

2009-2010

SAYLER PARK ELEMENTARY SCHOOL

*Celebrating our 80th Anniversary serving the children
and families of the Saylor Park and Riverside
Communities.*



Gary J. Vale, Principal

Family Handbook

District and School Policies and Procedures

Dear Parents, Guardians, and Students,

The administration and staff welcome each of you to Sayler Park School for the 2009- 2010 school year. Sayler Park School has been an integral part of the community since 1883. We have been in this building since 1929. It is your school. We will begin our eightieth year with pre-school and kindergarten through eighth grades. Our school mascot is the jaguar. Our school colors are gold and black. Our motto is "Don't just wish upon a star, be one."

Our school vision: The Sayler Park School Community believes that all children should be educated in an inclusive environment that promotes the academic growth of all children to their maximum potential.

The Mission of Sayler Park School is to educate all students to meet or exceed the district's defined academic standards. "We, the staff and parents, believe that every child can learn, given the time and appropriate methods and materials. It is our responsibility to promote the successful growth of each child academically, socially, emotionally, and physically. We must help each child develop self-esteem and respect for others, so that they may become conscientious and competent citizens."

This handbook contains many of the school's procedures, rules, and policies and school calendar. This information has been compiled in order to improve communication between school and home. Please take the time to read it and discuss it with your child. When there is good communication, there is less confusion and fewer problems later in the school year.

Monthly newsletters and menus will be sent home on **Thursdays**. The newsletters and flyers and website will add information that is not contained on these pages. They will also keep you informed of our school functions and activities. Our website address is: saylerp@cps-k12.org It has been completely updated. Please visit it often for news.

Please take a few minutes to read this handbook with your child or children so that you will have a clear understanding of these rules and procedures. If you wish to discuss any of these policies or programs, please call the school at 363-5100. **Keep this handbook with your school papers to use as a reference.**

It is our sincere hope that this school year will be enjoyable and academically successful for all of our students.

Sincerely,

Gary J. Vale, Principal

OFFICE: 513-363-5100

FAX: 513-363-5120

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ARRIVAL/DEPARTURE

Students are not to arrive before 7:25a.m. Students must enter the building at the center front doors immediately upon arrival after 7:25 a.m. There is no loitering in the hallways or bathrooms. All students must be in their homerooms by 7:45 a.m. Students must pay for lunch before homeroom or during Universal Breakfast.

Students must have a note signed by parents/guardians or the office must receive verbal permission from a parent for a student to be dismissed from school early. Dismissal time for students is 2:15 p.m. Students are not to leave the building without permission. Whenever a parent/guardian arrives early to pick up their child, the student will be called to the office and **the parent will pick up the child from the office**, after signing the early dismissal book.

AFTER SCHOOL ACTIVITIES

Students who are staying after school for an activity must have arrangements made before coming to school on that day. Parents **must** provide transportation for their child's after school activity(ies). Students who have received any type of disciplinary referral/action or suspension must wait 7 calendar days from the action or suspension before participating in after school activities.

AFTER SCHOOL PROGRAMS

This year we have afterschool programs provided by the Boys and Girls Clubs of Greater Cincinnati. A kick-off program and registration will be held in September. You may attend the registration and program at 2:30 – 3:30 p.m. or 7:00 – 8:00 p.m. A flyer will be sent home with more information.
After school childcare: Community Memorial Center - 941-0102

ATTENDANCE

Our school day is from 7:45 a.m. until 2:15 p.m. Good attendance is important to success in school. The State requires a 93% attendance rate. **Parents must call the school office by 8:30 a.m.** on the day the student is absent (363-5100). Voice mail is available after hours. Upon returning to the school, each student is expected to bring a note explaining the reason for the absence. Notes should be given to the homeroom teacher. Returning to school without a note is an unexcused absence. Excessive unexcused absences will be referred to the Visiting Teacher.

The Ohio Revised Code 3321.38 states:

The Compulsory Education Law of the State of Ohio requires that all children, not regularly employed, must remain in school until they are eighteen years of age. In order to be employed, it is necessary for a child to be certificated by the Superintendent of Schools in the school district in which he lives.

