



Keyser
Elementary
STUDENT HANDBOOK
2018-2019

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.



Dear Parents and Students,

Welcome to Keyser Elementary School! To those families new to our school, we are glad to have you join us. For those returning families, we are excited about the many positive changes happening at Keyser and encourage you to continue to be a part of what makes this school great.

As our staff looks forward to a new year they continue to renew their dedication to provide the best possible environment for the students to develop both academically and socially. The wide range of activities and experiences provided throughout the school day allows each student to achieve to his/her potential. The assistance and support provided by each parent is essential to a child's development. As an educational team, we are committed to working together to make this an outstanding school year.

We are looking forward to a rewarding and exciting school year as we continue to benefit from Title 1 funding which allows us to better serve the impoverished and underachieving students. It is our goal to broaden all of our students' knowledge and expand their experiences so they may truly become well-rounded citizens in today's global society.

This handbook was designed to aid you and your child. It is not all-inclusive, but does cover most of the items that commonly concern parents and students. Take some time to read through it and continue to use it as a reference guide throughout the year. The staff at Keyser Elementary encourages you to maintain your commitment to the ideals and the expectations that make Keyser an excellent educational choice.

As always, we are here to assist you and your child. Please contact us if we can be of service to you.

Sincerely,

Natasha Allen
Principal

CONTACT INFORMATION

Office Number 419-671-1450
Attendance Line 419-671-1451
Fax Number 419-671-1495

Principal	Natasha Allen
Assistant	Jason Duris
Secretary	Melissa Gaston
Nurse	Michelle Wensink
Counselor	Fetema Wilson
Librarian	
Psychologist	Jennifer Liehr
Speech	Victoria Davis
Occupational Therapist	Kim Knabusch
PreKindergarten	
PreKindergarten Para Professional	Patricia Rogers
Kindergarten	Natalie Oatman
Kindergarten	Rochelle Nix
Grade 1	Rachel Kettman
Grade 1	
Grade 2	Kimberly Paprocki
Grade 2	Pamela Green-Jones
Grade 3	Nancy Shingledecker
Grade 3	Angela Burgard
Grade 4	Thresa Schaller
Grade 5	
Grade 6	Brittany Funches
Grade 7	John Lin
Grade 8	Kristy Smith
Grade 8	
Grade 3-6 ED	
Grade 3-6 ED Para Professional	
Primary Resource	Tammy Szabo
Intermediate Resource	Amanda Weygand
Building Para Professional	Lawanda Fitzpatrick
Educational Technology Instructor	Colleen Deszi
Art	
Physical Ed.	David Quiroga
Music	Margo Park

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*Information in this handbook is subject to change. Please stay updated on current Toledo Public Schools Board of Education policies at <http://www.boarddocs.com/oh/tps/Board.nsf/Public>; and current news and information at <http://www.tps.org>.

ACADEMIC REPORTING

Formal parent/teacher conferences are scheduled once a year to facilitate open communication between parents and teachers regarding students' progress. Refer to the School calendar for specific dates.

Report Cards/ Interim Progress Reports/ Parent Teacher- Conference

- Pupil Report Cards are issued to the students at the close of the 1st, 2nd, 3rd, and 4th quarters.
 - Quarter 1 report cards will be given to parents of students at Parent/ Teacher conferences (Oct. 25 and 26th).
 - Kindergarten classrooms will hold conferences (Oct. 25 and 26th), but will not send home reports for 1st quarter.
 - Sign and return the grade card ENVELOPE each quarter. The copy of the grade card sent home is for the parents to keep.
 - Grades K-8 Report Cards will be mailed
 - IPR (Interim Progress Reports) or Midterms are sent home at the conclusion of the 4th week of each quarter.

ARRIVAL & DISMISSAL

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

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.)

Safety Issues in the Parking Lot/Parent Drivers

We have many parents who drive their students to Keyser. In addition to parent drivers, we will also have at least three yellow buses. In order to make the lot as safe as possible, we ask that you adhere to the following rules:

- Traffic is one way only. The bus lane is for daycare vans and busses. All parents must use the other lane.
- Please make sure your child is ready to exit the car when you stop. This will help to prevent a line-up of cars.
- Please stop at the painted crosswalk and allow your child to get out there. Please do not allow your child to get out of the car next to the caution tape. Once both busses have arrived, we will move the cones and you can drop your child at the curb by door 10.
- There is a crosswalk in front of the main entrance. All vehicles must stop for students crossing.
- People as well as traffic cones and signs will direct you while you are in the lot.
- PLEASE ADHERE TO THESE GUIDELINES TO KEEP OUR STUDENTS SAFE!!!!

