



# OLD WEST END ACADEMY

## STUDENT HANDBOOK

2023-2024



[www.ccsd.net/oldwestendacademy](http://www.ccsd.net/oldwestendacademy)



# Toledo Public Schools

***Mission:*** Toledo Public Schools' mission is to produce competitive college and career ready graduates through a rigorous curriculum across all grade levels by implementing Ohio's New Learning Standards with fidelity.

***Vision:*** Toledo Public Schools strives to be an 'A-rated' school district whose graduates are college and career ready.

## Core Commitments:

### ***Student-Centered***

District-wide decisions and operations will be built around the best interest of students.

### ***Accountability-Based Management***

Maintain an accountability system that will have a direct impact on student growth.

### ***Building Stronger Relationships***

Continue to strengthen and broaden the relationships TPS has with all stakeholders and local organizations while working to establish full community inclusion.

### ***Technology Oriented***

Maintain a technology-based environment that meets the needs of the new digital age, which consists of current and future students.

### ***Rigorous Curriculum***

Continue to research best practices and offer relevant professional development that aligns with 21st century national and state standards, thus ensuring students gain the competitive skills required to succeed in a global economy.

### ***Develop a Culture of High Expectations***

Establish a district-wide climate and belief system that all students, staff, and schools have the ability to achieve EXCELLENCE.



## OLD WEST END ACADEMY STAFF

POSITION	RM#	NAME	email @tps.org
Principal		Mrs. Kathy Gregory	kgregory
Counselor	136	Mrs. Kimberly Castaneda	kcastane
Secretary		Mrs. Manal Mehdi	mmehdi
Para		Ms. Shirley Peals	speals
Kindergarten	116	Mrs. Beth Lepper	blepper
Kindergarten	117	Mrs. Amy Lashley	alashley
1st. Grade	218	Mrs. Brenda Huff	bhuff
1st. Grade	215	Mrs. Alexis Cline	acline
2nd. Grade	205	Mrs. Kimberly Barnett	kbarnett
2nd. Grade	217	Ms. Kristina Brock	kbrock
3rd. Grade	206	Mrs. Sandra Chittum	Schittum
3rd. Grade	207	Ms. Sheryl Pitsenbarger	spitsenb
4th. Grade	212	Mrs. Amy Fogle	afogle
4th. Grade	213	Mrs. Jessica O'loughlin	Jolough
5th. Grade	210	Mrs. Teresa Williams-Foreman	Twilliam
5th. Grade	211	Mrs. Stephanie Slover	Sslover
6th. Grade	108	Mrs. Cathleen Smith-Lee	csmith2
6th. Grade	105	Mrs. Kanisha Byersmith	kbyersmi
7th. Grade	112	Mrs. Amy Wilburn	awilburn
8th. Grade	107	Mr. William Bland	wbland
Art	201		
Physical Ed	GYM	Mr. Andrew Pollock	apollock
Music	200	Mrs. Lindsay Draime	kplikerd
Spanish	216	Mrs. Donna Reamey	ldraime
Reading Spec.	204	Mrs. Amy Carroll	acarroll
ETI	246	Ms. Ashley Baker	Abaker1
Nurse	119	Mrs. Wendy Wehrmeister	wwehrmei
Speech	221	Mrs. Maimoona Azeem	mazeem
Psychologist	106	Mrs. Benita Reynolds-Saaka	stomasze
Librarian	228	Ms Christine Krolak	Ckrolak

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\*Information in this handbook is subject to change. Please stay updated on current Toledo Public Schools Board of Education policies at <http://www.boarddocs.com/oh/tps/Board.nsf/Public>; and current news and information at <http://www.tps.org>.

## **ACADEMIC REPORTING**

Formal parent/teacher conferences are scheduled twice a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the School calendar for specific dates.

### **Report Cards/ Interim Progress Reports/ Parent Teacher- Conference**

- Pupil Report Cards are issued to the students at the close of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters.
  - Quarter 1 report cards will be given to parents of students at Parent/ Teacher conferences in the fall. Kindergarten classrooms will hold a second conference in January, but will not send home reports for 1<sup>st</sup> quarter.
  - Grades K-8 Report Cards will be mailed
  - IPR (Interim Progress Reports) or Midterms are sent home at the conclusion of the 4th week of each quarter.

TPS GRADING SCALE			
A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-0

## **ARRIVAL & DISMISSAL**

We encourage students to walk to and from school for their health and the environment. Please remember we are an elementary school. Patience at arrival, and most especially dismissal, is encouraged & appreciated! Please remind your student that they should ALWAYS cross the street at a corner and only cross when the light indicates "walk". Also remind them to make sure cars are stopped before walking with the light. Students should be dressed to brave the elements ~ wind, snow, rain and cold.

