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Beverly Elementary  
Student/Parent  
Handbook  
2019-2020



Welcome to **Beverly Elementary School,**

# A Proud Title I Schoolwide Building.

## **What is Title I?**

- Title I funds are designed to serve at risk and disadvantaged students.
- Title I funds are federal dollars that supplement state and local funds, they do not supplant them.
- Funding is based on the building's percentage of income students
- Title I Services are based on the academic needs of the students
- All TPS buildings run a school wide program, which means every student and every staff member is eligible for services.

## **How does being a Title I building help our students community?**

- Provide opportunities to increase student achievement
- Provide instructional supplies and materials
- Provide instructional programs and experiences
- Provide educational field trips
- Provide additional teachers and support staff
- Provide professional development
- Provide parent engagement activities

# “Parent’s Right to Know”

August 15, 2019

Dear Parent/Guardian,

As a parent/guardian with a student participating in a Title I funded program run by supported by Toledo Public School, you have the right to know the qualifications of your child’s classroom teacher. The federal Every Student Succeeds Act (ESSA) 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:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under an emergency or temporary status that waives state licensing requirements.
- The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
- Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

All requests must be made in writing and should include the following information: student’s full name, legal parent/guardian’s full name, address, city, state, zip code and teacher’s name. Your request can be sent to the Toledo Board of Education, Human Resources Department.

# **PARENT INVOLVEMENT PLAN**

## **2019-2020**

At Beverly Elementary School, we recognize the importance of having parents (this term is also meant to include families and guardians) involved in the child's education. The support of the parents regarding school and academic policy is crucial to our success. We promise to provide a safe open environment that welcomes you as a valued member. We encourage you to attend our annual Open House, which is held the evening before students begin their first day.

### **Home School Connection**

Our parent handbook contains a multitude of items that include topics of school policies like school phone numbers, attendance, discipline, delayed starts and closings, etc... This handbook is updated annually and provided to every family. There is a monthly suggestion comment section in the school newsletters that allow parents and families to provide feedback or concerns to school staff. Information regarding support services are available through the main office for specific needs like family support, health, language translations, and special education needs.

### **Communication**

Academic reports are given at a minimum of 8 times a year, in the form of mid quarter and end of Quarter report cards. In addition, every fall we scheduled formal parent teacher conferences. Educators or parents have the right to request additional face-to-face or phone conferences as needed. In addition, Teachers are encouraged to maintain an open line of communication with parents via phone calls, agenda books, and / or teacher notes. We use In-Touch to quickly communicate and remind parents about school events.

### **Parent Educational Opportunities**

There are several events throughout the year that encourages parents to participate. We will have opportunities, both during the day, and after school, that will show parents what is being taught in the classroom and how they can help at home. We strongly encourage our parents to participate in our PTO, which meets monthly. Finally, there are several times throughout the year that we will ask parents for their input regarding parent and school policies, educational needs, parent needs, and community needs. This will be announced in special letters, mailings, or included in the monthly newsletter.

### **Volunteer Opportunities**

There are several opportunities for parent to volunteer at the school. We need volunteers for the library, cafeteria, playground areas, office, and in classrooms. We ask that each family volunteer at least ten (10) hours throughout the school year. Again, information on specific volunteer activities will be posted in the parent handbook, newsletter, and teacher notes.

Beverly Elementary uses Title I funding to support the following school activities and programs:

Tutoring  
Field Trips  
Instructional Supplies  
Technology (document cameras, Chromebooks)  
Discovery Education  
Professional Development for our Staff  
Student Transportation  
Parent Curriculum Nights  
Student Planners

## **Toledo Public Schools**

### ***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.

## *Strategic Goals:*

- Increase Student Achievement and Growth
- Focus on District Accountability, Quality Assessment and a District-Wide Comprehensive Instructional Plan
- Provide a Mentally and Physically Safe Environment to Students, Staff and Stakeholders
- Attract and Retain Highly Skilled and Performing Staff to Ensure District Success
- Improve Public Confidence, Support and Investment in TPS Students, Schools and Staff
- Ensure Efficient and Effective District Operations and Appropriately Managed District Assets Ensuring Fiscal Transparency, Sustainability and Taxpayer Accountability



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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>.

