

Dear Parents,

This handbook has been prepared to give you and your children a general insight into school life at Crossgates. We hope you will take the time to read through the book to familiarize yourself with all of the topics. It would also be helpful to keep it handy for future reference.

If you have any questions concerning any aspect of your child's school life, please feel free to call the school office at 419-385-4571. We are looking forward to a successful and meaningful school year.

Respectfully yours,

**Dennis J. DeLucia
Principal**

CROSSGATES SCHOOL PHILOSOPHY

We believe that Crossgates Elementary School should make available to every child of our school community those educational experiences which will contribute to their mental, physical, social and moral well being. The experience and activities must be meaningful to each child within their own limitations.

The environment within the school and in the classroom should be stimulating and attractive, suggestive of good study habits. Each child should be given basic skills considered essential in our society for earning a living, conducting his or her own affairs and in the wise use of leisure time.

Many opportunities should be provided in which a child will learn to cooperate with others both younger and older and to respect others without regard for race, creed, color or station in life.

All of these things should be done within the scope of the total program of the Toledo City Schools.

MISSION STATEMENT

To guide our students in dealing with problem solving situations and educate them in the basic fundamentals needed to develop enlightened literate and functional individuals who will carry on a free society.

STAFF LIST

Mr. Dennis DeLucia	Principal	Office
Mrs. Kathy Konz	Secretary	Office
Mrs. Deanna Lardinais	Kindergarten	Rm. 5
Mrs. Diane Haas	Kindergarten	Rm. 7
Mrs. Mary Frances Smitley	Grade 1	Rm. 45
Mrs. Deborah Eding	Grade 1	Rm. 49
Mrs. Aimee Hanf	Grade 2	Rm. 8
Mrs. Sue Ocker	Grade 2	Rm. 9
Ms. Nicole Ganun	Grade 3	Rm. 44
Ms. Shannon Tisdale	Grade 3	Rm. 50
Mrs. Sandy Lefevre	Grade 4	Rm. 3
Mrs. Suzan Packo	Grade 4	Rm. 4
Mrs. Kathie Pertcheck	Grade 5	Rm. 41
Ms. Bonnie Kaper	Grade 5	Rm. 38
Mrs. Christine Sweeney	Grade 6	Rm. 42
Mrs. Sharon Dendinger	Grade 6	Rm. 43
Mrs. Nancy Schroeder	Grades 4, 5, 6	Rm. 36
Mrs. Susan Appelhans	Grades 4, 5, 6	Rm. 37
Mrs. Carolyn Metcalf	Grades 1, 2, 3	Rm. 46
Mrs. Laurie Featzka	Art Specialist	Rm. 6
Miss Brenda Hodges	Physical Education Specialist	Gym
Mr. Rob Donaldson	Vocal Music Specialist	Room 51
Mrs. Susan Hyman	Counselor	Rm. 15
Mrs. Ginny Ulch	Counselor	Rm. 15
Mrs. Ellen Barnhizer	Library-Media Specialist	Library
Ms. Stephanie Dillabaugh	Psychologist	Rm. 13
Mrs. Julie Albers	Speech Therapist	Rm. 13
Mrs. Joan Myers	Nurse	Rm. 13
Mrs. Teresa Disbrow	Instrumental Music-Band	Byrnedale
Mrs. Gwen Senerius	Instrumental Music-Orchestra	Rm. 13
Mrs. Pat Parker	Cafeteria Supervisor	Cafeteria
Mrs. Deborah Wurzinger	Cafeteria	Cafeteria
Mr. Bob Rowe	Building Operator	
Mr. Rob Broadway	Custodian	

The school office is open Monday through Friday, on days school is in session, from 8:00 until 3:30

ATTENDANCE LINE PHONE NUMBER – 419-385-0388

OFFICE LINE PHONE NUMBER – 419-385-4571 FAX PHONE NUMBER – 419-385-3689

Crossgates School opened in September 1967. The primary wing of the building, including the library and media center was added in 1974. We have grades kindergarten through six in our school. There are seventeen classrooms in our main building and one portable unit with two classrooms.

We are very proud of our school. The uniqueness of design and the wooded setting make our school different from most other public school buildings in our district. We hope you will be happy here.