### **Arrival**

As school doors/ hallway access is not open until 7:45 am for breakfast, Students should not arrive early as they will be waiting outside until the bell rings (unless it is extremely cold weather, severe wind chill, etc.)

If walking is not an option, when students are dropped off in the morning, please be EXTREMELY CAUTIOUS! Please do not allow students to exit the vehicle on the driver side!! ALL students should use the passenger side only for entering and exiting to avoid vehicle traffic.

Your child should be independent enough to enter the building and go to their classroom alone. An exception is made for Kindergarten and 1<sup>st</sup> grade students for the first few weeks of school.

Staff members are stationed around the building to assist students as needed. Parents are encouraged TO NOT walk their student to the classroom in the morning. Teachers are instructed to NOT hold parent-teacher conferences in the AM as they have students to supervise and the school day to prepare for. Your understanding with this is appreciated.

Students are considered tardy if they are not in their room at 8:15 am.

BREAKFAST is not mandatory, but is STRONGLY ENCOURAGED.

We do have ALL students report to the cafeteria between 7:45-8:00 for supervisory purposes (regardless of breakfast participation).

Breakfast is FREE .

## **Dismissal -**

Parents are asked to wait outside for their student(s). Please do not walk down hallways and wait outside classroom doors at dismissal time. Please wait outside of the building door your child dismisses from. Please make sure your child knows where you will be meeting.

The end of the day at an elementary school tends to become very busy. IF your child needs to be released early (for appointments only), please do so before 2:00 p.m. (and DO NOT do so on a regular basis as this goes against O.R.C. compulsory attendance laws).

If your plans change from the normal procedures, please notify the teacher via note/ agenda book; call the school office ONLY in the event of an emergency.

Students MUST be picked up by 2:30.

Dismissal times are as follows:

Kindergarten – 6th Grade: 2:30

7th - 8th Grade: 2:45

## **ATTENDANCE**

### **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 the 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.

The following reasons are considered **EXCUSED** for elementary students by the State of Ohio:

- 1. Personal Illness:** Certification from a physician is required if student misses **more than 10 days** a school year;
- 2. Quarantine of the Home:** Notice by city, county, or state public health officials;
- 3. Death of an Immediate Relative:** **Three day limit** unless reasonable cause has been shown for a longer absence;
- 4. Observance of Religious Holidays**
- 5. Emergency set of circumstances** which in the judgment of Superintendent of schools, constitutes a good and sufficient cause of absence from school. Such circumstance would include absence due to weather, other acts of God and labor stoppage.
- 6. Other circumstance-** Includes immunization or measles exclusion, dental and medical appointment, and public performance (school sponsored) during the school day may be excused by the principal.

*\*\*excused absences are still counted as absences for perfect attendance.*

### **UNEXCUSED Absence:**

Unexcused absences are absences that do not meet the categories described above. Vacations outside of the school calendar are unexcused absences. Make-up work for unexcused absences, suspensions, or expulsions is at the discretion of the teacher.

### **Excessive Absence:**

Students with excessive excused and unexcused absences shall be so identified and referred to the appropriate school personnel for a parent conference and/or attendance hearing.

**Reporting Absences:** In accordance with The Missing Children Act (April, 1985) parents are required to contact the school whenever a student is going to be absent from school.

Call the school **(419-671-4700)** to report that your student will not be in attendance. When you call, please speak slowly and clearly. Include your name, your child's name, your child's teacher's name, the date, and the reason for the absence.

If the school does not receive a call and a note is not received upon your child's return to school, the absence will be unexcused. Please send in a note and any medical documentation with your child upon their return to school.

More than 10 absences require a doctor's note.

10 consecutive or 15 absences per semester will result in a referral to TPS Pupil Personnel Office.

### **Make Up Work:**

If the student, confined at home for a short period of time, is physically able to do some schoolwork, please make arrangements with his/her teacher. Please give the teacher at least ONE DAY'S NOTICE IN ORDER TO PREPARE WORK.

**Early Dismissal:**

Please attempt to schedule all appointments outside of the school day. We know this is not always possible, therefore, if a student must leave the building during the school day for any reason, the person picking up the child must come into the office to sign the student out of the building.

- Please be prepared to scan your driver license when picking up your child.
- Please make sure other authorized persons know to also bring a picture ID.
- If you know in advance your student will need to leave early, please write a note to the teacher.
- Office personnel will call the student to the office from the classroom when the parent or designee ARRIVES to the office. DO NOT go to the classroom to pick up your student.
- Students will only be released to the parent or other authorized people on the emergency medical card. Guardians need to call the office in advance to authorize a pick up other than them.
- Please know that early dismissals negatively affect your child's attendance; and impacts 'perfect attendance'.
- No student will be allowed to leave the building without this procedure being followed.
- Children can not be picked after 2:00pm during the school day

**Dental and other Medical Appointments-**

Try to make appointments outside the school day. When impossible to make appointments outside the school day, students must bring a note from home stating the time of the appointment and the time the parent wishes to pick him/her up. The absence will be excused upon return with a doctor's/dentist's slip to verify the appointment.

