



Old Orchard Elementary  
**STUDENT HANDBOOK**  
2021-2022

## **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.



August 17, 2021

Dear Parents and Students,

It is with great pleasure that we welcome you to the Old Orchard Learning Community. We have an outstanding teaching and support staff that will work with you to provide the best possible learning experience for your child.

**Please take time to read this Parent/Student Handbook.** It will answer some questions you may have about the policies in place at Old Orchard Elementary School. If you have any further questions or concerns, please contact the office. In addition, please be sure to sign the letter included with the parent packet and return it to your child's teacher.

Working together, we can help your child succeed both academically as well as socially. Thank you for choosing Old Orchard Elementary School and entrusting your children to our care.

Sincerely,

*Mrs. Valerie Dreier*, Principal

*Ms. Aufwiedersehen Winfield*, Assistant Principal

## School Contact Information

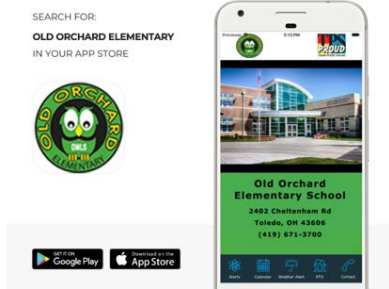
Principal  
Asst. Principal  
Secretary  
Counselor  
Nurse  
School Psychologist  
Kindergarten  
Kindergarten  
Grade 1  
Grade 1  
Grade 2  
Grade 2  
Grade 3  
Grade 3  
Grade 4  
Grade 4  
Grade 5  
Grade 5  
Grade 6  
Grade 6  
Grade 7  
Grade 7  
Grade 8  
CCSE  
CCSE  
CCSE-R  
CCSE-R  
Art Specialist  
Music Specialist  
Phys. Ed. Specialist

V. Dreier  
A. Winfield  
D. McKeand  
J. Brown  
K. Wolfinger  
E. Ellis  
T. Gallagher  
L. Williams  
B. Rudnicki  
L. Krispin  
J. Nagle  
A. Hurst  
A. Krumm  
R. Jones  
J. Mihalko  
H. Wise  
D. Saddoris  
M. Oates  
A. Darden  
C. Meagher  
S. Marious  
J. Bowling  
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### CHECK OUT OUR NEW APP!

OLD ORCHARD NOW HAS A NEW APP TO HELP WITH OUR COMMUNICATION WITH PARENTS!



PLEASE BE SURE TO DOWNLOAD OUR APP AS ALL IMPORTANT COMMUNICATION WILL BE COMMUNICATED THROUGH HERE!

**Follow Old Orchard on Twitter @vdreier1 and Facebook**  
**Valerie Dreier and Old Orchard PTO**

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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 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 28 and 29).
  - Kindergarten classrooms will hold conferences (Oct. 28 & 29), but will not send home reports for 1<sup>st</sup> quarter.
  - Grades K-8 Report Cards will be mailed
  - IPR (Interim Progress Reports) or Midterms are sent home at the conclusion of the 4th week of each quarter.

### **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***

All students should be in their classroom seats, ready to start their day at 9:00 A.M. Anyone arriving between 9:00-9:10 A.M. is considered tardy but may report directly to their classrooms. Students arriving after 9:10 must report to the office to receive a late slip before heading to their classrooms.

School doors open at 8:45 A.M. **If your child is arriving at school before then, there will be no supervision and we strongly discourage this practice.** All students are to enter through their assigned doors to minimize traffic and congestion.

All students may enter the building at 8:45 AM through their assigned doors and go directly to their classrooms

- **Darlington Doors- Grades K-2, 7, 8 and Meagher students**
- **Bike Rack Doors (off of loop)- Grades 3**
- **Main doors (center of loop)-** All students arriving on busses, Ms. Chandler's class, Mrs. Montgomery's class, Grades 4, 5 and 6

Students are considered tardy if they are not in their room at 9:00 am.

BREAKFAST is will be sent home again this year. You must complete an OPT-IN form in order to receive your child's meals for the week.

