

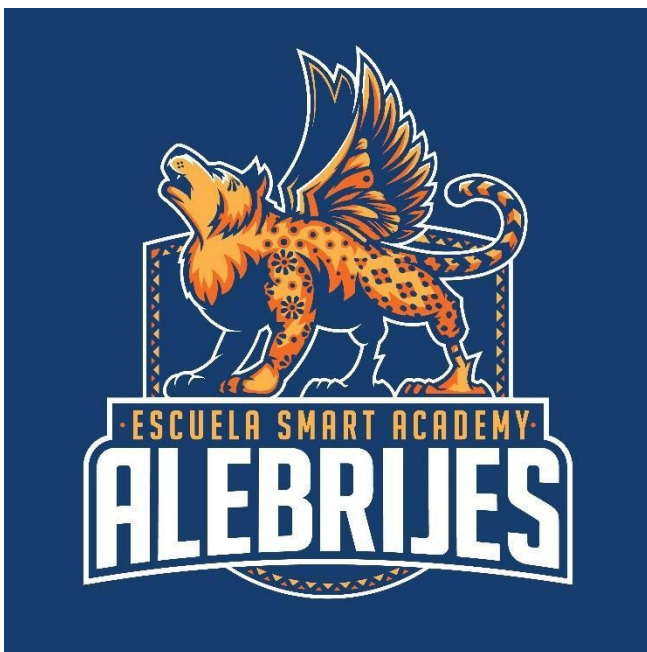


## Escuela SMART Academy

STUDENT HANDBOOK • 2022-2023

**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.



*Somos una familia who prioritizes education,  
values bilingualism, takes pride in our cultures,  
and empowers one another.*

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.

\*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>.

### **ADMISSIONS PANEL (students)**

In an attempt to foster an environment conducive to learning, Escuela SMART Academy embraces the concept of collaboration with staff, students, community and parents. The concept of “The Panel” was created to enforce zero tolerance for repeated infractions of The Academy’s rules and regulations

Associated with these rules and regulations, is the contract that the parents sign at the time of enrollment. This contract states that parents will support discipline rules, volunteer requirements, dress code compliance, academic policies, attendance policies and homework assignments.

Students who violate these standards repeatedly will be referred to The Academic Panel for review, recommendation(s) and/or decision.

Panel Members:

- Principal
- Assistant Principal
- 1 TFT Building Representative or their designee
- 1 Teacher chosen by random draw of those interested or appointed from SCT if not interest
- 2 Community Representatives from the ALAS Advisory board, their President and Vice President or designees
- 2 Parents selected by the building committee and Principals

Panel members must

- embrace the acquisition and promotion of the Spanish language
- have a commitment to the success of individual students and Escuela SMART Academy.
- be honest, open and fair minded, good listeners, and willing to be objective with a global view of situations.
- have an understanding that learning is lifelong and occurs on a daily basis.
- have a belief that it is The Academy’s responsibility to assist in the development of future productive leaders.

- share in the vision of TPS Core Values
- share in our WHY: Somos una familia who prioritizes education, values bilingualism, takes pride in our cultures, and empowers one another.

When considering students for admissions or removal, panel members embrace the Alebrije Way and understand that:

- students who are truant may not be admitted or permitted to stay enrolled in the academy
- students who have been suspended for 2 or more occasions in the past year may not be admitted or permitted to stay enrolled in the academy
- severely disruptive behavior is not tolerated at the academy
- parent involvement for conferences and as-needed meetings is an expectation

### **APPLICATION PROCESS (for students)**

Before being admitted to Escuela SMART Academy, students must complete the application process as described below.