Parents: When a child is absent from school in violation of the provisions of this law, the attendance officer shall notify the parent and if the latter fails to cause such child to attend school, he shall be summoned before court, and unless he proves his inability to compel his child to attend, he shall be fined not less than \$5, nor more than \$20, or he may be required to give bond in the sum of \$100, that he will cause his child to remain in school during the term prescribed by law. If the parent fails to pay the fine or furnish the bond, “then said parent, or guardian or other person, shall be imprisoned in the county jail no less than ten days or more than thirty days.”

TRUANCY LAW SB 181

Habitual Truancy – any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for:

- 5 or more consecutive school days;
- 7 or more school days in one month; or
- 12 or more school days in one year

Chronic Truant – any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for

- 7 or more consecutive school days;
- 10 or more school days in one month; or
- 15 or more school days in one school year

Failure to Send – If a parent has failed to send the child to school the parent may be charged with a failure to send. If a child meets the elements of the

habitual truancy offense, and the child is charged with the offense, the parent must be charged with a failure to send. The performance bond has been raised to a maximum of \$500 or no more than 70 hours of community service. In addition, the failure to send charge requires a mandatory warning that subsequent truancy charges against the child may result with the subsequent offense of “Contributing to the Unruliness or Delinquency of a minor” which may result in a jail sentence.

- A failure to send charge can stand alone
- A habitual or chronic charge automatically requires a failure to send charge

VCO – If a child has a prior adjudication with Juvenile Court and has a subsequent habitual or chronic truancy offense, the school must file a Violation of Court Order instead of the chronic or habitual filing.

In order to reduce the number of absences by students, we will continue our policy on Days Absent. Students who miss five days per quarter or more will be required to stay after school to make up the time that was missed. For each day missed, the student will stay one hour after school with the Visiting Teacher or designee. Students are responsible for making up missed work due to absences. The work must be made up within a reasonable time. For extended absences, the classroom teacher should be contacted for assignments and arrangements made to pick up materials and books. Each teacher has a phone in the classroom.

Twenty-four hour notice is needed to gather work for students.

Students are expected to be in their classrooms ready to work when the bell rings at 7:45 a.m. If your child is tardy, he/she is required to bring a note from the parents to verify the excuse. Excessive tardiness will be referred to the Visiting Teacher.

BIKES

Students in grades 3-8 are allowed to ride bikes to school. Cyclists are required to lock their bikes on the rack behind school. Students must walk their bikes when entering and leaving school property, including the sidewalks in front of school. Cyclists that ride recklessly will have their privileges taken away. The school is not responsible for damaged or stolen bicycles.

BEHAVIORALEXPECTATIONS–SCHOOLWIDE

TO FOSTER RESPECT, RESPONSIBILITY AND A SAFE AND ORDERLY ENVIRONMENT

Sayler Park School has developed five overarching expectations for Positive Behavior Support which will be taught the first two weeks of the year and retaught each quarter. These include: Be Respectful, Be Cooperative, Be Responsible, Be a Problem Solver, and Be Peaceful.

HALLWAY RULES	RESTROOM RULES	SCHOOL GROUND RULES
<ol style="list-style-type: none"> 1. Follow the yellow arrows. 2. Walk in silent orderly lines. 3. Remain silent at lockers. 4. Move quickly in the halls. 5. Keep hands, feet, and objects to yourself. 6. Students are at their lockers only at specified times or with teacher’s permission. 7. Do not talk going up and down stairs. These are silent zones. 	<ol style="list-style-type: none"> 1. Enter the restroom silently and orderly. 2. Use and respect the facilities. 3. Do not loiter when finished washing and drying hands. 	<ol style="list-style-type: none"> 1. Arrive no earlier than 7:25 a.m. 2. Leave school grounds immediately upon dismissal. 3. Stay off the lawn and use the sidewalks and stairs. 4. Respect school property. 5. Keep from playing around, jumping, or running. 6. Respect and follow directions of all adults. 7. <u>No gum</u> at school. 8. No toys are to be brought to school. 9. Students are not permitted to bring items to trade or sell.

