



Birmingham Elementary
STUDENT HANDBOOK
2022-2023

Toledo Public Schools Mission and Vision

District 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.

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

Toledo Public Schools 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.

Birmingham Elementary School's Mission

At Birmingham we educate and support our school community by promoting leadership, pride, and respect in a positive and safe learning environment.

Welcome to Birmingham

We are committed to offering your students and family the best education possible. We strive to work hand and hand to achieve the highest level of success. We are privileged that you are allowing us the opportunity to impact the growth of your student. Our goal is to create opportunities that prepare each student to become independent, productive, lifelong learners. Please take the time to review this handbook with your child. If you have any questions feel free to contact us with any questions.

Thank you for trusting us with your students,
Cori Boos

School Contact Information

Principal	Cori Boos	cboos@tps.org
Assistant Principal	Kevin Omev	komev@tps.org
Counselor	Katherine Bingle	kbingle@tps.org
Administrative Assistant	Rosemary Tisdale	rtisdale@tps.org
Nurse	Lynn Reaume	lreaume@tps.org
School Psychologist		
Educational Technology Instructor	Jake Forrest	jforrest@tps.org
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Special Education	Michelle Schmidt	mschmidt@tps.org
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Paraprofessional	Anita Shepherd	ashepher@tps.org
Paraprofessional	April Moore	amoore@tps.org
Paraprofessional	Velvet Sanders-Dobosu	vsaunder@tps.org
Media Specialist	Michelle Jackson	mjackson2@tps.org
Speech Therapist	Jessica Standley	jstandle@tps.org
Occupational Therapist	Jennifer Carner	jcarner@tps.org
Site Coordinator	Elizabeth Wargo	ewargo@tps.org
	Jeff Mullins	jmullins@tps.org

Follow Birmingham on Social Media:

Facebook - Trojans Birmingham

Weekly newsletters will be posted on Trojans Birmingham Facebook Page

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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 once 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 1st, 2nd, 3rd, and 4th quarters.
 - Quarter 1 report cards will be given to parents of students at Parent/ Teacher conferences Oct 27 and Oct 28.
 - Kindergarten classrooms will hold conferences, but will not send home reports for the 1st quarter.
 - Sign and return the grade card ENVELOPE each quarter. The copy of the grade card sent home is for the parents to keep.
 - 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.

ARRIVAL & DISMISSAL

ARRIVAL: Your child should be independent enough to enter the building and go to the classroom on their own. Staff members are stationed around the building to assist students as needed. Generally, teachers do not hold conferences in the morning, as they have students to supervise and the school day to prepare for. Your understanding with this is appreciated.

Parents, **please see to it that your child does not arrive early unless given special permission. Early arrivals are not supervised and often encounter trouble. Doors open for Breakfast at 8:30. Students should not arrive at school before 8:45 unless they are eating Breakfast.** Breakfast is not mandatory but is strongly encouraged. Breakfast is free for all students.

Once a student arrives on school grounds, they must not leave for any reason without permission from the principal.

Students are considered tardy if they are not in their classroom at 9:00 AM.

DISMISSAL: The end of the day tends to become very busy. If your child needs to be released early, please do so before 2:55 PM. Also, doing so on a daily basis goes against Ohio attendance laws. Please make sure your child knows how they will be getting home. If your plans change from the normal procedures, please notify the teacher via a written note. Only call the office in the event of an emergency.

ALL STUDENTS BEING PICKED UP OR DROPPED OFF IN A VEHICLE MUST FOLLOW THE ALL PROCEDURES. STUDENTS SHOULD ONLY BE DROPPED OFF IN THE LOOP CLOSEST TO THE BUILDING TO AVOID WALKING ACROSS TRAFFIC. VEHICLES SHOULD NOT BE PARKED IN THE OUTSIDE LOOP THIS ALLOWS FOR CONTINUOUS MOVEMENT.

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 the 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.
- 6. Other circumstances-** 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 considered absences when considering '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 should be requested from the classroom teacher.

Excessive Absence:

Students with excessive excused and unexcused absences shall be identified and referred to the appropriate school personnel for a parent conference and an Attendance Intervention Plan.

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 **419-671-7700** 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 requires 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 show a picture ID when picking up the 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. NO EXCEPTIONS.
- 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.

Dental and other Medical Appointments-

Try to make appointments outside the school day. When it is 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)

BUSSES

Yellow Bus Transportation:

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: Breakfast is **FREE** and available to all students. Breakfast is served between 8:30 and 9:00. On Delayed Start days, Breakfast will not be served. Breakfast is not mandatory, but is strongly encouraged.