1. Students apply for admission via the Escuela SMART Academy application (available online or via the Escuela SMART Academy main office).
2. Only students who meet the specific entrance criteria as stated in the Admission Guidelines will be considered for admission.
3. Students with a qualifying disability as defined by *The American with Disabilities Act, 28 CFR 35.130(a) (1991)* and with an IEP and/or 504 plan AND who meet the Escuela entrance criteria will have an individualized determination as to whether that individual student applicant's placement at Escuela SMART Academy would be appropriate. Escuela will make this individual determination after providing an opportunity to the student and their parents/legal guardians to give meaningful input into the decisions via an IEP Team meeting and/or 504 plan team meeting. Students and parents/legal guardians will be informed of their right to challenge such determinations through an impartial hearing. Escuela will review all appropriate documentation that is readily available. If no such documentation has been provided by the parents/legal guardians Escuela will make reasonable attempts to obtain the appropriate documentation. Escuela will review all appropriate documentation to determine on an individual basis if the program is aligned with the student's individual abilities. If appropriate, Escuela will convene the IEP Team and will create a new IEP to address the individual student abilities and disabilities in order to ensure success at Escuela SMART Academy via appropriate accommodations and modifications.
4. Students who meet the specific entrance criteria and whose placement at Escuela SMART Academy has been determined to be appropriate will have a letter mailed to them indicating their conditional acceptance into the program. Students' enrollment is reviewed on a quarterly basis.

### **Application Materials**

*Students may obtain application materials from the Escuela main office at any time during regularly scheduled office hours. Please call 419-671-5550 for information about office hours. Additional application materials are available at <https://www.tps.org/find-your-school/elementary-schools/escuela-smart-academy.html>*

## **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 (October 26-27).
  - Our school will hold TWO sets of parent-teacher conferences.
    - The first set of parent teacher conference will be October 26 and 27
    - The second set of conferences will be held in the second semester, date TBD
  - Quarter 2- 4 Report Cards for Grades K-8 will be mailed
  - IPR (Interim Progress Reports) or Midterms are sent home at the conclusion of the 4th week of each quarter.

## **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**

Students may enter the building at 7:40 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.). When students are dropped off in the morning, please be sure that the student exits the car closest to the building. Students should quickly exit cars so not cause a backup in traffic.

Your child should be independent enough to enter the building and go to their classroom alone. Staff members are stationed around the building to assist students as needed. **Parents are encouraged not to walk their student(s) 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 8:10 am.**

Breakfast is FREE for ALL Students. BREAKFAST is not mandatory, but is STRONGLY ENCOURAGED. We do have ALL students report to the cafeteria between 7:40-8:05 am for supervisory purposes (regardless of breakfast participation). Students will be released to class starting at 8:00 am, if they are completed with breakfast and/or if they have chosen not to eat breakfast.

## Dismissal

Picking up a child early should only happen in emergency situations. Attendance laws are based on minutes of school time missed. So, early dismissal is tracked for truancy purposes and may put you and your child in jeopardy of attendance laws.

Dismissal Times and Notes		
Type of Pick Up	Time	Location
Bussers	2:20	Front entrance / Parking loop
Car Pick Up	2:20	Field Ave. Entrance
Walkers first floor classrooms	2:20	Western Ave. Entrance
Walkers second floor classrooms	2:20	Western Ave. Entrance

The end of the day at an elementary school tends to become very busy. Car pick up will be called starting at 2:20 pm. Walkers will be released when the 2:20 bell rings. Parents of walkers are asked to wait outside for their student(s) near the entrance on Western Ave. Please wait for a staff member to release your student to you. Use the map and table below to determine the dismissal time for your child(ren).

## BUSSES

### Yellow Bus Transportation:

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 download the Edulog Parent Portal. The Edulog Parent Portal lets parents see the time and location planned for school bus arrival at their child's bus stop. The app information is sent home at the beginning



of every year. Please contact the school office for more information.

## **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 is at the discretion of the 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/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 **(419-671-5550)** 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. If leaving for an Early dismissal, it must be by 1:45pm as it makes it difficult to our dismissal time.

- 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.
- **Picking up a child early should only happen in emergency situations. Attendance laws are based on minutes of school time missed. So, early dismissal is tracked for truancy purposes and may put you and your child in jeopardy of attendance laws.**

### **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)

### **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

## **Bullying /Harassment/Intimidation**

Students are expected to communicate respectfully while in school. Students must not use words (written, oral, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

**Bullying** is an intentional written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students more than once, and the behavior either:

- Causes mental or physical harm to the other students/school personnel, including placing an individual in reasonable fear of physical harm and/or damaging of personal property; or
- Creates a hostile environment that is sufficiently serious as to deny or limit a student's ability to participate in or benefit from the school's program.