SCHOOL COLORS: Blue and White SCHOOL MASCOT: Cougar

SCHOOL CALENDAR 2007-2008

August 27.....Teacher Work Day
August 28..... Students in grades 1-6 report (half-day - dismissal is at 11:30); Open House – 6:00 PM
August 29..... First full day of school for grades 1-6
September 3.....Labor Day -- **NO SCHOOL**
September 4..... First day of school for Kindergarten students
September 6..... Fundraiser Kick-Off, 2:30. Parents' Club Meeting in library, 9:15 AM
September 11.....Grandparents' Day (doughnuts 8:00-8:45 AM) and
September 11th Assembly, 9:05 AM.
September 14.....Student Picture Day
October 1.....3rd Grade Ohio Achievement Test in Reading
October 1-October 5.....First quarter mid-quarter reports sent home. IOWA Tests for grades 3 & 5..
October 4..... Parents' Club Meeting in library, 7:00 PM
October 15-19.....Ohio Diagnostic Tests given to grades 1-3
October 17.....6th Grade Camp Orientation Meeting, 9:30 AM
October 31.....Halloween Parade and parties
November 1..... Parents' Club Meeting in library, 9:15 AM
November 2.....Last day of 1st quarter
November 5-9..... Formative Assessments for grades 3-6.
November 6.....6th Grade Camp finalization meeting, 9:30 AM
November 12-16.....6th graders attend camp.
November 20 & 21.....Parent/Teacher Conferences – 1st Quarter Grade Cards given to parents
at conferences.
November 22 & 23..... ..Thanksgiving Break -- **NO SCHOOL**
December 6..... Parents' Club Meeting in library, 7:00 PM
December 10 – December 14.....Second quarter mid-quarter reports sent home.
December 21..... Last day of school before Winter Break
December 22 thru January 2 Winter Break -- **NO SCHOOL**
January 3..... First day back after Winter Break.
January 3..... Parents' Club Meeting in library, 9:15 AM
January 14-18..... ..Formative Assessments for grades 3-6.
January 17..... Last day of 2nd quarter
January 18..... Teacher Work Day -- **NO SCHOOL FOR STUDENTS**
January 21..... Martin Luther King Day -- **NO SCHOOL**
January 28.....2nd quarter grade cards sent home
February 7.....Parents' Club Meeting in library, 7:00 PM
February 11 - 15.....Third quarter mid-quarter reports sent home.
February 18..... Presidents' Day -- **NO SCHOOL**
March 6..... Parents' Club Meeting in library, 9:15 AM
March 3-7.....IOWA Tests for grades 1 & 2.
March 20..... Last day of 3rd quarter. **Last day of school before Spring Break.**
March 21 – March 30.....Spring Break -- **NO SCHOOL**
March 31..... First day back to school after Spring Break. 3rd quarter grade cards go home.
April 3..... Parents' Club Meeting in library, 7:00 PM.
April 28 – May 2.....Ohio Achievement Tests (OAT) for grades 3-6. Fourth quarter mid-quarter reports sent home.
May 1..... Parents' Club Meeting in library, 9:15 AM
May 6, 7 & 8.....Spring Kindergarten Registration
May 26..... Memorial Day -- **NO SCHOOL**
June 2.....Last full day of school
June 3.....Teacher Work Day -- **NO SCHOOL FOR STUDENTS**
June 4.....Last day of 4th quarter. Last day of school, 9:15 dismissal

CROSSGATES SCHOOL HOURS

8:30	Doors open for breakfast
8:45	End of breakfast
8:45	Students not eating breakfast allowed to enter building and go to class
9:00	Classes begin (tardy bell rings)
11:20-11:50	1st lunch period
12:00-12:30	2nd lunch period
12:40-1:10	3rd lunch period
3:15	Dismissal

Children who arrive at school early cannot be supervised and may encounter problems. Students not eating breakfast may not enter the building before 8:45 AM. Make sure your children arrive at the appropriate time. Safety patrol members will aid at the school crossings in the morning from 8:35 until 9:00. After school, safety patrol guards will be on duty from 3:10 until 3:25.