DISTRICT AND SCHOOL POLICIES AND PROCEDURES

PLAYGROUND RULES	STAIRWELL RULES	IN SCHOOL SUSPENSION RULES
<ol style="list-style-type: none"> 1. Obey ALL adults and speak respectfully. 2. Keep your hands, feet, and all objects to yourself. 3. Line up immediately and silently when whistle or bell is sounded. 4. Walk to line up. 5. Play safely. No running after each other, hitting, kicking or shoving. 	<ol style="list-style-type: none"> 1. Follow the directions of the yellow arrows. 2. <i>Remain Silent.</i> 3. Walk up and down one step at a time. 4. Use handrail correctly. 	<ol style="list-style-type: none"> 1. Go directly to ISS after receiving class work. 2. Obey <i>ALL</i> rules and regulations of ISS. 3. Complete <i>ALL</i> classroom assignments in ISS.

LUNCHROOM RULES	ARRIVAL AND DISMISSAL RULES	
<ol style="list-style-type: none"> 1. Obey all adults in charge. 2. Use good table manners. 3. Talk softly when lights are on, silent when lights are off. 4. Clean up after yourself. 5. Leave in an orderly manner. 6. Walk down the steps. 7. Follow the yellow arrows. 	<ol style="list-style-type: none"> 1. Follow directions of the adults on duty. 2. Report directly to your homeroom. 3. Stay in line with class through hallway. 4. Do not wander halls before the bell rings. 5. Walk silent/orderly to and from the bus. 	<ol style="list-style-type: none"> 6. Obey ALL traffic rules and School Crossing Guard. 7. Respect others and their property. 8. Remain on the sidewalk while waiting for the bus.

The most common offenses at Saylor Park School are:

Unruly Conduct – School adults include administrators, teachers, instructional assistants, custodians, lunchroom helpers, and school volunteers, etc. Students must not talk back to adults. If students do not obey the instructions and/or directions a teacher gives them, their conduct will be considered unruly.

Disorderly Conduct – Students must not harass others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson or has to stop what he/she is doing to try to stop the student’s distracting behavior, the student is considered disorderly.

Threats (Harassment/Intimidation) – Students are taken very seriously whenever they communicate harm to another student(s). Bullying is a serious matter and will not be tolerated. Initially, the building administrator will talk to all parties involved and parents. A decision will be announced once all of the evidence is presented. Incidents will be tracked for patterns. Parents will be involved in mediation if a second incident occurs. If necessary, the school resource officer will be called to investigate the matter also.

Actions that will be demonstrated by the staff of Saylor Park when correcting student behaviors will go as follows:

- Step 1: Students will be told to “Stop and Think”
- Step 2: Time Out – Removal to another classroom
- Step 3: Parent contact
- Step 4: Conference with Parent/Student/Teacher/Administrator
- Step 5: Referral to office

Intermediate/Middle school students have a demerit system. Teachers have distributed information to their students. Consequences for committing behavioral offenses may include:

- verbal or written reprimand
 - phone call to parent or guardian
 - emergency removal/meeting with student’s teacher(s) and parent(s)
 - loss of privileges
 - removal from class
 - written contracts
 - peer mediation
 - detention
 - extended school day, 2:15 – 5:00 p.m.
 - suspension/expulsion
-

CELL PHONE POLICY

Students in grades 4 – 8 are permitted to carry a cell phone from home to school but it must be registered and given to the homeroom teacher each day. Phones will be sent to the office in a box for safe keeping. Students will be given a permission slip to bring home for a parent signature. The slip will include the brand of phone and the cell phone number. Students found in possession of a cell phone during the school day will have the phone taken by the teacher or administrator. A parent must pick it up for the first offense. For a second offense, the cell phone will be kept for thirty days. Saylor Park School will not be responsible for any cell phone that is stolen. This policy is subject to change. Notification will be sent home.

DAILY PROCEDURES

School begins at 7:45 a.m. for all students in grades Pre-K-8 with the morning pledge and school motto in the homeroom. School ends at 2:15 p.m. For your convenience, the school Office is open from 6:30 a.m. - 3:00 p.m. Our phone number is 363-5100. The school fax number is 363-5120. Each teacher has a phone in the classroom. A separate sheet will be given to each child to bring home with these numbers.