**Harassment** may look similar to bullying but it differs in the fact that the intimidation or abusive behavior must be on the basis of disability, sex, race, color, national origin, sexual orientation or religion to be considered harassment and that the behaviors do not have to be repeated or do not have to be intentional in the eyes of the student being harassed. For additional information, please refer to board policies JFCF, JFCF-R, and ACA.

Every push, shove, tease, and taunt **does not equate to bullying or harassment 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 situations, work on anger management, and learn proper behavioral responses in sync with the time and place of the conflict.

## **CAFETERIA**

### **Breakfast Program:**

- Breakfast is served daily from 7:40 – 8:05 a.m. (There is NO BREAKFAST during a 2HR Delay)
- Students should enter through the doors on Field Avenue.
- Breakfast is FREE for ALL students.

### **School Lunch Program:**

The lunch price is free. We need you to complete income verification forms in order for the school to continue to offer free lunch. When you receive them, please return those forms in a timely manner. Students may bring



a packed lunch from home. **No pop or glass containers. No Fast food is permitted unless it's for a child's birthday.** Due to increased food allergies, students may not share their packed lunches with other students. Menus will be sent home monthly and are available at [www.tps.org](http://www.tps.org).

### **Cafeteria Expectations:**

Students are expected to clean-up after themselves and assist as needed in order to keep Escuela SMART 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.

### **Birthdays & Treats**

Birthday treats/ gifts are NOT permitted during class hours. Treats may be distributed during lunch. Treats sent in need to be **healthy** and able to be consumed in the cafeteria during the lunch period. Please communicate with the teacher **before** sending in treats due to possible food allergies. **Excessive birthday celebrations (balloons, pizza, etc.) are not acceptable during class time as this takes away from academic time. Any of these items will be kept in the Main Office until the end of the school day.** Please send items that are in individual portions. We do not have the resources needed to cut and serve treats. Parents are encouraged to assist in the cafeteria when bringing in treats.

### **CLASSROOM REQUESTS**

A great deal of time is devoted to class assignments in order to provide a positive learning environment for the students. When preparing the lists, teachers look closely at academic abilities, special learning considerations and equal demographic ratios for each classroom. Assignment of students to classes will be done on the basis of what is best for the individual students.

### **COMPUTERS**

All students at Escuela SMART Academy 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. We ask that parents first communicate with their child's teacher. **It is vital that there are open lines of communication between teacher, parent, and student.** If you wish to contact the staff via email, please utilize the directory at [www.tps.org](http://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. 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 2:40PM.

If you ever have any questions or concerns, please do not hesitate to contact the school to speak to the assistant principal, Ms. Marcela Velazquez, [mvelazqu@tps.org](mailto:mvelazqu@tps.org), or to the principal, Ms. Natasha Allen, [nallen@tps.org](mailto:nallen@tps.org).

**DAILY SCHEDULES**

**School Hours**

Breakfast	7:40 – 8:05 am	Free, not mandatory  All students that want to eat breakfast, report to the cafeteria and will be dismissed to class at 7:55 or when they are done eating.
Doors Open	7:40 am	Field Avenue doors will not open until 7:40 am for breakfast only  Only students eating breakfast may report to the cafeteria.
Bell Time	8:10 am	<i>Students should be in class and ready to learn at 8:10 am</i>
Tardy	8:11 am	
Dismissal	2:20 pm	Bussers: 2:20 pm Car Riders: 2:20 pm Walkers: 2:20 pm

## 2 Hour Delay Schedule

Breakfast	NONE	No breakfast on 2-HR delay days
Doors Open	9:55 am	Front Doors will not open until 10:00 am  All students report to class.
Bell Time	10:10 am	<i>Students should be in class and ready to learn at 10:10 am</i>
Tardy	10:11 am	
Dismissal	2:20 pm	Bussers: 2:20 pm Car Riders: 2:20 pm Walkers: 2:20 pm

