



ELMHURST
ELEMENTARY
STUDENT
HANDBOOK



Toledo Public Schools

Toledo Public Schools

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

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

Core Commitments:

Student-Centered

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

Accountability-Based Management

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

Building Stronger Relationships

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

Technology Oriented

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

Rigorous Curriculum

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

Develop a Culture of High Expectations

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



ACADEMIC REPORTING

Parent/Teacher Conferences are scheduled once a year to facilitate open communication between parents and teachers regarding student's progress.

- Kindergarten teachers will hold conferences. Report cards will not be issued for first quarter.
- Grades K-8 Report Cards will be mailed home quarterly.
- 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. If you drive your child to school, patience at arrival and dismissal is encouraged and expected!

Arrival

The front doors open at 8:30 for students that will eat breakfast at school. Breakfast is served in the cafeteria. It is free for all students. **Students should not arrive early.** The building will not be open and children will be unsupervised outside. The classrooms open at 8:45 and school begins at 9:00. Students are considered tardy if they are not in their classrooms at 9:00.

Your child should be independent enough to enter the building and go to their classroom alone. An exception is made for Kindergarten students during the first week of school only. Staff members are stationed around the building to assist students.

If you drive your child to school, please be **EXTREMELY CAUTIOUS** in the car line. 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 the center lane vehicle traffic. Children should exit the car quickly. Please drive slowly in the school parking lot at all times.

Dismissal

Grades K-6 Dismiss at 3:15

Grades 7-8 Dismiss at 3:30

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).

All students dismiss out of the front doors. Parking is NOT allowed in the bus port. Please park only in designated parking areas/spots. If using car line, your child must enter your car through the passenger side. Never park your car in the car line!

Students MUST be picked up on time! There is no supervision after school hours.

ATTENDANCE

All 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 expulsion is at the discretion of the teacher.

Excessive Absence/Tardies:

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

Reporting Absences:

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

Call the school **(419-671-3550)** 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.
- Students may not be signed out after 3:00 pm. , as this creates confusion at dismissal.

BUSSES

Yellow Bus Transportation:

Transportation is provided only to those students that live 1 miles or beyond from Elmhurst Elementary..

Transportation is NOT provided for Out of District approved students.

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

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

Bus Bulletin:

If you would like to be sent text messages or have phone calls made when TPS Busing is running late you may sign up at the following website:

<http://www.busbulletin.com/>

CAFETERIA

Breakfast Program:

- Breakfast is served daily from 8:30 – 8:55 a.m. (There is NO BREAKFAST during a 2HR Delay).
- Students should enter through the Main Entrance doors.
- Breakfast is FREE for ALL students.

School Lunch Program:

- Students eat lunch with their class in the cafeteria daily.
- Parents (who are authorized) are invited to eat lunch with their child in the cafeteria on **special occasions only** such as birthdays.
- Delivering fast food and restaurant meals should be kept to a minimum.
- If your child forgets their lunch at home, please drop it off in the

office. It will be placed on the window ledge in the cafeteria for your student to pick up.

- Students/children from other schools are NOT permitted to visit Elmhurst during school hours including lunch.
- Hot lunch is FREE for ALL students!

Applications for the free breakfast/lunch program will be sent home in the fall. Please complete this form regardless of need. Completed forms are required to continue to receive funding to provide this service to all students regardless of income.

Menus will be sent home with the monthly newsletter. Menus are also available at www.tps.org.

Cafeteria Expectations:

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

COMPUTERS

All students at Elmhurst 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 Mrs. Moran-Gajdostik (Principal) or Mrs. Jablonski (Assistant Principal) at (419) 671-3550.

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

We make every attempt to have an “open door” policy at **Elmhurst**. 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. Please understand that this creates an interruption to the classroom and the educational environment. As a reminder, when visiting a classroom, **ALL** guests must sign in at the main office. As the teacher is responsible for *all* of the children in the class, it is very difficult to have a conversation with a parent and supervise the students at the same time. If you would like to speak to the teacher regarding your student, please **write a note, call, or email your child’s teachers to do so**. Please be considerate of our Teacher’s time/ family obligations they are off duty at 3:30.