Students are to be signed out in the office before leaving the building. (See procedure for Early Dismissal)

**Tardy to School:**

In accordance with O.R.C. and TPS Board Policy, students must be to school on time (in class at 8:15AM). The acceptable excused absence criteria apply to tardy to school infractions. The progressive discipline policy for Unexcused Tardy to School infractions is:

3 Tardy: parent/teacher call

6 Tardy: parent meeting/ administration

9 Tardy: Compulsory Attendance Letter

**Birthday Treats**

Excessive birthday celebrations (balloons, pizza, etc.) are not acceptable during class time as this takes away from academic learning. Please communicate with the teacher before sending in treats due to possible food allergies. In order to keep our building clean and "critter free", treats sent in need to be healthy and able to be consumed in the cafeteria during the lunch period. Please bring items that are in individual portions. We do not have the resources needed to cut and serve treats. Parents are required to serve treats in the cafeteria, for your child's class only.

**BULLYING**

Bullying is defined as intentional and persistent behavior that is carried out for the sole purpose of inflicting harm on another individual. Bullying occurs where there is a power imbalance, where one child has a hard time defending himself/herself. Bullying is a form of victimization.

Bullying is:

- Intentional, on purpose
- Persistent, ongoing
- Main goal is to inflict harm or fear over another individual, to gain control or power over others
- Can be done physically, verbally, socially (emotional), or electronically
- Has profound impacts on the school climate and safety

**BULLY REPORTING SYSTEM:**

Bullying must be reported for the school to address the problem.

Old West End Academy has a Bully Report Box (Talk Tank) in the office. Report Forms can be obtained from the tank, the classroom teacher, or the Counselor. The completed report form can be returned by placing it in the Talk Tank. Our counselor, Mrs. Castaneda, will check it daily. If a child believes he/she is being bullied it is his/her responsibility to report the repeated incident's to an administrator or teacher or use the Talk Tank. The

school cannot address the problem if no one knows about the problem.

### **BULLYING VERSUS CONFLICT:**

Every push, shove, tease, and taunt does not equate to bullying situations. Bullying differs from conflict primarily because conflict involves antagonism among two or more people. Whereas any two people can have a conflict (disagreement or a fight), bullying occurs where there is a power imbalance, where one child has a hard time defending himself or herself.” Bullying is a form of victimization, not to be confused with conflict. Conflict occurs when there is hostility between two or more people, but then these people have equal power to solve the problem. A certain level of conflict is normal between students. Conflict can give your child an opportunity to learn how to handle everyday problems in a healthy way preparing for life. In fact, students need some conflict in their lives in order to better understand their own feelings, become empathetic, develop appropriate responses to difficult situation, work on anger management, and learn proper behavioral responses in sync with the time and place of the conflict.

### **BUSSES**

#### **Yellow Bus Transportation:**

Transportation is provided only to those students that live more than 1 mile or beyond from Old West End Academy; or for special needs students.

Transportation is NOT provided for Out of District approved students.

Bus rules and expectations are defined by Transportation through each Bus Driver.

Failure to comply with bus rules can result in suspension from the bus and/ or school discipline.

### **Bus Bulletin**

If you would like to be sent text messages or have phone calls made when TPS Busing is running late you may sign up at the following website: <http://www.busbulletin.com/>

### **CAFETERIA**

#### **Breakfast Program-**

- Breakfast is served daily from 7:45 – 8:00 a.m. (There is NO BREAKFAST during a 2HR Delay)
- Students should enter through the Main Entrance doors.
- Breakfast is FREE for ALL students.

#### **School Lunch Program:**

Students may bring a packed lunch from home. **No pop or glass containers.**

Fast food is discouraged in the cafeteria.

Menus will be sent home monthly and are available at [www.tps.org](http://www.tps.org)

#### **Cafeteria Expectations-**

- ☐ **Parents are required to stay in the cafeteria when bringing “birthday treats. Birthday treats are ONLY given to those in your child’s classroom. Please save treats for siblings or other relatives for after school celebrations.**
- ☐ **Students are expected to clean-up after themselves and assist, as needed, in order to keep Old West End Academy clean and beautiful.**
- ☐ **Enter and leave the cafeteria in a quiet and orderly fashion.**
- ☐ **Quiet “table talk” is permitted. Three opportunities are given to keep voices at “table” volume or cafeteria may become a silent lunch.**
- ☐ **Students are to stay in their seats in the cafeteria unless instructed otherwise by an adult.**
- ☐ **Students should not trade or share food/ drink with anyone.**
- ☐ **Students bringing a packed lunch should bring a beverage as well.**
- ☐ **ALL school rules and policies apply in the cafeteria.**

#### **Cafeteria Expectations-**

Students are expected to clean-up after themselves and assist as needed in order to keep Old West End Academy clean and beautiful.