### DISCIPLINE

In certain circumstances, disciplinary responses that remove students from the classroom or school environment may be necessary. In these cases, the goal of TPS is to make sure that students continue their education, receive appropriate educational services, learn strategies to replace inappropriate behaviors, and repair any harm they may have caused. School discipline that removes students from their regular classroom instruction, including suspensions, expulsions, and alternatives to suspension programs, should be used as a last resort, after other interventions have been utilized. In an effort to prevent further disciplinary action, principals or designees will conference with any student returning from exclusionary discipline. The administrator will also attempt to conference with the student's parent/guardian, either by phone or in person. This conference will take place prior to a student's return to school/class from exclusionary discipline, regardless of whether the exclusion was in-school or out-of-school. However, this process will not delay the student's return to class.

**In-School Suspension:** An alternative setting that removes the student from class while still allowing the student to attend school and receive credit on all assignments

**Out-of-School Suspension:** The exclusion of a student from any classroom instruction of less than 10 school days

**Alternative to Suspension:** Programs used by schools to place students who have been found in violation of the Student Code of Conduct at a location separate from the student's general education setting, while still providing classroom instruction. Students who would otherwise be assigned to an Out-of-School suspension may be eligible for an Alternative to Suspension program, and may be placed in one, provided there are openings available, at the request of the student's family. Alternative to Suspension programs are alternatives

to Out-of-School Suspensions, and should not be used as an alternative to an In-School Suspension. While placed in an Alternative to Suspension Program:

- Students should receive, as appropriate, behavioral intervention services to address the behavior violation that resulted in the alternative to suspension placement.
- Placements should not exceed 10 school days.
- Records should indicate that students placed in an Alternative to Suspension program are in an alternative education placement.
- Appeal Process: Appeals are handled in the same way as appeals to an out of school suspension (see detailed description under Student and Parent Rights).

**Expulsion:** The removal of a student from school for a period of up to a year for bringing a gun or dangerous weapon to school, and up to 80 school days for other offenses. Prior to an expulsion, a student's parent must be provided with written notice in a language they understand and an opportunity to appeal the expulsion suspension (see detailed description under Student and Parent Rights).

### **DRESS CODE**

Escuela SMART Academy believes the purpose of the school dress code is to contribute to a professional, safe, and respectful community where students can place their sole focus on learning. In order to allow the learning community to focus exclusively on learning, the Academy adopted the following dress code.

The following clothes are considered conducive to and comfortable for learning and may be worn to school:

- Clothes that is clean and pressed
- Clothes that fit properly, not too large or too small
- Dress slacks/khakis
- Jeans
- Mid-thigh length, or longer, bottoms
- Tops long enough to cover midriff
- School themed wear
- Tennis shoes
- Dress sandals/shoes

The following items **are not** considered conducive to learning and **may not be worn** to school:

- Hats
- Hoodies can not be worn on the head
- Soiled and/or wrinkled clothing
- Midriff tops
- Tank top undershirts
- Halters
- Spaghetti strap dresses
- Strapless tops

- Flip flop sandals
- Tight clothing
- Clothes that contain gang-related messages, content or affiliated material.
- Clothes that contain vulgar or obscene words or graphics,
- Clothes that contain graphics or words that induce fear in anyone
- Clothes that contain graphics, or words of hate towards anyone
- Clothes that contain expose undergarments or bare midriffs

In instances where the students' attire is in question of the dress code, the final decision for appropriate clothing will be made by the principal or his/her designee.

### **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.

A minimum of two weeks prior to the field trip, a letter of student expectations will be sent home to the parent/guardian for signature. Failure of the student to return field trip expectations will result in student nonattendance of such said trip. Principal has a copy of such letter that may be used.

### **HEALTH INFORMATION**

#### **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 being 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. In addition, Toledo Public Schools requires students to have a physical exam and a dental exam for school entry.

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

### **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 a temperature of 100 degrees or higher.

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

### **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 (7<sup>th</sup> 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.**

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

Please help your student keep track of their library books if they come home. While Escuela SMART Academy 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. Ask your child to ask for permission to look through the items during lunch. Please remember to label **all** of your child's items so if they are

misplaced they can be returned to their rightful owner.

