Bretelson	24	Speech	ebretelson@sylvaniaschools.org

GENERAL INFORMATION

Please note the following arrival and dismissal schedule:

8:50 Bell:	Breakfast is served (students eat in the cafeteria)
	All students enter the building and head to their classrooms
9:00 Bell:	Breakfast wrap-up
9:05 Bell:	All students need to be in the classroom ready to begin the day
11:00-1:30	Student Lunches and Recess
3:28 Bell:	Students not riding the bus will be picked up in the Loop line.
3:35 Bell:	All busses dismissed

After School (Student)

All students need to be picked up by 3:45 in the car loop or be on school sponsored transportation. If a student is staying after school with a staff member they must have a note or permission slip for the event. Please make sure arrangements are made for pickup at the end of the day or immediately after the completion of the event.

Announcements

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

Attendance

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

Policy 5200

The PCA forms will **not** be issued for absences during district wide testing, including exams.

Absentee Calling

The Missing Children's Act became law in Ohio in April, 1985. One aspect of this legislation is the necessity of parents and the school to communicate when a student is absent from school.

To assist us with this communication process, please notify us by telephone before **9:05 a.m. each day of your child's absence** (you can even call the evening before and leave a message).

You could also send a note with one of your other children. If we do not hear from you, we will be calling you to inquire about your child's absence. You will also get an automated call from the district that gives you information about calling us and then getting us a note the next day. Please note that the call from the district is an automated call and will come even though you have called us.

Absences due to illness or other legally excused absences from time to time cannot be avoided. If your child is absent from school and he/she desires schoolwork to do while at home, please call the school **before 9:05 a.m.** to arrange to pick up your child's assignments. Understand that it may not be possible for the teacher to accumulate all of your child's assignments on the same day that the request is made. Every effort, however, will be made to get the assignments home to your child as soon as possible. Our staff has been directed to send all assignments to the office where parents may pick them up. There is a table in the main lobby that has the work that has been left by your student's teacher. **Parents are not to go to the rooms looking for these assignments.**

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

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

Bus Transportation and Safety

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

Follow These Rules:

1. Observe same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus drivers are authorized to assign seats.
11. Be quiet at railroad crossings.

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

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

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

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

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

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

1. If your child misses the bus, we will immediately contact you.
2. If your child does not arrive home at his correct time, please call the school **(419-824-8614)** **and/or the bus garage (419-824-8686).**
3. All kindergarten and first grade pupils will be issued a bus tag with their bus number listed. Make sure they wear it daily until notified otherwise, generally about one week.

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

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

must be given to the bus driver of the bus the student wishes to ride. Students, likewise, need a note if they wish to exit the bus at a different stop.

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

Cafeteria

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

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

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

Cafeteria Rules

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

Care of the Facility

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

Discipline

Good discipline is not only important in establishing and maintaining a positive learning environment, but also is a vital aspect of your child's social maturity development. All students are expected to cooperate with the teachers in developing good discipline. Teachers will work with each child in the area of social development and will report to you regarding your child's progress in this area. If necessary, the principal may be asked to assist with a

particular problem. It is at this time when it may be advisable to ask you, as parents, to come to the school for a conference. Jointly, we can strive to develop a plan to bring about a positive change in the child's behavior.

Cell Phones

Cell phones have become a commonplace in our world. They are also 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 before/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.

1st occurrence – phone returned at end of the day

2nd occurrence – phone picked up by parent

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

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

Dress Code

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

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

These specific guidelines should be followed:

1. Clothing displaying illicit substances, alcohol or tobacco products.
2. Clothing displaying inappropriate/offensive images or language.
3. Shorts or skirts shorter than mid-thigh. (No shorter than the student's fingertips when arms are relaxed and straight down at their side.)
4. Hats, caps, hoods, and bandanas covering the head. Exceptions will be made for documented medical purposes, religious purposes, school wide spirit/celebration days, or other administrator approved reasons.
5. Thin-strapped, strapless, single-shoulder, and low-cut tops.
6. Clothing that exposes undergarments or the stomach area.
7. Clothing that is grossly inappropriate for the weather or season.

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

Student Verification Form (Emergency Information)

Each family must have a OneView account. Each student will have a page on that account. Each school year these forms will need to be updated with accurate information. (i.e., place of employment, telephone numbers, doctors, emergency contacts, medical information, etc.)

These forms are to be completed prior to the Meet and Greet in August. It is imperative to keep this information up-to-date. If you have an unlisted telephone number, please indicate this on the form or notify the office by placing a phone call or visiting personally to inform us of the situation. These numbers will be kept confidential. Without such communication we cannot guarantee confidentiality.

Emergency Drills

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

Students are expected to take all drills seriously.

Illness at School

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

Inclement Weather

During the winter months, the schools may be either delayed or closed due to weather conditions. Information concerning these delays or closings is always broadcast on the radio and television. It will help us immensely at school if you would either listen to the radio or watch the television to find the current status of the school day. An email/text notification will be sent from the District to the parent/guardian contact email/phone that is supplied on the OneView form.

Items to be Left at Home

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

Electronic Equipment, Electronic games, Yo-yos, Skateboards, Cameras, Baseballs, golf balls, Baseball Bats, Trading Cards of any kind, Collectibles, Toys of any kind, Knives of any kind, Toy Guns, Lighters, Squirt Guns, White Out in any form, Rubber Cement, Medication, glass

bottles, fireworks, caps, blanks, tools, roller blades, in line skates, shoe skates, Heelys, fidget spinners, etc.