August, 2019

Dear Parents and Students,

Welcome to the 2019-20 school year at  
Beverly Elementary School.

Each year presents a new challenge of meeting goals and expectations. Helping students reach their potential requires planning, individualization, and teaching strategies that reach all students; in addition, each student must put forth their best effort. It is with great pride and determination that we take on this challenge. However, parental and community support play a critical part for us to accomplish our goal. Together we must encourage students, support their quest, and lift them to touch and grasp their dreams.

Keeping our challenges in mind; I encourage all parents, grandparents and community members to become *active* members of Beverly School by volunteering and/or becoming an active member of the PTO. The PTO is a major resource for providing additional support to the students and staff that is not provided through the school district budget. Thank you for taking a vested interest in your children and the future.

I am very proud of the accomplishments that our students and staff made last year and look forward to another year of high academic accomplishments.

If you have questions or concerns please call or email me, and I will arrange a time to meet with you.

Sincerely,

Matt Rowley  
Principal  
mrowley@tps.org

## 2019-2020 Beverly Staff

	<b>OFFICES</b>	
Principal	Matt Rowley	1501
Assistant Principal	Christine Coleman	1507
Secretary	Judi Dixon	1000
Secretary	Kathy Williams	1500
Nurse	Lydia Morris	1100
Psychologist	Brandy Bias	1502
Counselor	Sue Gorney-Welch	1505
Cafeteria	Darla Englehart	1008
Facilities Site Coordinator	Larry Courier	1004
<b>Grade</b>	<b>Teacher</b>	<b>Room</b>
K	Heather Reckley	1114
K	Charlotte Steinman	1117
K	Nancy Swadling	1116
1	Lori Howe	1113
1	Amy Lamberger	1115
1	Rochelle Lord	1112
2	Andrew Dugan	1106
2	Kim Frantz	1110
2	Carol Foster	1108
3	Tonya Stull	2117
3	Amy Materni	2113
3	Alyssa Todorowski	2115
4	Kevin Bucher	2114
4	Barb Jackson	2112
4	Cheri Schoonmaker	2111
5	Joyce Dodge	2105
5	Janel Mowka	2107
5	Amy Whaley	2109
6	Margaret Brandel	1208
6	Kim Steinbock	1207

<b>Grade</b>	<b>Teacher</b>	<b>Room</b>
6	Garrett Barga	1205
7	Sue Obee	2212
7	Julie LaCourse	2210
8	Cindy Kregel	2206
8	Angela Myers	2205
Primary ED	Bridget Kristoff	1201
Intermediate ED (3-4)	Rachel Eltatawy	1209
PRI CC Resource Rm.	Carolyn Sutton	1109
Int CC Resource Rm.	Ellen Ashner	2110
Int CC Resource Rm.	Samantha O'Brien	2208
Pri. CCSE	Tricia Bond	1111
Int. CCSE	Jill Patterson	2116
Int. CCSE	Tiffany Mills	2211
Science Support	Tim Leonard	1203
Speech	Amanda Modrowski	2203
OT	Sheron Garmon	2209
Educational Tech. Instructor	JoEllen Passanante	1204
Art	Craig Frantz	1102
Art	Mary Jane Strader	1104
Music	Melissa Mason	1006
Music	Angela Ivy	1102
Phys. Ed.	Deb Frank	1012
Phys. Ed.	Karen Lake	1013
LIBRARY	Jessica Standley	2300

## **ACADEMIC REPORTING**

Formal parent/teacher conferences are scheduled once a year to facilitate open communication between parents and teachers regarding students' progress. Teachers are also available to hold a conference if a need arises throughout the school year. Please contact teachers via email, phone call, or note.