Enter and leave the cafeteria in a quiet and orderly fashion.

Lights out indicates silence.

Students are to stay in their seats/ in the cafeteria unless instructed otherwise by an adult.

We discourage ‘trading’ or ‘sharing’ food or drink with anyone.

ALL school rules and policies apply in the cafeteria.



**Cell Phones, MP3 Players, and Electronics:**

**BOARD POLICY MANUAL**

**Section E: Support Services**

**User's Own Technology**

**EDEB**

**Active**

**ORC 3319.321**

**ORC 3313.20**

**ORC 1329.54 through 1329.67**

**Children's Internet Protection Act; (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)**

**Family Educational Rights and Privacy Act; 20 USC 1232 g et seq.**

**U.S. Const. Art. I, Section**

**Adopted May 26, 2015**

**Student's cellphones must be turned off, while in the building, and kept in their book bag.**

**The District reserves the right to temporarily confiscate and inspect a student's personal electronic device if there is reason to believe the student has violated board policies, regulations, school rules, or has engaged in other misconduct while using their personal electronic device. If a staff member confiscates a student's device, he or she will not conduct the search of the phone, but must immediately turn the phone over to the administrator responsible for conducting a search of the device. Any search will be conducted in compliance with board policies and applicable law.**

**If a cellphone is confiscated, it will be sent directly to our TPS Security Office, and parents will go there to pick it up. It may take up to 2 days for the phone to reach their office.**

**COMMUNICATION**

We believe it is very important to have a strong line of communication between school and home. If you ever have any questions or concerns, please do not hesitate to contact the school to speak to the Principal, Mrs. Gregory.

**If you wish to contact the staff via email, please utilize the directory on page 4. Parents:** please be aware that the internet TPS security measures may place your email into a SPAM inbox. In the event that you do not receive a reply in a timely manner, please write a note/ call the school for follow up.

- **Classroom/Teacher**

We make every attempt to have an "open door" policy at Old West End Academy. However, in order to ensure that all students are receiving the maximum amount of educational experience we can provide, it is not always possible to just stop by to visit the classroom or assist the teacher. Please understand that this creates an interruption to the classroom and the educational environment. As a reminder, when visiting a classroom, all guests must sign in at the main office.

As the teacher is responsible for *all* of the children in the class, it is very difficult to have a conversation with a parent and supervise the students at the same time. If you would like to speak to the teacher regarding your student, please write a note, call, or email your child's teachers to do so.

Please do not attempt to have this type of conversation during student arrival and dismissal as the teacher needs to be focused on the safety of the students.

Please be considerate of our Teacher's time/ family obligations (they are off-duty at 2:45PM)

**COMPUTERS**

All students at school have access to computers for use in the classroom and for researching information. TPS firmly believes that the valuable information and interaction available on the internet is consistent with our district's educational goals.

The internet is available to our students and teachers.

TPS has taken precautions to restrict access to controversial materials by providing an internet filtering system. However, this does not excuse students from searching for inappropriate or non-educational sites; accessing inappropriate music, pictures, etc.

**All students must have an internet network agreement signed by a parent/guardian on file.**

## **DAILY SCHEDULES**

### **School Hours**

Breakfast begins: 7:45 am

Doors Open: 7:45 am

Tardy Bell: 8:15 am

*(Students should be in class and ready to learn by 8:15 am)*

Dismissal K-8 @ 2:30

### **2 Hour Delay Schedule**

***\*\* No Breakfast \*\****

Doors Open: 10:00 am

Tardy Bell: 10:15 am



## **DISCIPLINE**

Old West End Academy's school-wide and classroom expectations need to be followed by each and every student. Our goal is to encourage each student to make good, positive choices.

Each class has established criteria for classroom expectations. Please refer to this for more information.

Students exhibiting poor behavior and/or making poor choices in class and/or school can be excluded from an activity.

Serious misbehavior and/or discipline infractions) will result in immediate consequences, which may include a referral to the office.

SCHOOL DISCIPLINE SYSTEM (demerits, referrals, etc.)

The TPS Code of Conduct will be used for serious infractions and repeat offenses.

School Administration will utilize a progressive approach that includes, but is not limited to & in no particular order:

Student Conferences /Parent Conferences

Loss of privileges: recess, cafe seating, activity participation, etc.

Detention (30 minutes)

Penalties

## **Emergency Evacuation**

Old West End Academy has a site specific response plan in place in the rare event that it is necessary to evacuate the building. Students will be moved to a designated, secure location based upon our response plan. Students will remain there until the emergency situation is resolved.