STUDENT DRESS CODE

Public Schools instituted a system-wide Elementary School Uniform Dress Code beginning with the 2004-2005 school year. The Uniform Dress Code Policy has remained in its original form until a few changes were made in June of 2007. A copy of the updated Dress Code is listed in the table below. Please take time to review it.

ELEMENTARY STUDENT UNIFORM PROGRAM			
ITEM	GIRLS	BOYS	COLOR(S)
Tops No hooded clothing or sweatshirts of ANY kind. All tops must be long enough to tuck into pants. <i>*Tops Must be Tucked In*</i>	Blouses or polos with collars, or turtlenecks	Dress shirts and polos with collars, or oxford style button-down shirts or turtlenecks	White, light blue, dark blue, yellow No other colors, insignias or logos. All tops in approved solid colors.
Bottoms No jeans or sweat suits for either boys or girls Pants must be at waist.	Skirts, jumpers, slacks, knee length shorts, skorts, capris – all items knee length or longer	Pants, knee length shorts	Dark blue/navy, khaki/tan, black. These must be solid colors – can be uniform, dress or corduroy
Sweaters No Hoods	Cardigans, pullovers, vests	Cardigans, pullovers, vests	Navy or white No other colors, insignias or logos
Socks	Socks, tights, knee socks in solid matching colors	Socks	Solid dark colors or white
Shoes Athletic Shoes : White, Gray or Black	Black or dark shoes with enclosed toes/heels, no platforms NOTE Athletic Shoe colors to left	Black or dark shoes with enclosed toes/heels, no platforms NOTE Athletic Shoe colors to left	Black, dark Laces match the body of the shoe
Belts	Required for all skirts, slacks, shorts, skorts with belt loops	Required for all pants, shorts with belt loops	Black, navy, light or dark brown. No other colors, insignias or logos on belts.

PHYSICAL EDUCATION ATTIRE

Our Physical Education Specialist will meet with each class (grades K-6) twice a week. The regular classroom teacher handles all other physical education activities. We ask that all children bring tennis shoes to wear on their scheduled gym days. They should also try to wear clothing which will allow them to participate comfortably in physical activity, i.e., girls not wearing a skirt on gym day. A T-shirt that can be put on over regular school clothes, with the student's name printed on the front is suggested, but not required. This will be helpful to the physical education specialist.

SAFETY

Crossgates has a well-trained safety patrol made up of conscientious fifth and sixth grade students. Guards are stationed near the school at points of greatest danger to students. Because there are no sidewalks in the Crossgates development, the Safety Department recommends that children walk on the grass where a sidewalk would be. Property owners should not object if children stay near the curb when walking on the lawn.

Since the Toledo Board of Education provides bus service for those students not living within safe walking distance of the school, Board of Education Policy **PROHIBITS STUDENTS FROM RIDING BIKES TO SCHOOL**. In addition, **NO SKATEBOARDS, IN-LINE SKATES, ETC. ARE ALLOWED TO BE BROUGHT TO SCHOOL**. Please see that all bikes, skateboards, etc. remain at home.

THREAT LEVELS- In light of the threat levels established by the U.S. Government, (Code Yellow, Code Orange, Code Red), we would like to inform parents of procedures we would follow at Crossgates School in the event we were ever faced with a Code Red. If a Threat Level Red, or Code Red, is called before school opens for the day, school will be cancelled. If a Threat Level Red is called when school is in session, all entry doors will be locked and students will remain in their classrooms except to follow a regular day schedule, for example going to lunch, Physical Education class, etc.. School dismissal, unless we are instructed otherwise, will take place at the regular time using regular methods, i.e. buses for bus riders, etc. All after school activities will be cancelled. We ask that parents **DO NOT** call the school. Phone lines will need to be left open so we can be informed of developing details. If you want to pick your child up at school you will need to use the front door of the school and you will need to have identification with you. You will be directed to a designated area where children will be signed out. **WE WILL NOT ALLOW ANYONE NOT PREVIOUSLY AUTHORIZED TO SIGN ANYONE BUT THEIR OWN CHILDREN OUT OF THE BUILDING.** It is critically important that all families make sure your emergency medical card information is kept up to date. This information will include **current** home, mobile and work telephone numbers; the person or persons authorized to pick your child up at school, and any medical conditions your child may have. Thank you!