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

- Pupil Report Cards are issued to the students at the close of the 1st, 2nd, 3rd, and 4th quarters.
  - o Quarter 1 report cards will be given to parents of students at Parent/ Teacher conferences (Oct. 24<sup>th</sup> and 25<sup>th</sup>).
  - o Kindergarten classrooms will hold conferences (Oct. 24<sup>th</sup> and 25<sup>h</sup> ), but will not send home reports for 1<sup>st</sup> quarter.
  - o A copy of the grade card will be mailed home.
  - o All Report Cards will be mailed home with the student
  - o 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 and appreciated!

Please remind your student that they should ALWAYS cross the street at a corner and only cross with the crossing guard.. Students should be dressed to brave the elements - wind, snow, rain and cold.

### **Arrival**

As school doors/ hallway access is not open until 8:45 am (breakfast at 8:30 am), 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.)

**All student drop off is on the Detroit Ave. side of the building.** When students are dropped off in the morning, please pull your car as far down as possible, leaving room for cars to pull in behind you. Please do not allow students to exit the vehicle on the driver side! All students should use the passenger side only for entering and exiting to avoid injury. Please make sure that your car is in park when dropping off and picking up students.

Please make this transition quick. Parents should not be exiting the car. If parents need to exit the vehicle for any reason, they must park in marked parking spot and escort their children across the parking lot.

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 to the classroom in the morning.

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

BREAKFAST is not mandatory, but is STRONGLY ENCOURAGED.

Breakfast is FREE for ALL BOBCATS!

## **Dismissal**

Kindergarten and 1st grade parents are asked to wait outside exit doors. These parents may only park in the lower parking lot by the stadium and walk to the exit doors near the Kindergarten classrooms. 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 2:45 p.m.** (please DO NOT do so on a regular basis as this goes against O.R.C. compulsory attendance laws).

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

All Kindergarten and 1st grade students will exit the side exit closest to the Kindergarten wing. Please see the individual teacher for exact drop off/pick up area. All 2nd, 3rd, 4th, and 5th grade students will be dismissed out of the Detroit Ave. doors closest to the main office. All 6th through 8th grade students should be picked up on the Detroit Avenue side of the building closest to the parking lot. Please do not walk down hallways and wait outside classroom doors at dismissal time. Please wait outside of the building door your child dismisses from.

All K-6 grade students are dismissed at 3:15, unless they are waiting for a 7<sup>th</sup>/8<sup>th</sup> grade sibling. 7<sup>th</sup> and 8<sup>th</sup> grade students are dismissed at 3:30. (There is no supervision after 3:30) 7<sup>th</sup> and 8<sup>th</sup> grade younger siblings that have to wait for their 7<sup>th</sup>/8<sup>th</sup> grade older siblings will have to wait in seated in the cafeteria.

## **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 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 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 (419-671-2600) 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.

## **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 can not 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 person picking up the child must come into the office to sign the student out of the building.

- Please be prepared to show a picture ID when picking up the child.
- Please make sure other authorized persons know to also bring a picture ID.
- If you know in advance your student will need to leave early, please write a note to the teacher.
- Office personnel will call the student to the office from the classroom when the parent or designee ARRIVES to the office. DO NOT go to the classroom to pick up your student.
- Students will only be released to the parent or other authorized people on the emergency medical card. NO EXCEPTIONS.
- Please know that early dismissals negatively affect your child's attendance; and impacts 'perfect attendance'.
- No student will be allowed to leave the building without this procedure being followed.

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

Try to make appointments outside the school day. When 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. The discipline policy for unexcused tardies to School infractions each quarter is:  
For every three tardies, the student will serve an after school detention

## ***BUSES***

Yellow Bus Transportation:

Transportation is provided only to those students that live 1 mile or beyond from Beverly; 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.

## ***CAFETERIA***

- Ala Carte is available for snacks, and it is a cash only option.