## OLD WEST END ACADEMY DRESS CODE POLICY

### ELEMENTARY SCHOOL K-5

- o White collared tops
- o Solid white undershirts may be worn under white tops
- o No logos on shirts
- o Navy Blue Vests (OWEA logo on the chest)
- o Shirts must be tucked in at all times
- o Red ties must be worn and can be purchased at School Matters  
2596 Woodville Road Northwood, OH 43619 (419-690-0570)
- o Navy blue or black dress bottoms (Dockers, French Toast, Dickies, etc.)
- o Girls may wear skirts, Capri's or jumpers/below fingertip in length
- o Belts must be worn if clothing has belt loops/blue, black, or brown (solid)  
Bottoms must be worn at waist/no sagging pants or shorts
- o Dress shoes in Navy Blue, Black, or Brown
- o NO CANVAS OR CLOTH SHOES.
- o Boots may be worn to school, but student must change into dress shoes.
- o Please call office to ask before purchasing or wearing to school, if you are in question.
- o Socks/tights: solid color in Navy blue or white /no other color trim

### MIDDLE SCHOOL 6-8

Middle school students will follow the same dress code as above, with the exception that they may also wear khaki/tan bottoms (no brown).

### DRESS CODE VIOLATIONS

If students are in violation of the dress code, they may be sent to the office where they will receive a consequence for the infraction and/ or parent contacted to bring the appropriate clothing to school.

Common Dress Code Questions/ Clarifications:

Shoe strings can ONLY be black, blue or brown (because they must match the body of the shoe- which can only be those colors)

Students are **NOT** allowed to wear/display the following:

- short shorts- must be knee length
- spandex shorts or spandex stretch pants
- pajama bottoms
- body piercing other than in the ears (pierced ears are allowed)
- Socks must match each other
- No hoodies/ hats to be worn in the building
- No high-heels, moccasins, house-shoes, or slippers
- Belts must be worn (see dress code for specifics)

### **EHSO**

The Early High School Opportunity (EHSO) program began in August 2011 for 7<sup>th</sup> and 8<sup>th</sup> grade TPS students. EHSO provides an opportunity for all 7<sup>th</sup> & 8<sup>th</sup> grade students to take one course for graduation credit at their learning community high school.

Students are transported from their home elementary school at the scheduled pick up time of 7:13 am, to the high school for first period (8:00-8:50) and returned to their home elementary school after their first period EHSO course ends.

Students may also be dropped off or walk to their High School for EHSO. EHSO begins on the Monday of the first full week of school. Students need to have the following documents completed in order to participate in the program:

- Completed High School Choice Card
- Completed EHSO Emergency Medical Card
- Completed EHSO Contract with parent and student signatures

**There are two Tiers to the EHSO program.**

	<b>Eligibility Requirements</b>	<b>Course Student Can Take</b>
Tier ONE	<ul style="list-style-type: none"> <li>● None-Open to all 7<sup>th</sup> &amp; 8<sup>th</sup> graders</li> </ul>	Band, Choir or Orchestra
Tier TWO	<ul style="list-style-type: none"> <li>● 3.0 GPA</li> <li>● Proficient or Above on State Required Reading and Math Assessments</li> <li>● Fewer than 12 absences</li> </ul>	Band, Choir, Orchestra, High School specific electives. 8 <sup>th</sup> grade students may take Algebra 1

Paperwork for EHSO is due by the end of May in order to complete transportation routing from Elementary to High School. Deadline for students new to district is the Friday of the first full week of school. Students are not permitted to enroll in EHSO after this deadline, with the exception of transferring students who were enrolled in the same class/similar program. Building principals, assistant principals and counselors will be able to answer EHSO specific questions. Additionally, EHSO information is located on the TPS website (tps.org).

**FIELD TRIPS and IN SCHOOL EDUCATIONAL EXPERIENCES**

Field trips and educational experiences are planned around specific educational objectives related to the school curriculum. Appropriate preparation and follow-up to ensure maximum utilization of the experience for learning is expected.

School staff is expected to let parents-guardians know in advance the reasoning for a student to not participate in any school field trip. All expectations to attend the field trip must be placed in writing to the parent/guardian 2 weeks prior to the date of the trip. The parent/guardian must sign these expectations as acknowledgment of understanding. If a parent/guardian does not provide a signature the student will not be allowed to attend the trip.

Before deciding on any trip or educational experiences, the teacher, school principal and transformational leader will weigh anticipated educational outcomes against such factors as expenses, loss of class time, safety and availability of adequate supervision. The school must provide for adequate supervision.

Please note, due to the nature of chaperoning and helping supervise students, younger children/siblings are not able to attend in order for you to give your group your full attention and enjoy the time with your child and his/her classmates. Emergency Medical Authorization forms must be on file in order to participate.