Your child should be independent enough to enter the building and go to their classroom alone. (An exception is made for Kindergarten and 1st grade students for the first few weeks of school). 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. Teachers are instructed to NOT hold parent-teacher conferences in the AM as they have students to supervise and the school day to prepare for. Your understanding with this is appreciated.

Students are considered tardy if they are not in their room at 9:00 am. BREAKFAST is not mandatory, but is STRONGLY ENCOURAGED. We do have ALL students report to the cafeteria between 8:30-8:45 for supervisory purposes (regardless of breakfast participation). Breakfast is FREE.

- Students eating breakfast enter the building at 8:30 through Door 9.
- All students may enter the building at 8:45 AM through Door 10 and go directly to classrooms (although ALL students are encouraged to eat breakfast before going to class).
- Admittance to breakfast will end at 8:55 A.M.
- Students are to ENTER THROUGH Door 10 until 9:15. After 9:15 students are to enter through the Main doors to access the office.

Dismissal -

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.** (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. 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.** 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. **Students MUST be picked up by 3:20 (there is no supervision after 3:25)**

Dismissal times are as follows:

Buses: 3:15 pm

Walkers and Riders: 3:15 pm (K-6) 3:30 pm (7-8)

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 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 **(419-671-1451)** 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. 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 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 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 2:45pm during the school day**

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 progressive discipline policy for Unexcused Tardy/Early Dismissals to School infractions is:

- 3 Tardies: (K-8 Parent call from Teacher)
- 6 Tardies: (K-8 parent call from administration)
- 9 Tardies: (K-9 Compulsory Attendance Letter)
- 10 or more Tardies: Referral to Attendance Hearing

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)

BUSSES**Yellow Bus Transportation:**

Transportation is provided only to those students that live 1 miles or beyond from Keyser 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 is served daily in the cafeteria from 8:30 – 8:55 a.m. (There is NO BREAKFAST during a 2HR Delay)
- Students should enter through the cafeteria, Door 9.
- Breakfast is FREE for ALL students.

School Lunch Program:

Lunch is FREE for all students.

Students may bring a packed lunch from home. **No glass containers or bottles.**

There is not a microwave provided for students to warm his/her food.

Students may not exit the cafeteria with open food items unless it is in a lunch bag. All food not finished will have to be thrown away unless put in a lunch bag.

Fast food is discouraged in the cafeteria.

Menus will be sent home monthly and are available at www.tps.org

Cafeteria Expectations-

Students are expected to clean-up after themselves and assist as needed in order to keep Keyser 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 discourage 'trading' or 'sharing' food or drink with anyone.

ALL school rules and policies apply in the cafeteria.

Any child seen throwing food or any other objects in the lunchroom will be removed immediately and a parent will be called. Throwing any item in the cafeteria may result in a suspension as this causes an unsafe environment 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 Keyser 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 **If you wish to contact the staff via email, please utilize the directory at www.tps.org**. Mrs. Allen (nallen@tps.org), or the assistant principal, Mr. Duris (jduris@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 Keyser Elementary. However, in order to ensure that all students are receiving the maximum amount of educational experience we can provide, it is not always possible to just stop by to visit the classroom or assist the teacher. Please understand that this creates an interruption to the classroom and the educational environment. As a reminder, when visiting a classroom, all guests must sign in at the main office.

As the teacher is responsible for *all* of the children in the class, it is very difficult to have a conversation with a parent and supervise the students at the same time. If you would like to speak to the teacher regarding your student, please write a note, call, or email your child’s teachers to do so. Please do not attempt to have this type of conversation during student arrival and dismissal as the teacher needs to be focused on the safety of the students. Please be considerate of our Teacher’s time/ family obligations (they are off-duty at 3:30PM)

DAILY SCHEDULES

School Hours

Breakfast: 8:30 am

Doors Open: 8:45 am

Tardy Bell: 9:00 am

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

Dismissal: Bussers at 3:15 pm

Walkers and Riders at 3:15 pm (K-6) 3:30 pm (7-8)

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: Bussers at 3:15 pm

Walkers and Riders at 3:15 pm (K-6) 3:30 pm (7-8)

There is no change to the lunch schedule

EHSO

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

Students are transported from their home elementary school at the scheduled pick up time (times range from 7:00 a.m.-7:30 a.m.) to the high school for first period (8:00-8:50) and returned to their home elementary school after their first period EHSO course ends. Students may also be dropped off or walk to their High School for EHSO. EHSO begins on the Monday of the first full week of school. Students need to have the following documents completed in order to participate in the program:

- Completed High School Choice Card
- Completed EHSO Emergency Medical Card

- Completed EHSO Contract with parent and student signatures

There are two Tiers to the EHSO program.