#### **Dismissal -**

Parents are asked to wait outside for their student(s) nearest your students' dismissal door or in your cars in

the loop. We do ask that you keep the loop moving and do not stop in the middle of the loop as it may cause major congestion.

The end of the day at an elementary school tends to become very busy. ***IF your child needs to be released early, please do so before 3:00 p.m.*** (and DO NOT do so on a regular basis as this goes against O.R.C. compulsory attendance laws). Please make sure your child knows where you will be meeting. **Parents will not be permitted to enter the building any time between 3:00-3:15 PM.** **If your plans change from the normal procedures, please notify the teacher via note/ agenda book prior to dismissal.** Please do not walk down the hallways and wait outside classroom doors at dismissal time. Please wait outside of the building door your child dismisses from.

## **DISMISSAL PROCEDURES**

At dismissal, schools will utilize as many doors as possible that still provides a safe dismissal and does not interrupt school transportation. A staggered dismissal will be utilized.

- **Darlington Street Door (Kindergarten Playground)**-Grades K, 1, 2 will be dismissed at 3:10 - 7 and 8 will be dismissed at 3:20
- **Bike Rack Doors (off of loop)**- Grades 3 will be dismissed at 3:10
- **Main doors (center of loop)**-Ms. Chandler's class, Mrs. Montgomery's, Grades 4, 5 and 6 will be dismissed at 3:15

Teachers in each grade level will determine who will house the bus riders in their classroom while the other teacher walks the walkers/riders out to their prospective doors.

- Bus students will be called out upon the arrival of the buses.

Please remember, your child's safety is our number one priority!

**Should any older siblings need to pick up their younger siblings, they must exit out their assigned doors and walk around to the appropriate door. No students will be dismissed at classroom doors.**

It is **VERY** important that cars **DO NOT** park in the middle of the street to drop off or pick up your students!!!

## **ATTENDANCE**

### **Compulsory Attendance**

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

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

1. **Personal Illness:** Certification from a physician is required if student misses **more than 10 days** a school year;
2. **Quarantine of the Home:** Notice by city, county, or state public health officials;
3. **Death of an Immediate Relative:** **Three day limit** unless reasonable cause has been shown for a longer absence;
4. **Observance of Religious Holidays**
5. **Emergency set of circumstances** which in the judgment of Superintendent of schools, constitutes a

good and sufficient cause of absence from school. Such circumstance would include absence due to weather, other acts of God and labor stoppage.

**6. Other circumstance-** Includes immunization or measles exclusion, dental and medical appointment, and public performance (school sponsored) during the school day may be excused by the principal.

*\*\*excused absences are still 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 so identified and referred to the appropriate school personnel for a parent conference to develop an intervention plan 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 (**419-671-3700**) 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.**

Students who are absent for 38 hours (6 days) of school in one month or 65 hours (10 days) in a school year, excused or unexcused is considered excessively truant. School districts are required to notify parents when your child reaches this threshold. If a student is absent for 30 hours unexcused (5 days) in a row, 42 hours unexcused in a month (7 days) or 72 hours unexcused (12 days) in a school year, they will be considered habitually truant from school. Once a student has met the threshold of habitually truant, the school will form an Absence Intervention Team that should include the parent and staff members familiar with the student to create an absence intervention plan to help remove barriers to attending daily and on time.

**Excessive truancy =** 38 hrs./month excused/unexcused

65 hrs./year excused/unexcused

**Habitual Truancy =** 30 consecutive hrs.

42 hrs./month unexcused

72 hrs./year unexcused

### **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.**

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 etc. then the work cannot be counted against the student and the student shall be held harmless.