DOOR CAMERAS AND BUZZERS- Crossgates now has security cameras at two doors. They are at front door near the flagpole and the rear door off of the parking lot. **Each day at 9:00 AM, all doors will be locked and visitors will need to ring a buzzer at one of these two doors and the door will be remotely unlocked from the office.** In addition to the cameras each door has a speaker which will allow the office to converse with visitors at the doors.

SCHOOL VISITATION

We welcome and encourage parents to visit our school. All we ask is that the following guidelines are followed. **All visitors must report to the main office upon entering the building, sign-in, and obtain a visitors badge.** If a parent wishes to see a teacher before classes begin, arrangements must be made in the office prior to going to the classroom. Parents are asked to deliver any forgotten school items, such as, gym shoes, lunches, etc. directly to the main office rather than interrupting the class.

SIGNING STUDENTS OUT OF BUILDING

Whenever a student is leaving the school building during the school day, FOR ANY REASON, the person picking-up the student **MUST** come into the school office to sign the student out of the building. The student will be called from the classroom by office personnel.

No student will be allowed to leave the school building without this procedure being followed.

DENTAL AND OTHER MEDICAL APPOINTMENTS

If a dental or other medical appointment cannot be scheduled on a Saturday or after school, arrangements can be made for students to be excused during the school day. The student should bring a note from home stating the time of the appointment and the time the parent wishes him/her to be picked-up. **The appointment slip issued by the school office, or a slip provided by the doctor, must be signed by the doctor/dentist and returned to the school office.** Please try to make appointments as close to dismissal time as possible and preferably outside the school day.

The sign-out procedure noted above must be used for doctor appointments also.

BIRTHDAY TREATS

Simple birthday treats are welcome in kindergarten and grades one and two to help celebrate a student's birthday. We ask that parents notify teachers in advance when such a gesture is planned. For grades three and above, we will follow the past practice of not encouraging birthday treats in classrooms during the school day. It has been suggested that if a parent wishes to recognize a child's birthday, a book dedicated to the birthday child be donated to the school to be placed in the school library.

The classroom teacher must approve any special event taking place in the classroom.

OUT OF DISTRICTS

If your child is attending Crossgates on an Out Of District permit, please remember the following: Out Of District permits may be revoked if a student has excessive absences or tardies, or if there are problems with behavior or academic achievement. For families applying for the first time, the new permits are usually available in the school office in late December or early January for the following school year. Please watch the school newsletter, "The Courier", for deadlines.

LUNCH PROGRAM

All students in grades K through 6 have a thirty minute lunch period. Students may bring a sack lunch or purchase a lunch at school. The price for lunch this year is **\$1.40**. Milk purchased separately is **35 cents**. A monthly menu of lunches will be sent home with all students at the beginning of each month. Payment for lunch may be made in advance on a weekly basis by placing money (**cash only, NO CHECKS PLEASE**) in an envelope with your child's name on it and the amount of money enclosed. Send this envelope to school with your child and instruct him/her to give this envelope to the lunchroom supervisor.

BREAKFAST PROGRAM

Breakfast will be served each day from 8:30 until 8:45 AM. The breakfast menu will be milk, juice and cereal. The price of breakfast this year will be **60 cents**.

ADMINISTERING MEDICINE TO STUDENTS DURING SCHOOL HOURS

The Toledo Public Schools discourage the taking of any medicine during the school day. When a student is so ill that medication is required, parents should consider keeping the student home until the need for medication is gone. Parents should also talk with their child's doctor to see if the medication schedule can be adjusted so medicines can be taken outside school hours.

In special cases where students must take medication during the school day, school personnel must have on file a Medication Dispensing Authorization form which is available in the school office. **THIS FORM MUST BE SIGNED BY BOTH THE DOCTOR PRESCRIBING THE MEDICINE AND THE PARENT OR GUARDIAN AND A NEW FORM MUST BE COMPLETED EACH SCHOOL YEAR OR WHENEVER THERE IS A CHANGE IN MEDICATION OR DOSE.**

A copy of the complete Board of Education Policy concerning medications can be reviewed in the school office.