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

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

FIELD TRIPS and IN SCHOOL EDUCATIONAL EXPERIENCES

Field trips and educational experiences are planned around specific educational objectives related to the school curriculum. Appropriate preparation and follow-up to ensure maximum utilization of the experience for learning is expected. Before deciding on any trip or educational experiences, the teacher, school principal and transformational leader will weigh anticipated educational outcomes against such factors as expenses, loss of class time, safety and availability of adequate supervision. The school must provide for adequate supervision. Please note, due to the nature of chaperoning and helping supervise students, younger children/siblings are not able to attend in order for you to give your group your full attention and enjoy the time with your child and his/her classmates. **Emergency Medical Authorization forms must be on file in order to participate.**

HEALTH INFORMATION

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

We have a full-time nurse, Mrs. Wensink. The nurse or 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.).

LIBRARY BOOKS, FEES, FINES, & RETURNS

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

While Keyser 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 and the nurse's office. 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.

IMMUNIZATIONS

Required Immunizations:

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

DTaP/Tdap, Polio, MMR (Measles, Mumps, Rubella), Hepatitis B, Varicella, and Meningococcal (7th grade). The school must have written proof from a health care provider that the immunizations are complete or in the process of completion.

Students failing to complete immunizations within 14 days after entering school are not permitted to return to school.

Immunizations may be obtained from your private physician, or the Toledo Lucas County Health Department, Shots 4 Tots n Teens, 365 N. Erie St. Call 419-213-4121 for times and locations. Please contact the school nurse at your student's building for additional information.

NURSE

Acts as the liaison between school, home, parents, and doctors.

Inform the nurse about any medical conditions, including allergies or of any medications or changes in meds throughout the year.

Inform the nurse of *all medications* your student is taking at home as well as at school.

Nurse Wensink is available daily from 8:45AM-3:00 PM.

PARENT PARTICIPATION

PTO

We have an active parent group that is looking forward to a productive year. Many opportunities are available for parents to get involved at Keyser Elementary. Positive parental involvement aids our students in many ways. We can really use your support at PTO meetings

PTO meets in the school library from 6:00-7:00p.m. every third Tuesday of the month.

Dates will be sent home in the monthly newsletter and a reminder notice the day before either by phone or a slip of paper.

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

PARENT UNIVERSITY

Parent University is FOR parents BY parents!

For the 2018-2019 school year, Toledo Public Schools and Partners In Education have brought together community resources and leaders to offer FREE classes on a variety of topics. Sample topics include Healthy Cooking, Standardized Testing, Preparing for College and Career, Parent Leadership and much more. **Childcare and transportation will always be provided for these 1 to 2 hour classes held across Toledo.**

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

PHYSICAL EDUCATION

Each child is required to participate in gym activities. To insure his/her safety during classes, gym shoes are necessary. If, for some physical reason a student cannot participate in the gym class for an extended time, a note from the parent accompanied by the doctor's statement needs to be sent to the teacher.

REGISTRATION

Change of Address, Phone, or Emergency Number-

- It is important to send your new address to the school immediately. This applies to change of telephone numbers, change of parent names, and custodial status.
- Provide 3 recent proofs of address of the new address once you start receiving billing statements. We require 2 utility bills and 1 rental, lease or mortgage agreement.

Registration & Withdrawal Procedures:

Registration: When registering students at Keyser 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 Keyser 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

PBIS/ cafe rules/ restroom rules – PBIS rules are posted in every classroom, the office, hallways and cafeteria. These expectations will be reviewed with and modeled for students. Please take a moment to reinforce these expectations with your child.

Birthdays & Treats

There will only be one celebration per month to celebrate birthdays. This will occur on the last Friday of each month.

Birthday gifts are NOT permitted during school hours.

Only healthy treats will be accepted.

Please communicate with the teacher before sending in healthy treats due to possible food allergies.

In order to keep our building clean and “critter free”, treats sent in need to be healthy and able to be consumed in the cafeteria during the lunch period.

Please send items that are in individual portions. We do not have the resources needed to cut and serve the healthy treats.

Parents are encouraged to assist in the cafeteria when bringing in healthy treats.

Excessive birthday celebrations (balloons, pizza, etc.) are not acceptable during class time as this takes away from academic time. Any of these items will be kept in the Main Office until the end of the school day.