### **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 parent/guardian must pick up the child or send a written note giving an adult on the emergency medical contact list permission to pick up the child that specific day and time. Without the note, an emergency contact can only sign a child out if the school makes the request. Emergency contacts are just that...for **US** (here at TPS) to contact in case of *an emergency at school*. You cannot release a student unless you have explicit permission from a parent or there is an emergency at school to where the student needs to be sent home/out. In the case of a non-emergency: 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.
- Children cannot be picked after 3:00 pm during the school day

### **Dental and other Medical Appointments-**

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

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

### **Tardy to School:**

In accordance with O.R.C. and TPS Board Policy, students must be to school on time (in class at 9:00AM). The acceptable excused absence criteria apply to tardy to school infractions. Students are expected to be in school each day and in class by the official start time. Being tardy means coming late to school/class after the day starts or the bell rings. If a student does not check-in properly, he/she will be recorded as absent for the day/class period, and a telephone call will go out to the home. Tardiness will be dealt with in a variety of ways depending on the school environment where the child attends. Students cannot be suspended/expelled for tardiness or absences from school.

### **BUSSES**

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

Transportation is provided only to those students that live 1 miles or beyond from Old Orchard Elementary; or for special needs students.

Transportation is NOT provided for Out of District approved students.

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

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

#### **Bus Bulletin**

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



## **CAFETERIA**

### **Breakfast Program-**

- Breakfast will be sent home again this year. Please complete the OPT IN form (one for each student in the family) if you would like to receive five days' worth of breakfasts.
- Breakfast is FREE for ALL students.

### **School Lunch Program:**

Students may bring a packed lunch from home. **No pop or glass containers. Fast food will not be permitted in the cafeteria due to COVID restrictions.** Menus will be available on our school APP monthly and are also 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 Old Orchard Elementary 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 may not 'trade' or 'share' food or drink with anyone.**

ALL school rules and policies apply in the cafeteria.

## **CLASSROOM REQUESTS**

Teachers spend a considerable amount of time when 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 Old Orchard in grades 3-8 have one to one Chromebooks. The student is responsible for the care and functionality of these devices. Should a device not work, please let your teacher know as soon as possible so that we can take care of it in a timely manner. 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 yearly.**

## **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. Dreier ([vdreier@tps.org](mailto:vdreier@tps.org)), or the assistant principal, Ms. Winfield ([awinfiel@tps.org](mailto:awinfiel@tps.org)).

**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 to follow up.

## **DAILY SCHEDULES**

### **School Hours**

Doors Open: 8:45 am

Tardy Bell: 9:00 am (*students should be in class and ready to learn by 9:00 am*)

Dismissal: 3:10/3:15 pm

### **2 Hour Delay Schedule**

Doors Open: 10:45 am

Tardy Bell: 11:00 am (*students should be in class and ready to learn by 11:00 am*)

Dismissal: 3:10/3:15 pm

### **EHSO**

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

Students are transported from their home elementary school at the scheduled pick up time (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.**

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

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

## **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.

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**

### **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 be made by the Teacher/ Staff Member supervising the event.

### **Accidents**

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

## **IMMUNIZATIONS**

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

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.**

### **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.).

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

Please help your student keep track of their library books if they come home. While Old Orchard Elementary School library does not charge overdue daily fines for unreturned books like a public library, we do charge a replacement cost if a book is lost.

Library overdue notices go home regularly with your student as a reminder to return their book. Additional books cannot be checked out until others are turned in.

### **LOST & FOUND**

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

### **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.

### **NURSE**

The School 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 school nurse is available daily from 8:45AM-3:15PM.

### **PARENT PARTICIPATION**

**PTO** (Parent Teacher Organization)

We have a very active parent group that is looking forward to a productive year. Many opportunities are available for parents to get involved at Old Orchard Elementary. Positive parental involvement aids our students in many ways.

Old Orchard's PTO is a vital part to the success of our school! We encourage parents to join and become an active member. A successful school needs the services of a PTO. Old Orchard Parent Teacher Organization provides programs and fellowship for members and assistance for the students and the school through fundraising and volunteer work. All parents, guardians and teachers are invited and encouraged to participate. Yearly membership is \$5.00 per family. Meetings are held once a month. Please check the marquee and monthly newsletters for dates and times.