IMPORTANT!!! In grades kindergarten through grade 6, the medication must be brought to the school office by the parent or legal guardian, or the parent's or legal guardian's adult designee. **No elementary school child should transport medicine to and from school.** All medication must be in the original prescription container.

REMINDER: Cough drops, cough syrups, or any other type of over the counter medications are not permitted in school.

REPORT CARDS

Pupil academic growth reports (grade cards) are issued to the students at the close of the 2nd, 3rd and 4th quarters. In addition, report cards are given to the parents of students in grades 1-6 at the Parent/Teacher conference which is held at the end of the first quarter. The grade card envelope in which the card is issued is to be signed by the parent and returned to school after quarters 1, 2 and 3. The copy of the grade card inside the envelope is for parents to keep for their records.

Marking System

<u>Achievement</u>		<u>Effort</u>
A = Excellent	93%-100%	1 = Outstanding Effort
B = Good	85%-92%	
C = Average	73%-84%	2 = Satisfactory Effort
D = Poor	65%-72%	
F = Failing	64% & Below	3 = Unsatisfactory Effort

Mid-quarter reports are issued during the fifth week of each quarter. Additional unsatisfactory reports may be issued by a teacher anytime during the quarter when they feel it is necessary.

PLEASE REMEMBER! Grade cards and mid-quarter reports are just a synopsis of grades your child earns on work done during the quarter. The best way to stay informed of your child's progress is to review papers brought home from school on a daily or weekly basis.

COMPULSORY ATTENDANCE

All educable children between the ages of six and eighteen are compelled under Ohio law to attend school unless properly excused. In accordance with this and other Ohio law and Ohio Board of Education Standards (cited below), the following policy prescribes the manner in which any child may be excused for past absence from school for good and sufficient reasons.

In cases of absence, teachers and/or principals should first attempt to ascertain from a brother or sister of the absent pupil, or by a telephone call to the parent, the reason for the pupil's absence. If this method fails and the pupil is still absent at the end of three days, the case will be referred to an attendance worker.

If a pupil previously truant is reported absent, the absence will be referred to the attendance worker immediately.

- A. Excused Absence. An excuse for past absence from school may be approved on the basis of any one or more of the following conditions:
1. Personal Illness
 2. Illness in the family
 3. Quarantine of home
 4. Death of a relative
 5. Work at home due to absence of parents or guardians
 6. Observance of religious holiday
 7. Emergency set of circumstances, which in the judgement of superintendent of schools, constitutes a good and sufficient cause of absence from school. Such circumstances would include absence due to weather, other acts of God and labor stoppage.
 8. Other Circumstances – includes immunization or measles exclusion, dental and medical appointments and public performance (school sponsored) during the school day may be excused by principal.
- B. Excused Absence. The written explanation of each absence shall be made by the parent/guardian to the superintendent of schools or to the person designated by him to approve or disapprove absences.
- C. Unexcused Absences. Unexcused absences are absences that do not meet the eight categories described in Section A above or in File : JEDA on truancy.
- D. Excessive Absence. Students with excessive excused and unexcused absences shall be so identified and referred to the appropriate school personnel for a parent conference.

REPORTING ABSENCES

The Missing Children Act which became law in the state of Ohio on April 9, 1985, now requires that parents contact the school whenever a student is going to be absent from school. Our school ATTENDANCE LINE is in operation to record your calls virtually twenty-four hours a day. The phone number is **385-0388**. **When you call this number, please speak clearly and give the information asked for in the recorded message you will hear.** (The information asked for includes your name, your child's name, your child's teacher, the date of absence and the reason for the absence.)

If we do not hear from you we must attempt to contact you to inquire about your child's absence.

REMINDER! Even after calling the Attendance Line, a written excuse must be sent to school with you child when they return to school. It should list the days absent and the reason.

TRANSPORTATION

Bus service is provided for some Crossgates students. In general, students living a mile or more from the school will be provided bus transportation. Bus schedules are available in the school office. If you have specific questions about bus transportation, call the Toledo Public Schools Transportation Department at **419-535-7232**.