Any treat that is sent in that is not healthy will be kept in the office until the end of the school day and will be given back to the child. The parent can pick up the treats in the office.

The only exception to bringing in sweet treats is if the class has a holiday celebration. (Valentine’s Day, Halloween, Christmas)

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

Keyser Elementary follows the Positive Behavioral Intervention & Supports model (PBIS). PBIS is composed of school-wide and classroom expectations that 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 the PBIS Matrixes 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. 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), Night School, and In School Detention

Penalties

Suspension, Expulsion

Cell Phones, MP3 Players, and Electronics:

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

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

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 **(THIS IS FOR HIGH SCHOOL STUDENTS ONLY)**
6. Users may not use the camera feature to capture, record, or transmit audio, video or still photos of students, faculty or staff during school hours or at school events unless for educational purposes, and only with explicit written permission given by the subject of the photo or the video, and if the subject is a student with explicit written permission by the student's parent or guardian.
7. Users are not to use the device in a manner that is disruptive to the educational environment.
8. Users exhibiting hazing, harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under Board policies and procedures and applicable law.
9. Users are responsible for servicing their personal electronic devices. The District will not service, repair or maintain any non-district owned technology brought to and used at school by users.

BULLYING

Bullying is defined as intentional and persistent behavior that is carried out for the sole purpose of inflicting harm on another individual. Bullying occurs where there is a power imbalance, where one child has a hard time defending himself/herself. Bullying is a form of victimization.

Bullying is:

- Intentional, on purpose
- Persistent, ongoing
- Main goal is to inflict harm or fear over another individual, to gain control or power over others
- Can be done physically, verbally, socially (emotional), or electronically
- Has profound impacts on the school climate and safety

BULLY REPORT BOX/ REPORTING SYSTEM:

Bullying must be reported for the school to address the problem. Report Forms can be obtained from the office. The completed report form can then be returned to a teacher, school administrator or counselor. We do this to offer students an easy way to report bullying. If a child believes he/she is being bullied it is his/her responsibility to report the repeated incidents to an administrator, teacher, counselor or complete the form. The school cannot address the problem if no one knows about the problem.

BULLYING VERSUS CONFLICT: Every push, shove, tease, or 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 2017-2018 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
- short shorts- must be knee length
- spandex shorts or spandex stretch pants
- pajama bottoms
- hair dye or colored hair gel in unnatural colors (magenta, blue, orange, green, etc.)
- body piercing other than in the ears (pierced ears are allowed)
- flip flops (discouraged due to safety issues)
- Socks must match each other
- No hoodies/ hats to be worn in the building

- No high-heels, moccasins, house-shoes, or slippers
- Belts must be worn (see dress code for specifics)
- Dress Down/ Jeans Day/ Spirit Day criteria must be followed (sent home with information on the specific activities or events)

Students may wear their Keyser/Rogers School/TPS Gear tops with dress code pants/skirts in lieu of a dress code shirt.

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.

PLEASE DO NOT PARK IN THE BUS LANE!!! This lane is for busses and daycare vans only! You will be asked to move. 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

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.

TITLE I

Parents Right to Know

As a parent/guardian with a student attending a Toledo Public School that receives Title I funds, you have the right to know the qualifications of your child's classroom teacher. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must provide the following information to parents/guardians who ask about the professional qualifications of their child's classroom teacher.

VISITORS

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

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)

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.

- **Opportunities through PTO:**

- Box Tops for Education, Campbell's Soup Labels

- Book Fair

- Academic Recognition

- Teacher Appreciation Events

- Wish List

- Fall and Spring Fundraiser

- Field Day

- Library

- Curriculum Nights

WEATHER RELATED & OTHER EMERGENCY SITUATIONS

Fire, tornado, and lock-down drills are conducted throughout the school year. These drills are done to train the children in the proper procedures during these emergency situations. Students failing to follow directions during a fire, tornado, or lock-down drill will be disciplined. Please talk to your child about the importance of safety drills, and stress the following expectations with them:

Students walk quietly but quickly, absolutely no pushing/shoving

Students must remain quiet

Students will stay with the teacher and follow every direction

When the signal is given to return to the classroom the children will return quietly.

Safety of our children is always our number one concern. Practicing and seriously preparing during safety drills will train students in case we ever have an unfortunate emergency.

For your peace of mind: Keyser School has a crisis prevention/intervention plan in place to address any threatening situations to our students or staff. Please know we have and will continue to take every precaution to ensure the safety of our students.

Emergency Evacuation

Keyser 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, 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.

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.



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
F	59-0