Late Arrivals and Weather Delays

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

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

Library/Resource Center

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

Lost and Found

A “lost and found” box is located in the cafeteria. Twice a year, just prior to winter vacation and prior to the end of the school year, the contents of our lost and found box are placed in the main lobby for our families to claim what is theirs. Anything that is unclaimed at the end of the school year will be donated.

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

Medication

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

Parent Teacher Association

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

Parties and Special Invitations

Stranahan tries to be very sensitive to the feelings of all of our students. As a result of this effort, we ask that no party invitations be distributed to the children during school hours unless every child in that class is getting an invitation. In addition, please do not make unannounced birthday visits with balloons, flowers, cake, etc. as it can be very disruptive to

the learning environment. If you wish to do something special for your child's birthday, please make arrangements with your child's teacher for a special treat but we will not be interrupting class time for birthday deliveries.

Progress Reports

Progress reports are emailed to the email addresses for guardians provided on the OneView form four times a year, usually the Friday following the last day of the quarter.

Interim Reports

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

Recess

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

Teacher Request for the Upcoming Year

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

What about parental requests? If there is a specific concern that is directly related to a sincere educational issue, you may put the issue in writing and direct it to the Principal. Considerations for these requests will be given to only those requests that reflect a significant educational concern. Parents will be reminded of this policy in the school newsletter and will be notified in the Spring about the Teacher Request window. A request form needs to be completed in the office. Emails, letters, or verbal requests will not be accepted.

Telephone Calls

All classrooms have been equipped with telephones. You will not be able to call into a classroom during the school day. Any attempt to do so will move your call to the voice mail

system. If you need to talk to a staff member due to an emergency, please direct your call to the office and we will connect you or relay the message.

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

Transfers

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

Video Surveillance and Electronic Monitoring

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

Vision-Hearing Screening

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

Volunteers and Visitors

We encourage all parents to become involved at Stranahan. One form of involvement is through volunteer work. Periodically, we will need volunteers to assist with once-a-year activities such as vision testing, etc. Please contact us if you are interested in volunteering some of your time. Volunteers do need to be board approved and pass a background check.

The following Volunteer Policy Guidelines are, herein, offered for all volunteers:

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

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

Workbook Fees

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

Stranahan Security

With the exception of our front door, all doors to Stranahan are locked during the day. Parents will need to use the front entrance to enter the building. An electronic system is used to allow entry to our office/building. **Please remember that Sylvania School Policy requires all parents and visitors to sign in and receive a visitor's pass. Please stop at the Raptor kiosk in the lobby to sign in, you will then go to the office door, ring the door bell, and a staff member will buzz you in and give you your pass.**

Playground Safety

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

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

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

Our Playground Rules Include:

1. Students will stay on the playground area.
2. There shall be no fights, pushing, or shoving while on the playground.
3. Children will share the playground equipment.
4. There shall be no sliding on the snow or ice.
5. Students may not pick up snow, ice or any other item on the playground to throw
6. Students will stay on the blacktop on rainy days.
7. At the sound of the whistle, all students should line up quietly at the door.
8. All students should be aware and practice safe use of playground equipment.
9. Tackling games of any kind are not permitted.
11. Students are not to pull on the clothing of other children that might cause an embarrassing situation.

Stranahan has four playground aides on duty at all times when the children are at lunch recess. Parents/visitors are not permitted on the playground unless authorized by the building principal. The aides carry a walkie-talkie in case of an emergency and are trained to know what to do should an emergency occur. The secretary and principal have first aid training. In a

more severe emergency, EMS personnel will be contacted for their assistance. Safety is of utmost importance to everyone at Stranahan.

MAKING HOMES CONDUCTIVE TO READING

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

A Learning Home

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

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

REAL READING AT HOME

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

Tips for Learning

1. Talk with your child about daily events and time to listen to what your child wants to tell you.
2. Read aloud to your child - every day - and let your child read to you. The more children read, both in school and at home, the more they will improve their reading abilities. Read with children of all ages.
3. Encourage children to draw and scribble at home. This will increase confidence at school.

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

Helping Children Develop Healthy Self-esteem

- Seek out opportunities to praise & encourage your child.
- Recognize the things your child does well.
- Treat your child with love, respect and courtesy.
- Nurture a positive attitude in all situations.
- Give your child opportunities to assume responsibility.
- Encourage your child to participate in activities that will be successful.
- Listen attentively to our child's ideas, fears, feelings & concerns.
- Reward good behavior and accomplishments.
- Encourage decision making whenever possible.
- Spend time together and share favorite activities.

Motivating your Child to Succeed at School

- * Show interest in your child's learning. Ask about what is happening in school. Ask to see papers and projects.
- * Work with your child on setting daily goals that are attainable. Write the goals and post them in a prominent place.
- * Help your child envision and formulate long-term goals.
- * Instill in your child the idea that achievements are usually the result of persistence and hard work, not luck or ability.

- * Show caring and love if your child makes a mistake or fails, and help him or her see mistakes as opportunities to learn and grow.
- * Demonstrate through your words and actions faith in your child's ability to learn and achieve.
- * Recognize, praise, and celebrate your child's successful completion of a goal.
- * A model for your child language that conveys positive expectations, such as "I can, I will, I want to, I understand, my goal is" and so on.
- * Frequently stress to your child the importance of learning and education.

Homework Tips for Parents

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

NOTES:

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