### **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.

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

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

### **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. The nurse is on site daily.

### **PARENT PARTICIPATION: PTN/ PTO/ PTA**

If you are interested in participating in a PTO, please contact the principal by calling the school or emailing at [nallen@tps.org](mailto:nallen@tps.org). Board Policy Link: <http://www.boarddocs.com/oh/tps/Board.nsf/Public>

### **PARENT UNIVERSITY**

Parent University is FOR parents BY parents! Since the 2015-2016 school year, 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.**

### **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.

## **PARKING**

It is imperative that the parking rules are followed in order to keep our students, staff and other community members safe. Please follow all posted parking signs at school as well as on side streets. The Parking lot accessible from STREET is for BUSSES, STAFF, and VISITORS ONLY. The entrance/ exit on Field Ave. is for ALL pick-up and drop-off traffic. Please do not allow students to exit the vehicle until the car stops at the curb.

## **Bicycles, skateboards, wheeled transportation**

Students may lock-up bicycles, etc. at the bike rack in front of the building (at your own risk). Students are asked to walk their bicycles, etc. while on campus and while in student traffic during dismissal.

## **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.

## **Positive Behavior Expectations**

Escuela SMART 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. 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.

All students are expected to be respectful, responsible, and ready throughout the school day. The table on the next pages states our expectations from all students throughout the building and school day.

<b>“The Alebrije Way”</b>				
	[Voice Level]	<b>Be Respectful</b>	<b>Be Responsible</b>	<b>Be Ready</b>
<b>Classroom</b>	0-3	-I use a positive message and tone. -I keep hands, feet, and objects to myself. -I help keep my classroom clean.	-I am in charge of my choices and actions. - I have all the materials ready. -I follow instruction and classroom procedure.	-I walk at all times. -I use materials appropriately.
<b>Hallway</b>	0-1	-I use a positive message and tone.	-I walk safely. -I move in a single file line.	-I go directly to my destination. -I ask for



		-My hands are at my sides. -I respect the space of others.		permission and use a pass.
<b>Restroom</b>	0-1	-I give others privacy. -If something is broken, I tell an adult. -I keep the floors dry.	-I throw away my garbage. -I use one pump of soap. -I use one paper towel. -I use one flush.	-I line up in hallway position. -I leave supplies in the classroom. -I walk at all times.
<b>Gym</b>	0-3	-I play safely and fairly. -I use a positive message and tone. -I keep hands, feet, and objects to myself.	-I follow instructions and procedures. -I use equipment correctly. -I put equipment away quickly when told.	-I stop playing when asked. -I line up quickly in the hallway position.
<b>Office</b>	0-2	-I keep hands, feet, and objects to myself. -I use a positive message and tone.	-I wait patiently for instructions.	-I have a pass.
<b>Cafeteria</b>	0-2	-I have good manners. -I listen to all adults. -I keep hands, feet, and objects to myself.	-I clean up my area. -I stay seated.	-I eat my own food. -I walk at all times. -I bring all items I will need for lunch and recess.
<b>Playground</b>	0-4	-I play safely. -I am kind. -I use a positive message and tone.	-I wait my turn. -I use equipment correctly. -I put equipment away at the end of recess.	-I stop playing when asked. -I line up quickly in hallway position.

<b>Bus</b>	0-2	-I use a positive message and tone. -I keep hands, feet, and objects to myself. -I respect the space of others.	-I am in charge of my choices and actions. -I follow directly quickly. -I keep my area clean.	-I stay seated. -I keep the aisle clear. -I know the safety plans.
<b>Dismissal</b>	0-1	-I keep hands, feet, and objects to myself.	-I walk at all times. -I enter and exit vehicles safely.	-I have all my belongings needed with me. -I know where to go for dismissal. -I go directly to my destination. -Car riders remain seated.

### **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 Escuela SMART Elementary 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.
  - Note: Unless the Pupil Personnel Office has informed Escuela SMART Academy school otherwise, either birth or court appointed parent is considered to have access to or request dismissal of a student.
- 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.
- Pick up a transfer slip from the school office.
- 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.