**Field Trip Behavior Contract**

I, \_\_\_\_\_ (*student's name*) understand that for me to attend the \_\_\_\_\_ field trip with my classmates I must meet the following requirements between the dates of \_\_\_\_\_ and \_\_\_\_\_:

(List of Requirements :)

If these requirements are not met, I understand that I may not be allowed to go on the trip because of concerns for the safety and security of other students and the property at the location of our field trip.

In order to attend the trip, I MUST have a parent sign this contract and I will turn it back into my teacher by \_\_\_\_\_.

Students not attending the trip will be offered an alternative program that day and will be expected to attend school on that day under the supervision of one of our staff members.

\_\_\_\_\_  
Student Signature:                      Date:

\_\_\_\_\_  
Parent Signature:                      Date:

\_\_\_\_\_  
Teacher Signature:                      Date:

### **HEALTH INFORMATION**

NURSE acts as the liaison between school, home, parents, and doctors.

Inform the nurse about any medical conditions, including allergies or of any medications or changes in meds throughout the year.

Inform the nurse of all medications your student is taking at home as well as at school.

Nurse is available daily from 8:00AM-2:45 PM.

### **Emergency Medical Authorization Forms:**

- Each child will be given an Emergency Medical form at the beginning of the school year.

- Please provide at least one other name and telephone number of a person we may contact in the case of an emergency. This form must be on file for your student to participate in field trips.
- Please notify the office immediately if there are any changes to your contact information.
- Failure to provide/ update this information will result in the safest decision for your student will be made by the Teacher/ Staff Member supervising the event.

### **Accidents**

A trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable. Please be diligent in keeping the school's records for your child up-to-date.

### **Immunizations**

The State of Ohio law (ORC 3313.67 and 3313.671) requires the following immunizations for school attendance.  
**IMMUNIZATIONS**

#### **Required Immunizations:**

The State of Ohio law (ORC 3313.67 and 3313.671) requires the following immunizations for school attendance: DTaP/Tdap, Polio, MMR (Measles, Mumps, Rubella), Hepatitis B, Varicella, and Meningococcal (7th grade). The school must have written proof from a health care provider that the immunizations are complete or in the process of completion. Students failing to complete immunizations within 14 days after entering school are not permitted to return to school. Immunizations may be obtained from your private physician, or the Toledo Lucas County Health Department, Shots 4 Tots n Teens, 365 N. Erie St. Call 419-213-4121 for times and locations. Please contact the school nurse at your student's building for additional information.

<b>DTaP/TD: 5 doses</b>	A fifth dose is required if the fourth dose was given before the 4 <sup>th</sup> birthday
<b>Tdap: 1 dose</b>	Required for grades 7-10
<b>POLIO: 3-4 doses</b>	The FINAL dose must be administered on or after the 4th birthday
<b>MMR: 2 doses</b>	Required for grades K-12
<b>HEP B: 3 doses</b>	The series must be in process for grades K-12
<b>VARICELLA</b>	2 doses. Required for grades K-3. 1 dose required for grades 4-7

### **Illness Guidelines:**

Please keep your child home from school for the following:

Temperature of 100 or higher; diarrhea; vomiting; uncontrolled coughing that interferes with daily work; uncontrolled wheezing and shortness of breath; yellow or green drainage from the eyes.

Students will be sent home when they have any of the symptoms listed above.

Students need to remain at home until at least 24 hours fever free without medicine (Tylenol, Motrin, etc.).

### **MEDICATION**

Over the counter (OTC) medications are not permitted in school. This includes cough drops, eye drops, Neosporin, etc.

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 medicine can be taken outside school hours.

A Medication Dispensing Authorization Form must be on file in the nurse's office. Both the doctor prescribing the medication and the parent/guardian of the student must sign this form.

A new form must be completed each school year or whenever there is a change in the medication or dose.

Medication must be brought to school by the parent or guardian (or their designee) in the original container and cannot be transported to or from school by any elementary student.

Inform the nurse of all medications your student is taking at home as well as at school.

### **LIBRARY BOOKS, FEES, FINES, & RETURNS**

Please help your student keep track of their library books if they come home.

While Old West End Academy's school library does not charge overdue daily fines for unreturned books like a public

library, we do charge a replacement cost if a book is lost.  
Library overdue notices go home regularly with your student as a reminder to return their book.  
Additional books cannot be checked out until others are turned in.

### **LOST & FOUND**

If your child has lost an item, the lost and found is located in the cafeteria by the door.  
Please remember to label **all** of your child's items so if they are misplaced they can be returned to their rightful owner.

### **MONEY AND OTHER VALUABLE PROPERTY**

Students are encouraged to leave all money and other valuable property at home. The School assumes no responsibility for the loss or theft of such articles.

### **PARENT PARTICIPATION**

#### **PTO**

We are looking forward to a productive year and would like you to join our parent group. You may call the office for more information. Many opportunities are available for parents to get involved at Old West End Academy. Positive parental involvement aids our students in many ways.