### **Opportunities through PTO:**

- PTO Activity and/ or committee
- Box Tops for Education
- Dance(s)
- Family Fun Nights
- Holiday Shoppe
- Hospitality
- Bake Sale
- Teacher Appreciation Events
- Fall and Spring Fundraiser
- Field Day
- Library
- Curriculum Nights

These events will not be possible without parent involvement. Please consider becoming an active member of Old Orchard's PTO!

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

### **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 Old orchard Elementary the following documentation is needed:

- Guardian of student-picture ID
- 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.
- Custody papers - A legal document is required to support any questions of custody between divorced or separated parents. Unless the Pupil Personnel Office has informed Old Orchard otherwise, either natural parent is considered to have access to or request dismissal of a student.
- Three (3) proofs of address
- 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**

### **WHAT IS SCHOOL-WIDE PBIS?**

- A tiered system of academic and behavioral support for ALL students in the system
- Proactive-based on prevention
- Focuses on making decisions based on data collected about behavior
- Problem solving approach
- Students will be taught the appropriate behaviors during classroom instruction
- Our teachers have received a significant amount of training on PBIS behavioral concepts
- Positive Behaviors are acknowledged and reinforced using a token system
- Students will earn tokens throughout the day. Keep in mind that ANY teacher or staff member may give out tokens to students as long as the behavior is on the matrix.
- There are still consequences for negative behaviors
- This program will promote a positive climate and culture throughout the building
- Once implemented completely, teachers will have more instructional time in the classrooms

### **WHAT DO THE STUDENTS EARN FROM THEIR TOKENS/POINTS?**

- The students may spend their tokens/points at the school-wide PBIS cart.
- The students can choose to either spend their tokens/points or save up for larger prizes.

### **QUARTERLY REWARD:**

Students who meet the following criteria at the end of each quarter will be rewarded with a special treat.

- No more than 2 tardies/unexcused absences
- No demerits
- No detentions
- No referrals
  - ✓ Quarter 1 Reward- Nacho Party
  - ✓ Quarter 2 Reward- Cookies and Milk
  - ✓ Quarter 3 Reward- Pizza Party
  - ✓ Quarter 4 Reward- Ice Cream Party

### **Birthdays & Treats**

Birthday treats/ gifts are NOT permitted during school hours. Due to COVID restrictions, birthday treats may not be distributed until further notice.

### **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**

Old Orchard Elementary school-wide and classroom expectations need to be followed by each and every student. Our school has established criteria for building-wide and grade level expectations. Please refer to the matrices in the appendix for more information.

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

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

SCHOOL DISCIPLINE SYSTEM (demerits, referrals, etc.)

The TPS Code of Conduct will be used for serious infractions and repeat offenses. The student code of conduct describes three levels of possible response to inappropriate and disruptive behavior. Each inappropriate or disruptive behavior is assigned to one or more of these levels of intervention and response. Principals and school staff use response to intervention associated with the level of behavior. In cases where a range of possible levels of response is indicated administrators should determine the appropriate level by considering the students age, disability oh, developmental level, individual needs, Behavior history, the root cause of the behavior, the circumstances surrounding the incident. The discipline code can be found at TPS.org.

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

- Student Conferences
- Parent Conferences
- Loss of privileges (recess, cafe seating, activity participation, etc.)
- Detention (30 or 60 minute)
- Penalties

#### **Electronic Devices:**

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.



### **CELL PHONE POLICY**

Student cell phones must remain in their book bags at all times. Should a cell phone be confiscated, the following will apply:

1 <sup>st</sup> Offense:	The phone is turned into an administrator and will be returned at the END of the school day.
2 <sup>nd</sup> Offense:	The phone is turned into an administrator and a parent/guardian is contacted. The phone must be picked up at the end of the day by a parent/guardian.
3 <sup>rd</sup> Offense:	The phone is turned into an administrator and a parent/ guardian is contacted. The phone will be sent to the Department of Public Safety at DeVilbiss and must be picked up by a parent/guardian.

### **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.

Old Orchard has a Bully Report Box in the lobby outside of the main office. 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 it to the office. At Old Orchard, we do this to offer students an easy way to report bullying. The Bully Report Box will be checked daily. If a child believes he/she is being bullied it is his/her responsibility to report the repeated incidents to an administrator or teacher or use the bully box. The school cannot address the problem if no one knows about the problem.