Breakfast Program-

- Breakfast is served daily from 8:30-8:50 a.m. (There is NO BREAKFAST during a 2 HR Delay)
- Students should enter through the two entrances near the office.
- Breakfast and lunch are FREE for ALL students that have a lunch application turned in.

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

- **Fast food (including pizza) is not permitted in the cafeteria. Students with fast food will eat their meal in the school office.**
- Please do not bring food to school to celebrate your child's birthday, such as cake, cookies, ice cream, etc.

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 Beverly Elementary clean and beautiful.

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

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.

If your student suffers from a food allergy, please be sure to notify the school nurse and classroom teacher. Students with food allergies will be assigned a specific lunch table.

## ***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. **Beverly will no longer be accepting parent requests for classroom teachers.**

## ***COMPUTERS***

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

The internet is available to our students and teachers.

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

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

### **COMMUNICATION**

We believe it is very important to have a strong line of communication between school and home. If you ever have any questions or concerns, please do not hesitate to contact the school to speak to the principal, Mr. Rowley (mrowley@tps.org), or the assistant principal, Ms. Coleman (ccoleman@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 for follow up.

- **Classroom/Teacher:**

We make every attempt to have an "open door" policy at Beverly Elementary. However, in order to ensure that all students are receiving the maximum amount of educational experience we can provide, it is not always possible to just stop by to visit the classroom or assist the teacher. Please understand that this creates an interruption to the classroom and the educational environment.

As 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 3:30 PM)

## **Daily Schedule**

### School Hours

Breakfast begins: 8:30 am Doors

Open: 8:45am

Tardy Bell: 9:00 am

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

Dismissal: 3:15 pm (K-6th) 3:30 (7th and 8th)

### 2 Hour Delay Schedule

**\*\* No Breakfast \*\***Doors Open: 10:45 am

Tardy Bell: 11:00 am

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

K-6 Dismissal: 3:15

7-8 Dismissal: 3:30

### EHSO

EHSO is Early High School Opportunity. It is an academic program for 7th and 8th grade Toledo Public Schools students. Students enrolled in EHSO can earn a high school graduation credits in 7th grade and one in 8th grade. All 7th and 8th grade students are eligible to take an EHSO

class. There are stipulations on some of the offerings. District-wide parent/field trip meetings are held in May to introduce parents/guardians to EHSO.

**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.

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

**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 birthday

Tdap: 1 dose

POLIO: 3-4 doses

MMR: 2 doses HEP B: 3 doses VARICELLA

A fifth dose is required if the fourth dose was given before the 4th birthday.

Required for grades 7-10

The FINAL dose must be administered on or after the 4th birthday

Required for grades K-12

The series must be in process for grades K-12

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.).

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

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

While Beverly 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. 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 nurse acts as the liaison between school, home, parents, and doctors. Please inform the nurse about any medical conditions, including allergies or of any medications or changes in meds throughout the year. Please inform the nurse of *all medications* your student is taking at home as well as at school. The nurse is available daily from 8:45 AM - 3:30 PM, with the exception of her lunch break.

### ***PARENT PARTICIPATION***

#### **Beverly PTO**

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 Beverly Elementary. Positive parental involvement aids our students in many ways.

Please check out our website at: [www.beverlypto.org](http://www.beverlypto.org)  
PTO meets in the school cafeteria from 6:30-7:30 p.m. (unless otherwise noted).

## **2019-2020 PTO Board**

**President:**

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*Loreen Banks Kendricks*  
*(interim)*  
*TBD*

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Parliamentarian:**  
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**Secretary:**  
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**Treasurer:**  
*Michelle Albright-*  
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*Jenni Fulop*

**Communication  
Coordinator:**  
*April Rumschlag*

**Athletics  
Coordinator:**  
*Katie Main (interim)*  
*TBD*

## **PTO Meetings in the Cafeteria**

**(6:30PM):**

September 9, 2019  
October 8, 2019  
November 11, 2019  
January 13, 2020  
February 11, 2020  
March 9, 2020  
April 7, 2020  
May 11, 2020

### **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 should 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 Beverly 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. Unless the Pupil Personnel Office has informed Beverly school otherwise, either natural 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.