LUNCH: Lunch is FREE for all students. Regular lunchroom service begins the first full day of school. A hot lunch service is provided daily for those students who desire to receive a school lunch. Children may bring a packed lunch. Every child is encouraged to eat lunch as the school day is long and needed energy is essential. No outside food is permitted in the cafeteria.

A menu is available at www.tps.org.

Children may talk to one another in the lunchroom, but screaming, horseplay, or throwing food will not be permitted. **INAPPROPRIATE BEHAVIOR WILL RESULT IN DISCIPLINARY ACTION.**

Students are not to eat food, candy, potato chips, etc. outside of the lunchroom. All trash must be cleaned from the tables and floor before students will be dismissed from the lunchroom. No glass containers are allowed in the lunchroom. **POP, DS GAMES, CD PLAYERS, AND IPODS/MP3 PLAYERS ARE ALSO PROHIBITED.**

Parents please talk to your children about trading or sharing food. Food should not be shared. There are several students in the building who have allergies to various foods, especially peanuts and peanut-based foods. Also, sharing food can spread germs.

Cafeteria Expectations: Students are expected to clean up after themselves. Enter and leave the cafeteria in a quiet and orderly fashion. Students are to stay in their seats in the cafeteria. ALL school rules and policies apply in the cafeteria.

CLASSROOM REQUESTS

Teachers spend a considerable amount of time creating class lists for the next school year. When preparing the lists, teachers look closely at academic abilities, special learning considerations and equal gender ratios for each classroom. A great deal of time is devoted to class assignments in order to provide a positive learning environment for the students. If parents desire to have a certain staff member for your child's teacher, parents may request a particular teacher for students in the spring of each school year. The request must state a valid educational reason for the request, be dated, signed and turned into the office by the first Friday of May. Each properly completed request will be considered. No one is automatically guaranteed/granted a request. Toledo Public School policy must be adhered to when completing class lists.

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.

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. Boos, or the assistant principal, Mr. Kevin Omey.

If you wish to contact the staff via email, please utilize the directory at www.tps.org.

*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 Birmingham Elementary. 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

DAILY SCHEDULES

8:30 AM Doors open for Breakfast only

8:45 AM Students enter and go to Class

9:00 Late Bell Rings & Instruction Begins

3:10 PM Grades K - 4 are dismissed

3:15 PM Grades 5-8 are dismissed

Students are strongly encouraged to report home immediately. **NO loitering or playing on school grounds.**

Delayed Start: Delayed Start will take place as warranted by inclement weather. In these cases, please check the local news stations and Trojans Birmingham facebook page to watch for a Delay. When it is necessary to delay, the school doors will open at 10:45 AM. The late bell will ring at 11:00. Breakfast will not be served. We will follow our regular lunch schedule.

Please plan ahead. Make childcare arrangements for Delay situations so you are prepared.

EHSO

The Early High School Opportunity (EHSO) program began in August 2011 for 7th and 8th grade TPS students. EHSO provides an opportunity for all 7th & 8th 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 (times range from 7:00 a.m.-7:30 a.m.) 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.

	Eligibility Requirements	Course Student Can Take
Tier ONE	<ul style="list-style-type: none"> · None-Open to all 7th & 8th graders 	Band, Choir or Orchestra
Tier TWO	<ul style="list-style-type: none"> · 3.0 GPA · Proficient or Above on State Required Reading and Math Assessments · Fewer than 12 absences 	Band, Choir, Orchestra, High School specific electives. 8 th 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 the 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.

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.

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.

HEALTH INFORMATION

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 a temperature of 100 degrees or higher. Students should remain at home until they are fever free for at least 24 hours without medicine.

When a student becomes ill at school, he or she will be sent to the nurse's office. He/she will be kept under constant observation. Parents will be contacted. State law will not allow the school to administer any type of medication without the proper form signed by the parent and the physician.

In order to protect your child's health and that of other children, the laws of the State of Ohio (3313.671 Ohio Revised Code) require the following immunization for school attendance:

DTaP/TD: 5 doses A fifth dose is required if the fourth dose was given before the 4th birthday

Tdap: 1 dose Required for grades 7-10

POLIO: 3-4 doses The final dose must be administered on or after the 4th birthday

MMR: 2 doses Required for grades K-12

HEP B: 3 doses The series must be in process for grades K-12

VARICELLA 2 doses required for grades K-3. 1 dose required for grades 4-7.

In addition, TPS requires that students have a physical exam and a dental exam for school entry.