### **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.

### **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 drills. 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.

### **SMOKING**

Smoking is not permitted on school grounds.

### **T.A.C.K.L.E.**

The T.A.C.K.L.E. program provides mentoring and interventions to students who have repeated behavior issues. Students are referred to and registered in the program. T.A.C.K.L.E. then provides interventions for students to help them manage their behaviors and avoid issues. The staff also assist with maintaining a school-wide positive culture by monitoring behavior in the hallways and cafeteria. Please contact our T.A.C.K.L.E. Representative, Monica King, about enrollment, [mking@rfstackle.com](mailto:mking@rfstackle.com).

### **TELEPHONE USE (SCHOOL)**

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.

### **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. Enter through the main doors (you may 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. Bring any forgotten school items (gym shoes, lunches, etc.) directly to the office. 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 class 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.

## **WEATHER RELATED & OTHER EMERGENCY SITUATIONS**

### **Emergency Drills**

The Board directs the Superintendent/designee to conduct all drills required by State law. Drills provide both students and staff with practice in responding to emergency conditions should such conditions occur. Plans are posted in each classroom and other areas accessible to staff and students where required by law.

### ***Emergency Evacuation***

Escuela SMART 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.
- Students will **not** be released from the evacuation site.

### ***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 10:00 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 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.
  - 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.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

## Field Trip Behavior Contract

I understand that in order for me to attend the \_\_\_\_\_ field trip  
with my classmates,

**I must meet the following requirements between the dates of \_\_\_\_\_ and \_\_\_\_\_:**

- 1) I am always in my assigned area.
- 2) I respect property.
- 3) I leave my toys at home.
- 4) I speak respectfully to all people.
- 5) I treat all people respectfully.

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.

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

Date:

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

Date:

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

Date:

# Escuela SMART Academy

## 2022-2023 Parent Contract

The staff at Escuela SMART Academy will create and provide a learning environment that is based on the needs of each student, employs best-practice, research-based strategies, and supports a parent-teacher partnership to further the academic and social growth of students. Teachers and parents together will be responsible for the achievement of children. This contract defines the parents' role in this process.

Read this carefully. Make sure that you are willing and able to fulfill the requirements exhibited. Understand that failure to follow ANY of the directives listed can, and will be, considered a breach of contract and your child's enrollment will be revoked.

I \_\_\_\_\_ the parent/guardian of \_\_\_\_\_ agree to support Escuela SMART Academy and the learning of my child in the following ways:

### Appropriate Parental Involvement/Attendance

- It is expected that the teachers and parents will communicate with each other whenever the child's interest requires discussion and collaboration.
- It is expected that students will attend school daily unless they are sick and excused from school.
- ***Your child's enrollment can, and will be revoked due to a parent's failure to attend Orientation, Parent/Teacher conferences, and/ or inappropriate behaviors or confrontations determined by the principal.***
- **Students must also be present in school daily. Students who are repeatedly truant or late will have their enrollment revoked.**

### Check and complete the homework/folder nightly

- It is expected that students bring home their assignments nightly and that parents check and sign it nightly. Students should bring their school work/belongings daily.
- ***This is another form of communication between the school and the parents. Failure to uphold this communication on your part is grounds for enrollment revocation.***

### Ensure your child is in dress code every day.

- See the handbook for dress code appropriate clothing. Our dress code is not too restrictive. We mainly ask that you send your child to school, looking professional, clean, and well-kept. When students feel good about themselves they are able to perform better.
- **Your child's enrollment can, and will be revoked, due to failure to follow mandatory school dress code.**

### Adhere to school rules, policies, and expectations

- Serious offenses or fighting may be immediately referred to the Admissions Panel or cause for immediate removal from the Academy Principal.

I understand that my child's enrollment depends on our ability to follow school policies and procedures. I agree to the above and will work collaboratively with Escuela SMART staff to create a positive, nurturing learning environment for my child.

*Sign and return this form to your child's teacher.*

\_\_\_\_\_  
Parent(s)' Name(s)



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Parent(s) Signature

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Date