### **BULLYING VERSUS CONFLICT:**

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

## **DRESS CODE**

The TPS District-Wide Dress Code will be in effect for the 2021-2022 school year. All students will be required to follow the dress code.

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

Please make sure all school clothing follows the district wide dress code.

## **SAFETY**

### **FIRE DRILLS/EVACUATIONS**

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

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

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

## **PARKING**

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

### **SLOW DOWN**

Please follow all posted parking signs at school as well as on side streets.

The Parking lot accessible from Cheltenham is for BUSES, STAFF, and VISITORS ONLY.

Darlington Road is for ALL K-2 dismissals. Please DO NOT park in the middle of the street and wait for your child. In addition, DO NOT park in our neighbors' driveways.

Please do not allow students to exit the vehicle until the car stops at the curb.

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

### **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.

## **SMOKING**

Smoking is not permitted on school grounds.

## **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.

Phones will not be available for student use.

## **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, an ID is now required when signing-in and a series of questions will be asked of the visitor. Enter through the main doors (you will have to ring the buzzer

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

Please remember that interruptions take away from your child's educational time. As students are only at school for a small part of the day, students cannot be called out of class or 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. All volunteers are required to complete a Volunteer Information Sheet prior to assisting with children. These forms are sent to Partners in Education where a background check is completed. Once the school receives verification, we will contact you to set up a schedule for volunteering.

- **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**

#### **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.

### **OLD ORCHARD ELEMENTARY SCHOOL**

#### **TORNADO DRILL PROCEDURES**

- **EVACUATE YOUR CLASSROOM IMMEDIATELY! NEVER RE-ENTER YOUR CLASSROOM FOR ANY REASON!!**
- **TREAT EVERY TORNADO SIREN ACTIVATION AS THE REAL THING!**

SIGNAL: Siren Signal Almost Like a Swirling Sound!

During a Tornado "NO" students should ever be in the gymnasium.

#### **PROCEDURE DURING CLASS TIME**

1. Students exit classroom via doors and WALK in orderly lines. Assign a student to close the classroom door.
2. Students report directly to their assigned areas of the building. (See classroom map).
3. NO TALKING IS PERMITTED!!
4. Teachers:
  - a. Take your EMERGENCY FOLDER and attendance cards with you.
  - b. Check that all students are out of the classroom.
  - c. Close classroom door. DO NOT LOCK. (Later entry may be required.)
  - d. During a drill or actual Tornado, if you have planning immediately report to the area where your students are assigned.
  - e. Teachers you are directly responsible for the students in your control!  
You must actively monitor your students. If any student refuses to comply, report those students immediately to the Principal.
5. In assembly area, teacher takes roll and accounts for each child. Report any absent student, to Principal.
6. Students in classrooms other than their own are to remain with that class until given permission to rejoin their class by both teachers. (If you have a student that is with you, but is not in your class, report this student to nearest personnel.)
7. Students remain in orderly and silent lines until all clear signals is given (Given by Administration and/or Security).

#### **PROCEDURE USED BEFORE SCHOOL/DURING LUNCH**

1. Students will leave the cafeteria in an orderly fashion.
2. Teachers that are at lunch should report to the main hallway and/or cafeteria area to assist with student control.

## **PROCEDURE WHEN NOT IN YOUR OWN CLASSROOM**

1. Teachers should be familiar with assembly area and evacuation route designated for that classroom or area.
2. The EMERGENCY FOLDER should accompany the class and be used by the teacher, or supervising adult, to account for all students.

### **Parents, guests and community people on the grounds during a drill must participate.**

Adults are reminded that no talking is allowed. Please be good role models for the children.

### ***Emergency Evacuation***

Old Orchard Elementary 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.

- 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 off your student, as school personnel will not be in the building.
- It is a good idea to make childcare arrangements at the beginning of the year for delay situations so you are not caught off guard.