The school must have written proof from a health care provider that the immunizations are complete. Students failing to complete immunizations within 14 days after entering school are not permitted to return to school.

Immunizations may be obtained from the child's physician or the Toledo Lucas County Health Department (Shots 4 Tots). Call 419.213.4121 for times and locations. The School Nurse can provide additional information.

Emergency Medical Card: In the beginning of the school year, an Emergency Medical Authorization Form will be sent home with your child. Complete all the information on this form and return it immediately to the school. Please provide at least one other name and phone number of a person we may contact in case of emergency. This form must be on file for your child to participate in field trips. Please keep the school informed of any changes that should be made. Remember that your child's well-being depends on you. The school will only call in case of an emergency. It is essential that you notify the school office of special problems such as convulsions, asthma, allergies, diabetes, etc.

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.

LIBRARY BOOKS, FEES, FINES, & RETURNS

Our school library will be available to all students throughout the year. Volunteers staff the library. Parents are encouraged to assist with this great opportunity. Students should be reminded of their responsibility when books are checked out of the library. Books need to be returned on time, and become the responsibility of the student for their care and replacement if lost.

LOST & FOUND

Articles found in and around the school grounds will be taken to the Lost and Found Box located in the office. Therefore, all items brought to the school should be labeled so that they can be returned to their rightful owner if misplaced.

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.

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.

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.

PARENT PARTICIPATION

Volunteers are an important component of our school's success. Contact the Office to volunteer. Opportunities also arise throughout the year to volunteer within your child's classroom. Check with your child's teacher to learn more. All volunteers should sign in in the office. Only go to the area indicated when signing in. If a volunteer/visitor needs to go to another area in the school, they should inquire in the

office prior to going there. Refrain from visiting classrooms unless invited. Refrain from personal conversations and cell phone use in the hall as it disrupts the educational process.

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

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.
- Provide 3 recent proofs of address of the new address once you start receiving billing statements. We require 2 utility bills and 1 rental, lease or mortgage agreement.

Registration & Withdrawal Procedures:

Registration: When registering students at Generic Elementary the following documentation is needed:

- Birth certificate
- An up-to-date immunization record (Kindergarten also needs a physical and dental check-up.)
- Social security card
- Custody papers if applicable
- 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

Birthdays & Treats

Excessive items (ie. Balloons, flowers) are not acceptable during class as this takes away from academic time. Any of these items will be kept in the office until the end of the day.

Please communicate with the Teacher before sending in treats. Please send items that are in individual portions. We do not have the resources needed to cut and serve treats.

Note: Deliveries to students (ie. flowers, balloons, fast food/pizza) are not accepted during the school day.

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.

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.

DISCIPLINE

Birmingham has schoolwide and classroom expectations that are to be followed by all students. Each class has established criteria for classroom expectations. Our goal is to encourage each student to make good, positive choices. Students exhibiting poor behavior and/or making poor choices in class and/or school can be excluded from an activity.

Students are reminded that they must adhere to a practice of good behavior, not only for their own benefit, but for the benefit of others as well.

Violations or infractions of the rules may lead to suspension or expulsion. Any student who is suspended or expelled shall be allowed to make up all work. If this work is unable to be made up due to labs/in class work, then the work cannot be counted against the student and the student shall be held harmless.

A detention may be served by a student for a violation of a school rule. Parents will be given a 24-hour notice before the detention is served.

Cell Phones and Electronics: Electronic devices if brought to school should be put away during the school day. Cell phones are not to be visible or in use during the school day.

Electronic devices will be confiscated when they are disruptive to the educational process. The student will be able to pick up the device at the end of the school day. **Toledo Public Schools are not responsible for lost, damaged or stolen electronic devices.**



Cell Phones, MP3 Players, and Electronics:

Book

BOARD POLICY MANUAL

Section

Section E: Support Services

Title

User's Own Technology

Number

EDEB

Status

Active

Legal

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 8

Adopted

May 26, 2015

The District recognizes the importance of technology and the educational benefits available through the use of technology. The use of portable electronic devices in the classroom can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with district instructional objectives, and with approval of the appropriate administrator.

All personal devices must be used in a responsible and legal manner. Users using their own devices are subject to Board policies and procedures, including but not limited to the student code of conduct and to the applicable law. Failure to adhere to these guidelines may result in the revocation of the privilege to use personal electronic devices in the classroom and/or disciplinary action as appropriate.

Students are permitted to use approved personal electronic devices for educational purposes under the direction of a classroom teacher and appropriate administrator.