## **RULES & POLICIES**

### Hallway Expectations

Students are to observe the "quiet zones."

### **Birthdays & Treats**

#### **Birthday treats/ gifts are NOT permitted during school hours**

Excessive birthday celebrations (balloons, cupcakes, pizza, etc.) are not acceptable during class time as this takes away from academic time. We do not have staff to help with distribution of food items in the cafeteria. If these items are sent to school, they will be kept in the Main Office until the end of the school day.

### **SOLICITATION**

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

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

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

### **DISCIPLINE**

See attachment for the new TPS Policy

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

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

Cell phones, pagers, and other telecommunication devices are strictly prohibited in Toledo Public Schools. They are not to be visible or in use during the school day for any reason. Violation of this rule may result in, but not limited to, the confiscation of the device at the school. Following confiscation, a parent or guardian may pick up the items 24 hours later at Beverly Elementary School unless other arrangements are made with the administration.

A second violation of this rule will result in the device being sent to the Board of Education Security Office.

In the event of an emergency, parents may contact the main office as a means to reach their students.

Toledo Public Schools is not responsible for lost, damaged, or stolen electronic devices.

### **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. It is located outside the double doors of the office.

BEVERLY SCHOOL has a Bully Report Box outside the office in the foyer. 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 Beverly 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 2019-2020 school year. All students will be required to follow the dress code.

Please see appendix for dress code information.

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

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

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

Common Dress Code Questions/ Clarifications:

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

Students are NOT allowed to wear/display the following:

- halter tops or any midriff-length shirts or blouses
- shirts with suggestive or obscene messages
- shirts that promote alcohol, drug or tobacco usage
- short skirts that are more than 2 inches above the knee
- short shorts- that are more than 2 inches above the knee
- spandex shorts or spandex stretch pants (leggings)
- pajama bottoms.
- body piercing other than in the ears (pierced ears are allowed)
- flip flops (due to safety issues)
- Socks must match each other
- No hats to be worn in the building
- No high-heels, moccasins, house-shoes, or slippers. (All shoes must have an enclosed toe and heel)
- Dress Down/ Jeans Day/ Spirit Day criteria must be followed (sent home with information on the specific activities or events)

EVERY Month we have a Spirit Day. Students may wear attire according to each month's theme.

There are also various TPS Proud Days that will be announced throughout the year where students will be asked to wear TPS Spirit Wear/Beverly Spirit Wear or a certain color. FUN WALK shirts may be worn on any day this year.

### **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 and 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 entrance/ exit on Detroit Ave. is for 2 - 8 drop off and pick up. The Glanzman entrance/exit may be used for K-1st grade student pick up, all cars are to park at the bottom of the hill by the stadium entrance. Adults should walk to the sidewalk/door to pick up students. The Detroit parking area is also a Staff parking lot, all drivers must follow the arrows marked on the blacktop. Students should only be dropped off along the sidewalk. No students should be dropped off in the middle of the parking lot. Please be considerate of staff arriving to work and busses dropping off children.

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 and 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.

### ***VISITORS***

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

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

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)*

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- Opportunities through PTO:
  - Contact Information for Parent Group...
  - PTO Activities and/ or Committees
  - Beverly Athletics Committee
  - Outdoor Activity Committee
  - Box Tops for Education, Campbell's Soup Labels
  - Fun Walk
  - Dance(s)
  - Parking Lot
  - Chess Club
  - Santa Shop
  - Beverly Bakers
  - Teacher Appreciation Events
  - Fundraisers
  - Field Day
  - Library/Book Fair
  - Cafeteria
  - Carnival
  - Curriculum Nights
  - Spirit Wear

**WEATHER RELATED & OTHER EMERGENCY**

**SITUATIONS**

***Emergency Evacuation***

Beverly 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. NO BREAKFAST

- Doors will open at 10:45 a.m. and end at the usual time.
- The information can be heard by listening to local TV or radio stations.
- Do not call the school or drop off your student, as school personnel will not be in the building.