DAILY SCHEDULES

School Hours

Breakfast begins: **8:30 am**
Classrooms Open: **8:45 am**
Tardy Bell: **9:00 am**
(Students should be in class and ready to learn by 9:00 am)
Dismissal: **3:15 pm** (Grades 7-8 3:30)

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)
Dismissal: **3:15 pm** (Grades 7-8 3:30)

EHSO

Early High School Opportunity (EHSO) provides an opportunity for all 7th & 8th grade students to take one course for graduation credit at their learning community high school. Students are transported from their home elementary school at the scheduled pick up time (times range from 7:00 a.m.-7:30 a.m.) to the high school for first period (8:00-8:50) and returned to their home elementary school after their first period EHSO course ends. Students may also be dropped off or walk to their High School for EHSO. EHSO begins on the Monday of the

first full week of school. Students need to have the following documents completed in order to participate in the program:

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

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

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

FIELD TRIPS

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.

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 and signed permission forms MUST be on file in order to participate. Chaperones are expected to abide by all expectations on the Chaperone Agreement Form.

HEALTH INFORMATION

Emergency Medical Authorization Forms:

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

Accidents

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

Immunizations:

The State of Ohio law (ORC 3313.67 and 3313.671) requires the following immunizations for school attendance. In addition, Toledo Public Schools requires students to have a physical exam and a dental exam for school entry.

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

Illness Guidelines:

Please keep your child home from school for the following:

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

Students will be sent home when they have a temperature of 100 degrees or higher.

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

MEDICATION

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

When a student is ill and 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.

PARENT PARTICIPATION

We have a very active parent group (PTA) that is looking forward to a productive year. Membership forms are available in the office. PTA holds fundraisers and plans special events for students. Monthly meetings are held at Elmhurst.

PARENT UNIVERSITY

Parent University is FOR parents BY parents!

Toledo Public Schools and Partners In Education have brought together community resources and leaders to offer FREE classes on a variety of topics. Sample topics include Healthy Cooking, Standardized Testing, Preparing for College and Career, Parent Leadership and much more.

Childcare and transportation will always be provided for these 1 to 2 hour classes held across Toledo.

To learn more, visit the website at www.tps.org

PHYSICAL EDUCATION

Each child is required to participate in gym activities. To insure his/her safety during classes, gym shoes are necessary. If 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/WITHDRAWAL

When registering students at Elmhurst the following documentation is needed:

- Birth certificate
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
- Three (3) proofs of address (1 lease/mortgage and 2 utility bills)
- IEP/504 if applicable

When withdrawing students:

- 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.

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. Elmhurst assumes no responsibility for the loss or theft of such

articles. Please do not send any equipment to school for recess. The school has purchased an adequate amount of playground equipment. Leave all balls and other toys at home.

DISCIPLINE

Elmhurst participates in PBIS (Positive Behavior Intervention and Support) and we encourage our students to be Respectful, Responsible and Ready to learn.

Elmhurst school-wide and classroom expectations need to be followed by each and every student. Our goal is to encourage each student to make good, positive choices.

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

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

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

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

CELL PHONE, MP3 PLAYERS:

BOARD POLICY MANUAL

Section E: Support Services

User's Own Technology

EDEB

Active

ORC 3319.321

ORC 3313.20

ORC 1329.54 through 1329.67

Childrens Internet Protection Act; (P.L. 106-554, HR 4577, 2000, 114 Stat 2763)

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

U.S. Const. Art. I, Section

Adopted May 26, 2015

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 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.
6. Users are not to use the device in a manner that is disruptive to the educational environment.
 7. 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.
 8. 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.

DRESS CODE

The TPS District-Wide Dress Code will be in effect for the 2018-2019 school year. All students will be required to follow the dress code. Dress Code information can be found at 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 parents will be contacted to bring the appropriate clothing to school.

Common Dress Code Questions/ Clarifications:

Students are NOT allowed to wear 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 (must be knee length)
- short shorts (must be knee length)
- spandex shorts or spandex stretch pants
- pajama bottoms
- flip flops
- No hoodies/ hats to be worn in the building
- No high-heels, moccasins, house-shoes, or slippers

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. The entire school will practice weather and security lockdowns. During these drills, no one will be allowed to enter or leave the

school. Please be patient and understanding of this important rule. Your child's safety is our number one concern.

PETS

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

SAFETY PATROL

Serving on the Safety Patrol is an honor. These students assume a great responsibility and serve in rain, snow and cold weather. Parents and students are asked to cooperate with the Safety Patrol.

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.

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.

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.

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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WEATHER RELATED & OTHER EMERGENCY SITUATIONS

Emergency Evacuation

Elmhurst 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 Deveaux Elementary 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. Please keep watching the local news and listen to the radio.

- Doors will open at 10:45 a.m.
- School starts at 11:00.
- Breakfast will not be served.
- Do not call the school or drop off your student early. School personnel will not be in the building.
- It is a good idea to make child care arrangements at the beginning of the year for delay situations so you are not caught off guard.