IMPORTANT NOTICE! Bus schedules are made using a student's home address. For this reason, Transportation Department rules require the following: If your child will be picked-up or dropped-off at a bus stop other than the one nearest your home address, you must fill out an Application For Temporary Change Of School Bus Assignment Form. This form must be received before the requested starting date. This must be done each new school year and any other time during the year when a change is needed. The forms are available in the school office.

STUDENTS ARE NOT ALLOWED TO RIDE A SCHOOL BUS UNLESS THEY ARE SCHEDULED TO BE ON THE BUS.

DISCIPLINE

The Toledo Board of Education believes that schools should be safe and healthy places for students. Crossgates School attempts to be fair but firm in its discipline practice. Poor discipline can lower morale and interfere with learning. Parental support is an essential ingredient to good school discipline. Parents are encouraged to contact the school if they have a question about any disciplinary procedure. A Toledo Public Schools Discipline Code pamphlet will be sent home with your child. Please review the pamphlet and the following list of rules with your child.

General

1. Students are expected to respect all adult staff members and follow any directions given to them by staff members.
2. Students are expected to respect other students and other students' property.
3. Students are expected to respect all school property and not touch items that do not belong to them.
4. Students are expected to conduct themselves in an orderly manner at all times.

CLASSROOM RULES

Each classroom will have its own procedures and expectations for student behavior. Generally:

1. Students will be expected to come to class with the proper supplies.
2. Students will be expected to follow the directions of the teacher.
3. Students will not be allowed to bring toys, radios/tape/CD players, Cell Phones or other such items to school. Any items that are brought may be confiscated and may have to be picked-up by the student's parents in the principal's office, or from the classroom teacher.
4. Students will not be allowed to have gum, candy or any other food in class unless the teacher has given permission on special occasions.

RESTROOM RULES

The restrooms are used by many people throughout the school day. In order to assure the most efficient and safest use of the restrooms, students are to keep these rules in mind.

1. Students are not to go into the restrooms at any time during the day without permission.
2. Students are not to remain in restrooms for extended periods of time to socialize.
3. Students are to respect the restrooms and leave them in a clean and orderly condition. If a student sees a problem in the restroom, they should report it immediately to their teacher.

HALL RULES

The halls are meant to be main access ways. Since many students use the halls, it is important that we maintain safety and quiet for everyone. Therefore, we feel that the following rules should be followed in all hallways at all times of the day.

1. Students are to walk in the halls. No running or pushing.
2. Students are not to touch the walls, windows, artwork, or other papers hanging in the halls.
3. Quiet talking is permitted at appropriate times. Students are to refrain from loud talking at all times in the halls.
4. Each class has an assigned entrance and exit door. This helps us control congestion in the hallways. Students should use this assigned door when arriving for school and when being dismissed. Parents should check with their child to find out which door they enter and exit so they can watch for them on the days they drive them to or from school.

ELECTRONICS

We ask that parents work with schools regarding the use of cell phones and electronic devices in school. **Parents are discouraged from providing cell phones and other electronics for their students to have at school.** As cell phones and other electronic devices become more readily available, they are appearing more often in our schools and they are creating a discipline problem. Many students are text messaging in class, making phone calls during the school day and taking inappropriate photographs at school. Cell phones have also been used to cheat on exams. Electronics are a tempting target for theft and they have caused disputes between students.

The Toledo Public Schools does not allow students to have electronic devices in school. Please discuss this with your children. Because so many students are ignoring this rule, the district has standardized how we will address those students who have electronic devices during the school day. The district will follow the steps listed below if students violate this regulation.

1. Cell phones, pagers and other telecommunication devices are strictly prohibited in Toledo Public Schools. They are not to be visible or in use during the school day for any reason.
2. Violation of this rule may result in, but not be limited to, the confiscation of the device at the school. Following confiscation, a parent or guardian may pick up the items 24 hours later unless other arrangements are made with the administration.
3. A second violation of this rule will result in, but may not be limited to, confiscation of the telecommunications device. The parent or guardian may then pick up the item during business hours on the second or fourth Wednesday of the month. The location for pick up will be determined by the building administration.
4. In the event of an emergency, parents may contact the main office as a means to reach their students.
5. Toledo Public Schools is not responsible for lost, damaged or stolen electronic devices.