LOOK FOR THE PTO SCHEDULE IN OUR NEWSLETTERS!

Board Policy Link: <http://www.boarddocs.com/oh/tps/Board.nsf/Public>

### **PARENT UNIVERSITY**

Parent University is FOR parents BY parents!

Toledo Public Schools and Partners In Education have brought together community resources and leaders to offer FREE classes on a variety of topics. Sample topics include Healthy Cooking, Standardized Testing, Preparing for College and Career, Parent Leadership and much more. **Childcare and transportation will always be provided for these 1 to 2 hour classes held across Toledo.**

To learn more, visit the website at [www.tps.org](http://www.tps.org)

### **PARKING**

**It is imperative that the parking rules are followed in order to keep our students, staff and other community members safe.**

#### **SLOW DOWN**

**DO NOT park in the buss loop at any time.**

**Please follow all posted signs at school as well as on side streets. When entering and exiting the parking lot, adhere to the ONE WAY signs.**

**The entrance/ exit on Cambridge St. is for ALL pick-up and drop-off traffic.**

**Please do not allow students to exit the vehicle until the car stops, and they must exit on the passenger side to avoid traffic.**

**Please keep your car stereo volume DOWN while on campus so you and others can hear instructions and for safety**

### **PHYSICAL EDUCATION**

Each child is required to participate in gym activities. To insure his/her safety during classes, gym shoes are necessary. If, for some physical reason a student cannot participate in the gym class for an extended time, a note from the parent accompanied by the doctor's statement needs to be sent to the teacher.

### **REGISTRATION**

#### **Change of Address, Phone, or Emergency Number-**

- It is important to send your new address to the school immediately. This applies to change of telephone numbers, change of parent names, and custodial status.

#### **Registration & Withdrawal Procedures:**

**Registration:** When registering students the following documentation is needed:

- Birth certificate
- An up-to-date immunization record (Kindergarten also needs a physical and dental check-up.)
- If transferring from another TPS school, a transfer form is required from the previous school.
- Social security card
- Custody papers - A legal document is required to support any questions of custody between divorced or separated parents.
- Three (3) proofs of address- 1 rental, lease, or mortgage agreement, and 2 utility bills
- IEP/504 if applicable

**Withdrawal:** When withdrawing students, please:

- If possible, inform the school one week in advance of the withdrawal date.
- Records will be sent only upon the request of the new school.
- Pay all fines, fees, and charges if applicable
- Return all library and classroom books.

## **RULES & POLICIES**

### **PBIS MATRIX (Positive Behavior Intervention Support) ADD ESSENTIAL 55**

PBIS is a school-wide system for approaching behavior in a positive manner. Teachers and staff will teach all students strategies that will create a safe and unified environment improving student behavior and relationship building skills. PBIS is a problem solving proactive approach based on data to support the students in making good choices daily. Old West End Academy implements PBIS and encourages parent support in this school-wide policy/practice.

## **SAFETY**

### **FIRE DRILLS/EVACUATIONS**

The school will have at least one fire drill per month within the school hours. Specific signals and procedures have been established for all types of disaster drills, and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

### **Dogs & Other Pets:**

Please leave your dog and other pets at home during drop off & pick up and other school related activities. Many students and adults are not comfortable around animals; or may have allergies.



## **SCHOOL CLOSING / DELAYS FOR INCLEMENT WEATHER**

Toledo Public Schools has a School Delay policy when the weather is severe. This policy will allow TPS to delay two hours instead of closing right away to see if weather conditions improve enough for students to come to school.

A 2 hour delay can change to a closing, so please keep watching the local news and listen to the radio.

When there is a 2 hour delay, the schedule moves 2 hours back. NO BREAKFAST. Doors will open at 10:00 a.m. and end at the usual time.

The information can be heard by listening to local TV, radio stations and social media.

Do not call the school or drop off your student, as school personnel will not be in the building.

It is a good idea to make childcare arrangements at the beginning of the year for delay situations so you are not caught off guard.

**Severe Weather Procedures**

**Tornado Watch-** Precautions will be taken at school, but children will be dismissed at scheduled times and instructed to go directly home.

**Tornado Warning-** Stations have been established in the building for each classroom. All children will be kept in protected areas until an all clear is sounded even if it is past the regular dismissal time.

Parents are discouraged from coming to school to pick up their children for the safety of both you and your child.

Do not call the school. Telephone lines should be kept clear for emergency use.

## **SCHOOLS TELEPHONE USE**

School telephones are for official school business and NOT for routine student use. Students need to know how they are getting home from school *before* they arrive each day. Do not tell your child to call home when they arrive at school to let you know they are here or to call home for a ride at the end of the day.

## **SMOKING**

**Smoking is not permitted on school grounds.**

## **SOLICITATION**

Solicitation of or by any student, parent, or staff member on school property for any cause except those authorized by the Superintendent Office is strictly prohibited.