DISPENSING MEDICATIONS

Medication can be dispensed at school only if the procedure list below has been followed. The documents must be on file in the school office. **New forms must be completed at the beginning of each school year. Call or come in the office to get a form.**

1. A statement signed by the parent/guardian giving permission to dispense medication.
2. A completed form from the doctor listing the name of the medication, prescription number, dosage, possible side effects, physician's signature, and telephone number.
3. **OVER THE COUNTER:** Specific Over the counter (OTC) medications can also be given with authorization from parents. Forms will be sent home.

Medication must be in pill, capsule, or liquid form in a contained clearly marked from the pharmacist. All medications must be kept in the office. The student with the knowledge of the principal or his designee can keep inhalers.

DRESS CODE

Students are expected to arrive with a neat and clean appearance. Student's clothing should not be so extreme or so inappropriate to the school setting as to disrupt the educational process. Therefore, clothing deemed distracting will not be permitted. Shirts with bare midriffs, halter-tops, tank tops, basketball straps or spaghetti straps are not permitted. No inappropriate wording, symbols or language will be permitted on clothing worn to school. This includes trendy t-shirts with questionable or double-meaning messages. Sunglasses, hats, hoods, and bandanas for girls and boys are not permitted to be worn in the building. **For safety reasons, students must wear rubber soled shoes.** All shoes must have backs and enclosed toes. High heels, clogs, flip-flops, open back shoes, heelys, musical shoes, sandals and other dangerous shoes must not be worn. Denim jeans must not be ripped, frayed, low-rise, or have holes. Pants must be pulled up around the waist. There is to be no exposed underwear. Spirit-wear shirts, sweatshirts, and t-shirts can be worn at anytime. Shorts are permitted to be worn. They must be fingertip length. Parents will be called to bring a change of clothing if the outfit is inappropriate. A notice will be sent home if a parent cannot be reached during the day. Dresses and skirts must be appropriate length and fit. Students who violate the Dress Code will receive a consequence for *Unruly Conduct*.

EMERGENCIES (STUDENT)

A student who becomes ill at school should inform the teacher. When necessary, parents will be contacted. The school nurse is here three days per week.

IT IS IMPORTANT FOR AN EMERGENCY TELEPHONE NUMBER TO BE ON FILE IN THE SCHOOL OFFICE. PLEASE SEND IN THE TWO EMERGENCY MEDICAL CARDS THE FIRST WEEK OF SCHOOL.

HEALTH AND SAFETY ISSUES

Parents, visitors and students are not to bring animals onto school grounds. Animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape. Many children also have a fear of dogs, cats or other animals.

Parents and visitors are not to smoke on any Cincinnati Public School property.

INSTRUCTIONAL FEES

Student fees are due October 16th. These fees must be paid before students are permitted to participate in school functions, activities and field trips. A form is sent home in September with each child. Cash and money orders are accepted for payment. **NO CHECKS ARE PERMITTED FOR PAYMENT.** A receipt will be issued to your child to bring home to you. Fees can be paid to the School Clerk in the office. Fees not paid will be added at the highest rate at the end of the year and follow the student through high school. Report Cards will be held at the end of the year if fees are not paid. Students who get free lunch are exempt from paying student fees for that school year. A form must be completed each year.

LOCKS

Locks are available to students in grades 5-8 only.

Students who wish to have a lock on the locker may purchase one for \$5.00. It can be used every year. Most students will share a locker during the school year. Please leave all valuables at home. Locks can be replaced during the year for the same fee. **Only school issued locks can be used.** Lockers are the property of Cincinnati Public Schools and are subject to random searches.

LUNCH AND BREAKFAST

Hot lunches are served daily. Monthly menus are sent home with the students. Students that choose not to eat lunch must bring a signed note from home stating the reason for not eating. Due to the threat of infectious diseases, students are not permitted to exchange food.

COST: Grades K-8 = \$1.75 Milk = .50
Reduced lunch = .40
Breakfast = Free to everyone

Free and reduced lunches are available to those who qualify. If you need an application, see Mrs. Karen Kohlbrandt in the main office. Universal Breakfast is served daily to all students. There is no charge for breakfast.

OBLIGATION FOR BOOKS

Students who lose or damage books assigned to them will have to pay to replace them. Textbooks leaving the building must be covered. Besides classroom texts

and library books, student will also be assigned books from the Rosey Reader program. Obligation notices will be sent home.