Thank you for your assistance in helping us to enforce this rule.

CAFETERIA RULES

The cafeteria should be a pleasant place to eat. Students are allowed to talk, however, shouting and the use of inappropriate language are not acceptable. Students are asked to use their best manners and follow the rules below.

1. Students are not to run or push in the cafeteria.
2. Students are not to touch any equipment or displays on the walls in the cafeteria.
3. Students are not to throw anything in the cafeteria. This includes garbage at the waste barrels. Garbage should be dropped in barrels.
4. Students are to remain at their assigned tables until given permission to move.
5. Students are responsible for taking care of their own trays and garbage after eating.
6. Students are not to touch food on other students' trays or take food out of the cafeteria.
7. Students are to pay "lunch charges" the day after the charge is made.

RECESS RULES

Toledo Public Schools do not have an established recess program. On certain days when students do go outside for a teacher or principal supervised recess period, the following rules should be followed. Failure to abide by these rules may result in the loss of recess.

1. Students are to stay away from the building.
2. Students are asked to play ball games in designated areas.
3. Students are not allowed to engage in games which involve pushing or grabbing people. These games may cause injury.
4. Students are NOT allowed to swing double or stand on the swings.
5. Students are not to throw anything such as dirtballs, snowballs, etc. on the playground. All sticks and other such items should remain on the ground.
6. Students should take turns on all equipment and use equipment appropriately. This includes going DOWN slides only.

OFFICE RULES

1. Students should wait inside the office door at the counter until office personnel help them.
2. When a student is in the office for disciplinary purposes, he/she must follow directives of the secretary and treat her with respect.
3. No student shall leave the office area without permission from the secretary or the principal.
4. No student shall enter the principal's office without permission.
5. After the tardy bell, **9:00**, students **MUST** stop in the office to obtain a tardy slip before going to class.
6. Students should not go to the office without their teachers knowledge and permission at any time during the day except as mentioned above in #5.
7. **Office phone use by students is for emergencies only. Calling home for forgotten homework, band instruments, etc., or for permission to attend after school activities are not considered emergencies.**

CITY-WIDE DISCIPLINE CODE

As mentioned earlier under Discipline in this handbook, at the beginning of each school year students will receive a copy of the City-Wide Discipline Code. **If you do not get one, please contact the office for a copy.**

SCHOOL NEWSLETTERS

At the beginning of each month, every student is given a copy of the “**CROSSGATES COURIER**”, our school newsletter. In addition, our Parents’ Club publishes their own monthly newsletter. Please watch for these two publications. They contain important information about school activities.

MUSIC CLASS

Throughout the course of the year, the music class will be acknowledging different cultures and holidays. The music teacher is very careful to make sure the songs only sing about certain events rather than profess belief in them. If, for religious beliefs you have any concerns with the curriculum presented in music class, please send the music teacher a note and an alternative activity will be planned for your child.

EMERGENCY EVACUATION

Crossgates has a plan in place in the rare event we must evacuate our school building for an extended period of time. When an evacuation is necessary, the entire student body will walk to the Church of St. Andrew, which is located at the corner of Colony and Heatherdowns Blvd. and remain there until we can return to Crossgates or until students are picked-up by parents.

CROSSGATES SCHOOL DELAYED START POLICY

Toledo Public Schools has a **School Delay** policy when the weather is severe. This policy will allow Toledo Schools to delay two hours instead of closing right away to see if the weather will improve enough for students to come to school. On days when a delay is called, school will begin at Crossgates at 11:00 AM and end at the regular time, 3:15 PM. Busses will run on a two hour delayed schedule in the morning on these days. Regular morning before school programs such as instrumental music at Byrnedale for 5th and 6th graders, before school tutoring, and school breakfast, **WILL NOT BE HELD ON THESE DAYS.** When school begins after a two-hour delay, we will continue on a regular school schedule from 11:00 AM. This means lunches will still be held at 11:20-11:50, 12:00-12:30 and 12:40-1:10. Special classes such as Music, Art, etc. will be held at the regularly scheduled times. Whenever school is delayed or closed because of inclement weather, we find out the same way that you do, by listening to the radio or watching television. We will not be in the office to answer the phone on days when school is closed, or during the time it is delayed. If you feel we may not have school on a bad weather day, please listen to a local radio station or watch a local television channel to see if school is delayed or closed.