## **TITLE I**

### **Parents Right to Know**

As a parent/guardian with a student attending a Toledo Public School that receives Title I funds, you have the right to know the qualifications of your child's classroom teacher. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must provide the following information to parents/guardians who ask about the professional qualifications of their child's classroom teacher:

## **VISITORS**

All visitors must report to the office upon entering the building, sign-in, and obtain a visitor's pass.

Bring any forgotten school items (gym shoes, lunches, etc.) directly to the office.

Enter through the main doors (you will have to ring the buzzer on the wall).

NEVER enter through any other door. NEVER ask a student/ teacher to open any other door for you. This is against Toledo Public Schools safety protocol.

Please remember that interruptions take away from your child's educational time. As students are only at school for a small part of the day, students cannot be called out of class or the class be interrupted for non-emergency items.

## **District Policy (KK) On Visitors to the Schools**

To maintain the safety of students and staff and to ensure that no unauthorized persons enter buildings, all visitors must first report to the main office to receive authorization to visit. All visitors and employees must sign in and out. (Authorization is not needed for school programs, assemblies, graduation and athletic events.)

The Board encourages parents and other citizens of the District to visit classrooms to observe the work of the schools and to learn what the schools are doing. Visits should be scheduled with the teacher, in advance, to avoid any unnecessary disruption to classroom instruction or activities.

To encourage visits, principals and teachers may make special arrangements for visits by parents on certain days and occasions, and extend to them a general invitation to observe classrooms at any reasonable time, provided their visits do not interrupt instruction.

Visits must be arranged 24 hours in advance.

All participants and spectators of school programs, assemblies, graduations and athletic events are expected to abide by all applicable law, local ordinances, Board policies and District and building regulations pertaining to public conduct on District property.

School principals and their designees are authorized to take appropriate action to prevent and remove, if necessary, unauthorized persons from entering District buildings and loitering on the grounds.

### **VOLUNTEERING**

Please make arrangements with the Teacher and /or Principal regarding an area that you are interested in assisting with.

- **Guidelines:**

All volunteers should sign into the volunteer/visitor book.

You may only go to the area indicated when signing in.

If you need to go somewhere else, please inquire in the office *prior* to going there.

Refrain from visiting classrooms unless invited.

Please refrain from personal conversations (including cell phone) in the hall as this distracts the students and the education process.

We teach our students to nod, smile, or do a quiet wave when they see someone they know. Please do this if you see your child or a familiar student.

### **District Policy (IICC) Regarding School Volunteers**

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide for individuals who have expertise in various areas to be used as resource persons.

A volunteer is defined as anyone who is not employed by the District and comes into a school building for the expressed purpose of donating time and energy to benefit students. A volunteer will usually be interacting with students. Whenever a volunteer is on a school campus, the volunteer must wear, so that it is clearly visible, an identification badge. This badge is available in the main office of each school building.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments.

Volunteers should not work with any student outside the presence of other students and adults. Volunteers may not displace any position in any job class covered by the Paraprofessional Agreement.

Accountability for the program should include accurate record keeping at the individual building level via a sign-in and sign-out volunteer log. This log includes the volunteer's name, type of services to be provided and hours contributed. School buildings keep on file and maintain, for a minimum of three years, individual volunteer logs.

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

### ***District Policy (GBQ)***

The District notifies current and prospective volunteers who have or will have unsupervised access to students on a regular basis that a criminal records check may be conducted at any time.

**Beginning with the 2022-2023 school year: electronic communications such as cell phones, Ipads or ipods will be collected and locked up during the instructional school day. Cell phones will be returned back to the students at the close of the school day.**

**This policy is for 5th-8th grade students at this time.**



## **VOLUNTEER HOURS GUIDELINES:**

### **Volunteer hours must be completed by the 2<sup>nd</sup> Friday in May.**

All field trips that can be used for volunteer hours will be given a maximum of 3 hours.

Parent-Teacher conferences – 1 hour

PTO meeting – 1 hour

All award assemblies – 1 hour

All parent events, such as Muffins for Moms/Donuts for Dads – 1 hour

Events such as Field Day, puppet shows, etc., **will not** count for hours

Donations will be accepted for 1 hour

All time must be logged into the volunteer notebook in the office. **If you do not sign out, you will only receive 1/2 hour.**

**If you complete 5 hours before Christmas break, you will be given  
1/2 hour free!**

- **Opportunities PTO:**

PTO Activity and/ or committee

Bulletin Boards

Family Fun Nights

Holiday Shop

Bake Sale

Fall and Spring Fundraiser

Curriculum Nights

Box Tops for Education

Dance(s)

Recognition Assemblies

Muffins with Moms, Donuts with Dad

Teacher Appreciation Events

Library