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

### *Severe Weather Procedures*

- Tornado Watch- Precautions will be taken at school, but children will be dismissed at scheduled times and instructed to go directly home.
- Tornado Warning- Stations have been established in the building for each classroom. All children will be kept in protected areas until an all clear is sounded even if it is past the regular dismissal time.
- Parents are discouraged from coming to school to pick up their children for the safety of both you and your child.
- Do not call the school. Telephone lines should be kept clear for emergency use.



## **Beverly School Calendar 2019-2020**

### **AUGUST**

- 9 - Class Lists Posted
- 15 - Open House 5:30-7:00
- 20 - 1st Day of School (1-8 grade) 9:00-11:30
- 22 - Kindergarten First Day & Coffee and Kleenex (Kindergarten Parents)

### **SEPTEMBER**

- 2- LABOR DAY- NO SCHOOL
- 9 - PTO Meeting 6:30 p.m.
- 11- Patriot Day (Wear red, white, or blue shirt with Jeans)

### **OCTOBER**

- 2 - Walk to School Day
- 3 - Fall Picture Day- Students Wear School Dress Code
- 8 - PTO Meeting 6:30 p.m.
- 11 - Delayed Start – End of First Quarter (No Breakfast)
- 23 - Fun Walk (Students can wear Jeans today)
- 24 - Parent/Teacher Conferences (NO SCHOOL) 8 a.m. - 8 p.m.
- 25 - Parent/Teacher Conferences (NO SCHOOL) 9- 11:30 a.m.
- 27 – Trunk or Treat
- 30 Blood Drive - 1 p.m. - 6 p.m.
- 31- Halloween Dress Down Day – All Grades

### **NOVEMBER**

- 5 - Election Day – No Students / Teacher inservice

- 9 - Harvest Dance – Grades 6-8
- 11 - PTO Meeting 6:30 P.M.
- 13 - Picture Retakes
- 26 - Spirit Day (OSU/Michigan)
- 27 - No School -Thanksgiving Break
- 28 - No School- Thanksgiving Break
- 29- No School- Thanksgiving Break

## **DECEMBER**

- 19 – Ugly Sweater / Holiday Color Dress Down Day
- 19 – Last day of 2<sup>nd</sup> Quarter
- 20 - Teacher In-service – No Classes for Students (Winter Break Begins for Students)

## **JANUARY**

- 6 - Teacher In-service- No Students
- 7 - School Resumes
- 13 - PTO Meeting 6:30
- 20 - Martin Luther King Jr. Day - No School
- 24 – Chase away the Winter Blues Day (Or Beverly spiritwear) - Jeans Spirit Day

## **FEBRUARY**

- 3 - Spelling Bee – 1:30 P.M.
- 11 - PTO Meeting 6:30 P.M.
- 13 - Spirit Day (Valentine's Day Colors Dress Down)
- 13 - Grandparents Dance 5:30-7:00
- 14 - No School
- 17 - President's Day- No School

## **MARCH**

- 9 - PTO Meeting 6:30 p.m.
- 13 – Last Day of 3rd Quarter – 2 hour Delayed Start - No Breakfast
- 17 - Spirit Day (Beverly/Green Spirit Day)

## **APRIL**

- 1 - PTO Meeting
- 5 - Spring Dance 6:30-8:30 p.m.
- 8- Baseball Jeans/Dress Down Day
- 9- Spring Picture Day – Dress up or Down
- 10 – Spring Break Begins
- 20 - School Resumes
- 20 – 6<sup>th</sup> grade to Camp Storer
- 24 – 6<sup>th</sup> grade returns from Camp Storer

## **MAY**

- 11 - PTO Meeting

20 - Field Day/Spirit Day – Jeans Day

22 - 8th Grade Recognition- 9:30a.m.

22 - Last Day of School for Students