SPECIAL NOTE: On days when school is delayed, please continue to listen to the radio or television. Sometimes delays may turn into closings if the weather does not improve.

PARENTS RIGHTS

Right to Inspect Student Records (Toledo Board of Education Policy, KAB)

Both the residential and non-residential parent have the right to inspect and review student records unless the school has been provided with a court order denying the right of inspection. Only a court can restrict a non-residential parent's right of access to student records.

Whenever a court issues or modifies an order or decree pertaining to the designation of a residential parent and legal custodian of a child and the allocation of rights regarding the child, that residential parent must notify the school by providing a copy of the court order to the person in charge of admission at the child's school.

No school or school employee is required to provide a non-residential parent with notices about teacher conferences, school pictures and other events, or permission slips, or other materials which are not entered in a student's record.

Right to Remove the Student from School Premises

A non-residential parent shall not be permitted to take a child off school premises unless the residential parent has given written permission, or a court has granted permission. If a court has granted permission, the school must be provided with a certified copy of the court's order before the child may be taken by the non-residential parent.

Your Child's Safety and Security

Are you concerned with who might have access to your child's "directory information"? What is "directory information"? Directory information is the part of a student's education record, including *personal information* about the student that can be made public *without specific consent of the parent or eligible student* in accordance with a school system's FERPA policy, state and federal laws. Directory information may include a student's name, address, telephone number, and other information typically found in school yearbooks or athletic programs. Other examples of directory information include: email addresses, names and pictures of participants in various extra curricular activities or recipients of awards, grade level, pictures of students, height and weight of athletes, date and place of birth. Annually TPS must notify parents of the types of personally identifiable student information that the district has designated to be directory information, and provide an opportunity for the parent to opt-out of the disclosure of some or all of their child's directory information as well. **This means that your child's address, phone number, and other vital information are available to anyone in the public just for the asking. If you have concerns about this, please call the school to obtain a RELEASE OF STUDENT INFORMATION FORM.**

Cell Phones and Electronic Devices

August 2007

Dear Parent or Guardian:

We ask that parents work with schools regarding the use of cell phones and electronic devices. We are requesting parents to discourage cell phones and other electronics for their students to have at school. As cell phones and other electronic devices become more readily available, they are appearing more often in our schools and are creating a discipline problem for our students. Many students are text messaging in class, making or receiving phone calls during the school day, and taking inappropriate photographs at school. We have also found that cell phones have been used to even cheat on exams. Electronics are a tempting target for theft and they have caused disputes between students.

The Toledo Public Schools does not allow students to have electronic devices in schools. Please discuss this with your children. Because so many students are ignoring this rule, the district has standardized procedures to address these violations as they occur during the school day. Listed below are the steps that will be taken if students violate the cell phone and electronic devices regulations.

1. Cell phones, pagers and other telecommunication devices are strictly prohibited in Toledo Public Schools. They are not to be visible or in use during the school day for any reason.
2. Electronic devices are to be confiscated. The parent or guardian may pick up the confiscated device on the next school day. If the device is not picked up on the next school day, it will be sent to the TPS Security Office for parent or guardian to pick up.
3. **Eighteen (18) year old students are to pick up electronic devices at the TPS Security Office located at the Board of Education Administration Building, 420 E. Manhattan Boulevard, Room 10. They will not be available at the school building.**
4. Toledo Public Schools is not responsible for lost, damaged, or stolen electronic devices.
5. All electronic devices remaining at the TPS Security Office after the last day of school, will be destroyed.

Thank you for your assistance in helping us to enforce this rule.

Sincerely,

Crystal Ellis
Chief of Staff

CE:hjd

cc: John Foley, Superintendent
Diane Irving, Assistant Superintendent, Elementary Schools
Richard Jackson Assistant Superintendent, Elementary Schools
Dr. Cecelia Adams, Assistant Superintendent, Middle Schools
Kay Ladd, Acting Assistant Superintendent, High Schools
All Principals