Student users using their own electronic devices may access only the wireless internet provided by the District. The District provided internet access is filtered in compliance with the Children's Internet Protection Act. Student internet access from outside sources is not permitted on school grounds in order to promote safe, filtered Internet access.

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. Any confiscated device will be returned to the student or the student's parent.

Users using a personal electronic device must comply with the following rules and procedures:

1. Users must abide by board policies and procedures, and student users are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology;
2. Users are responsible for ensuring the safety of their own personal devices. The District is not responsible for the loss or theft of a device, nor is the District responsible for any damage done to the device while at school.
3. During classroom time, users must use approved devices only for an educational purpose, and students may use approved devices only when directed by a classroom teacher or administrator.
4. During classroom time, student users must keep devices turned off when not directed to use them.
5. Users may only use devices for personal use during personal time, such as during lunch or between classes in the hallway.
6. Users may not use the camera feature to capture, record, or transmit audio, video or still photos of students, faculty or staff during school hours or at school events unless for educational purposes, and only with explicit written permission given by the subject of the photo or the video, and if the subject is a student with explicit written permission by the student's parent or guardian.
7. Users are not to use the device in a manner that is disruptive to the educational environment.
8. Users exhibiting hazing, harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under Board policies and procedures and applicable law.
9. Users are responsible for servicing their personal electronic devices. The District will not service, repair or maintain any non-district owned technology brought to and used at school by users.

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 REPORT BOX/ REPORTING SYSTEM:

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

Birmingham has a Bully Report Box in the lobby. Report Forms can be obtained from the box, the classroom teacher, or the office. The completed report form can be returned by placing it in the locked portion of the Bully Report Box, giving it back to the teacher, or returning to the office. The Bully Report Box will be checked daily.

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DRESS CODE

The TPS District-Wide Dress Code will be in effect for the 2022-2023 school year. All students will be required to follow the dress code.

Dress Code information can also be found at <http://www.tps.org/>



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 district whose graduates are college and career ready.

ELEMENTARY SCHOOL STUDENT DRESS CODE

****The following Elementary schools are exempt from this dress code: Ella P. Stewart Academy for Girls, Grove Patterson Academy, Martin Luther King Jr. Academy for Boys, Old West End Academy, Escuela SMART Academy, Chase STEM Academy, Hawkins STEM Academy, Marshall STEM Academy and McKinley STEM Academy. These schools have a dress code specifically for their building. Please contact the principal/school for clarification. ****

Toledo Public Schools has adopted the following dress code for all students who attend one of the District's traditional elementary schools. It is expected that all students will comply with the dress code, beginning with the first day of school. Parents and students are equally responsible for the appearance of the student.

The purpose of Toledo Public Schools' Elementary School dress code is:

- To enhance school safety
- To support the learning environment
- To promote good behavior
- To avoid discipline problems
- To prepare student for the world of work

The following items are **NOT** appropriate:

1. Clothing/grooming that illustrates or promotes drugs, alcohol, tobacco and/or sex and that could be considered offensive or degrading to others; have symbols of hate or oppression; reference gang membership or present a hazard to an individual or other people.
2. Clothing/grooming that is disruptive to the educational process:
 - a. Undergarments should not be visible at any time (this includes underwear, bras, etc.)
 - b. Skirts or shorts must be no higher than just above the knee.
 - c. Spaghetti straps, halter tops, tube tops or tank tops are not allowed.
 - d. Cleavage should not be visible at any time.
 - e. Holes/tears in jeans are not permitted, unless the holes are below the fingertips when arms are fully extended.
 - f. Tight, form-fitting clothing is not permitted. Tights and leggings are allowed if the front and back are covered by a long shirt, skirt or dress.
3. Clothing/grooming that is deemed **unsafe** for the classroom or school environment, including but not limited to hats/coats/outerwear/gloves, etc.
4. Clothing/grooming that does not reflect good personal hygiene.
5. Tops and bottoms that do not overlap while standing or seated (i.e. no midriffs).
6. Pajama pants, including pants made of flannel or fleece.