PARENT ORGANIZATIONS/VOLUNTEERISM

Parents and volunteering is essential for a successful school. Parents and outside organizations are encouraged to join and participate in activities sponsored by the PTA and Parents for Public Schools. Parents are needed for room-parents, Cincinnati Reads tutors and volunteers for classrooms, playground and lunchroom duty. Research has shown that parents who participate in their child's education have a positive impact on the student. Parents are encouraged to participate in at least one activity or volunteer program during the school year. Please call school at 363-5100 to leave your name and phone number. Volunteers will need to have a police check before working with students.

PTA Membership dues -- Individual membership - \$5

PARKING

We love our students! Follow all safety rules when parking on the street. Please do not drive on the playground or in the parking lot in the morning or at the end of the day. Due to limited parking area, we ask that you park on the street away from the crosswalk or the bus zone (Metro stop). During the school day there are two Visitor spots on the west side of the building and two handicapped spots behind the building. Lastly, we ask that you respect our neighbors by not parking on their lawns.

SCHOOL BUS TRANSPORTATION

Riding a school bus is a privilege and requires team work on the part of the students, parents, teachers, bus drivers, and administration. This privilege can be removed at any time for disruptive and unsatisfactory conduct. The Board of Education and the bus contractors have established the following consequences for infractions:

1 st Offense	Mailed to parent and conference with the principal
2 nd Offense	Mailed to parent
3 rd Offense	Bus riding privileges suspended for three (3) school days
4 th Offense	Bus riding privileges suspended for five (5) school days

5 th Offense	Bus riding privileges suspended for ten (10) school days
6 th Offense	Parent conference to determine disciplinary action. Possible bus suspension for the remainder of the year.

To preserve the safety and welfare of the pupil and other, the contractor may make a formal request to the principal to deny bus transportation privileges on the first or second misconduct report. Video cameras are present on each bus and the tapes can be reviewed by the administration. Because of the privacy act, parents are not permitted to view bus videos.

STREET CROSSING SAFETY

Students must cross the street at the crosswalks. If you bring your child or pick him/her up, do not cross between parked cars or outside the crosswalk. This sends a message that it is okay to cross anywhere. Do not call your child to cross in the street as other students will see this and do likewise. Parents, please set a good, safe and legal example. A crossing guard will be stationed at Elco and Home City before and after school.

STUDENT PLANNERS

All students in grades 4-8 will carry a student planner to classes. These will be used for assignments and communication between teachers and parents. These will also be used as bathroom passes from the classrooms. The planners must be purchased from the homeroom teachers.

THURSDAY COMMUNICATOR ENVELOPES

Each Thursday students in grades K-3 will bring home a folder with information and forms for parents. Please look for this folder, take and read the materials and send it back with any papers that need to be returned. Students in grades 4 – 8 will bring home information on Thursdays but without the folder. Please ask them for the papers.

TIPS FOR STUDENT SUCCESS

Parent/Teacher Communication – Parents are urged to contact the school whenever the need arises. If you wish to conference with your child's teacher, please call ahead to make an appointment. Teachers are unable to conference while instruction is occurring in the classroom. Leave a voicemail on the teacher's phone. Refer to the phone number sheet for each teacher. These will be sent home at the beginning of the school year.

Reading - Reading on a regular basis strengthens other academic areas, especially writing. Take time to read with your child or have your child read to you at least 20 minutes each night.

Surroundings – The world can be an educational experience for your child. Whether you are visiting a new state or a different suburb, inform your child of that present location and point out any historical events that might have taken place in that area. Your child may be surprised to find that it is the subject of the day's lesson.

Television – Make sure that your child is getting a well balanced television diet that is fortified with educational programming with nutrients found on stations such as Animal Planet, Discovery Channel, The Learning Channel and PBS, etc.

VISITORS AND VOLUNTEERS

All parents, both visiting and volunteering are asked to report to the office to sign in when they arrive in the building. All visitors must enter through the front doors after school has begun. Parents are always welcome to Saylor Park School and may visit at any time. However, for the safety of all the children, parent visitors and volunteers must not hang out in the hallways or go to the classrooms without permission and a Visitor's badge. Outer doors will be locked and the buzzer must be rung at the inner main doors to gain entry.