Additional guidelines:

- A. Hooded sweatshirts are permitted as long as hoods are not worn or does not cover the head.
- B. Footwear must be worn at all times. For safety considerations, all footwear must be adequately secured to the foot with heels no higher than two inches.
- C. Slippers, shoes with retractable skates, cleats, or footwear with flexible, soft soles (flip flops, beach shoes, etc.) are not permitted. Crocs are permitted only if there is a strap on the heels to secure the foot.
- D. Shoes that expose the feet or toes are not allowed in shop areas or in science classes when chemicals are being used.
- E. Hats, bandanas, sweatbands, curlers, rollers, gloves or sunglasses will not be allowed except for medical reasons.
- F. No headgear or head wraps unless of a religious nature or approved by school officials.
 - These guidelines are to be followed on all days when school is in session and for school-sponsored events where students are actively participating and/or representing Toledo Public Schools.
 - The school administration shall determine the appropriateness of student dress and grooming, acting in the best interests of establishing and maintaining a safe and effective learning environment for the benefit of the school.
- G. All students must comply with the District's policies and procedures in place regarding wearing facial coverings to prevent the spread of COVID-19.

Students who do not comply with the dress code are subject to progressive disciplinary action.

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.

Pets: Please leave your dog and other pets at home during Arrival and Dismissal and other school related activities. Many students and adults are not comfortable around animals, or may have allergies.

PARKING

It is imperative that all parking rules are followed in order to keep our students, staff, and other community members safe. Follow all posted traffic signs at school.

SMOKING

Smoking is not permitted on school grounds.

TELEPHONE USE (SCHOOL)

School telephones are for official business and not for routine student use. The office telephone is to be used by students for **emergency purposes** only. Office personnel must grant permission for the use of the phone.

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

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 for non-emergency reasons.

Visitors must enter through the main doors. To maintain safety, **ALL VISITORS SHALL BE REQUIRED TO REPORT TO THE OFFICE, SIGN IN USING OUR RAPTOR SYSTEM, AND WEAR AN IDENTIFICATION BADGE WHILE ON SCHOOL PREMISES. NO VISITOR WILL BE SENT DIRECTLY TO A TEACHER'S CLASSROOM WITHOUT THE APPROVAL OF THE TEACHER.**

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.

WEATHER RELATED & OTHER EMERGENCY SITUATIONS

TORNADO WATCH – A weather bureau alert of the possibility of tornado development in a specified area over a specified period of time. No sirens.

In the event of a tornado watch, the following procedures should be followed:

- A. Regular school program continues.
- B. Playground activities are canceled.
- C. Radio is monitored.

- D. School dismissal at regular time.
- E. Children are warned to go directly home. At this time, children are informed of the tornado watch.

TORNADO WARNING – A weather bureau report of a tornado sighting, location, time of detection and directions of movement is given. Public notification; 3 minutes, steady siren tone, radio, television.

- A. School will not be dismissed while a Tornado Warning is in effect without the permission of the K-12 Learning Communities Office.
- B. Playground activities will be canceled.
- C. Radio is monitored.
- D. After school activities are canceled.

CRISIS: Birmingham has a plan in place to address threatening situations to our students and staff. Precautions are taken to ensure the safety of our students. Lockdown Drills and ALICE Drills will be practiced in order to prepare students for possible emergencies at school.

Emergency evacuation procedures:

1. All students will report to the VFW or Mondelez International.
2. Children will not be released to go home early until approval is obtained from the superintendent and/or his designee.
3. Children will not be released to go home via telephone call from a parent. Parents must pick up children in person.
4. All children can be dismissed at the regular dismissal time.
5. Bus students will be taken home (by bus) as soon as busses are available or at regular dismissal time.

Fire drills: Fire drills are held monthly. When the fire signal sounds, the following rules are expected:

1. Children walk quickly but quietly.
2. Children must remain absolutely silent.
3. Use exits as planned and designed for fire drills.
4. Stand in silence until the signal is given to return to the building.

Parents are discouraged from coming to school to pick up their child during emergency situations. However, if they do come to school and request their child, the child will be released to the parent. Students will not be released to anyone other than a parent without a note from the parent.

School Closing and 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 10:45 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 of 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 delayed 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.
 - o Parents are discouraged from coming to school to pick up their children for the safety of both you and your child.
 - o Do not call the school. Telephone lines should be kept clear for emergency use.

APPENDIX: standard packet from Printshop

Dress Code Policy
 Field Trip Form
 TPS Student Calendar
 Grade Card Calendar
 TPS Discipline Code/ Parent Agreement (Toledo Plan)
 Opt Out Form
 Internet Safety permission forms
 Emergency Medical Authorization
 Partners in Education Volunteer Form
 SCHOOL Event Calendar
 TPS Testing Calendar
 Media Release Form
 Board Policy Hazing and Bullying
 SM6/ Computer Program Home Access
 Media Release Form(PG 13 and R)
 Athletic Eligibility IGDK (Section I)
 Eligibility Rules