

_____ School

**Parent Notification Letter
(Bullying, Hazing, Harassment)**

Parent of: _____ Student ID# _____ Date: _____

This is to notify you that Toledo Public School District's Bullying Prevention Policy, JFCF, JFCF-R & JFCFA, prohibits bullying of a student by another student on school property, at a school-sponsored activity or event off school property; or on a school bus. Bullying by electronic means is also prohibited.

Bullying is defined as:

Definition of Bullying:

A pattern of one or more of the following:

- Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student, or is violence within a dating relationship.
- Cyberbullying is bullying by an electronic act. Cyberbullying is bullying by an electronic act. An electronic act means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.
- Hazing, harassment, intimidation and bullying are prohibited on school property, on a school bus, or at school sponsored events or by an electronic act. A student found responsible for hazing, harassment, intimidation or bullying in any form, including by an electronic act, may be suspended or otherwise disciplined consistent with Board policies and the law.

This letter is to inform you that your child has been involved in a report of a bullying incident.

____ A report has been made that alleges your child as a perpetrator of bullying.

____ A report has been made that alleges your child as a victim of bullying.

____ A report has been made that alleges your child as a witness, bystander and/or complainant of bullying.

Please discuss this incident with your child or call the school if you need further assistance or information. An investigation into the reported act of bullying has been initiated. You will be notified of the outcome and any actions taken pertaining to your child.

Thank you for your attention to this matter.

Signature of Administrator: _____

Old West End Academy's Essential 56

Inspired by Ron Clark Essential 55

Rule 1: Respond to adults with "Yes ma'am" or "No sir."

Rule 2: Make eye contact when someone is speaking.

Rule 3: Congratulate the winner or when someone does something well.

Rule 4: Respect other students' comments, opinions, and ideas.

Rule 5: If you win, do not brag; if you lose, do not show anger.

Rule 6: If you are asked a question in conversation, ask a question in return.

Rule 7: Cover your mouth when you sneeze or cough and say excuse me.

Rule 8: Do not show disrespect with gestures.

Rule 9: Always say thank you when given something.

Rule 10: When you receive something, do not insult the gift or the giver.

Rule 11 : Surprise others by performing random acts of kindness.

Rule 12: When grading other students' papers, give only the correct grade.

Rule 13: Follow along when we read together in class.

Rule 14: Answer all written questions with a complete sentence

Rule 15: Do not ask for a reward.

Rule 16: You must complete your homework every day.

Rule 17: Subject transitions will be swift, quiet, and orderly.

Rule 18: Be as organized as possible.

Rule 19: When homework is assigned, do not moan or complain.

Rule 20: When a substitute is present, all class rules still apply.

Rule 21 : Follow the specific classroom protocols.

Rule 22: You may bring a bottle of water to class, you may not leave for a drink of water during class.

Rule 23: Know other teachers' names and greet them in the hall by name.

Rule 24: Keep yourself and the bathrooms clean and germ-free.

Rule 25 : Greet visitors and make them feel welcome.

Rule 26: Do not save seats in the lunchroom.

Rule 27: Do not stare at a student that is being reprimanded.

Rule 28: Call me if you have a question about homework and leave a message-once.

Rule 29: Follow the ABC's of etiquette.

Rule 30: After dining in the cafeteria, please be responsible for your trash.

Rule 31: In a hotel room leave a tip for the hotel workers who clean your room.

Rule 32: On a bus, always face forward.

Rule 33: When meeting new people, shake hands and repeat their name

Rule 34: When offered food, take only your fair share

Rule 35: If someone drops something and you are close to it, pick it up.

Rule 36: Hold the door for people rather than letting it close on them.

Rule 37: If someone bumps into you, say excuse me, even if it was not your fault.

Rule 39: On a field trip, compliment the place you are visiting.

Rule 40 : During an assembly, do not speak or call out to friends.

Rule 41 : At home, answer your phone in a polite and appropriate manner.

Rule 42: When returning from a trip, shake the hands of every chaperone.

Rule 43: On escalators, stand to the right, walk to the left.

Rule 44: When walking in line, keep your arms at your sides and move quietly.

Rule 45: Never cut in line.

Rule 46: No talking in a movie theater or during class/ lunch watching a movie.

Rule 47: Do not bring perfume or anything scented into the classroom.

Rule 48: If anyone is bullying you, let an adult know.

Rule 49: Stand up for what you believe in.

Rule 50 : Be positive and enjoy life.

Rule 51 : Live so that you will never have regrets.

Rule 52: Learn from your mistakes and move on.

Rule 53: No matter the circumstances, always be honest.

Rule 54: Carpe Diem.

Rule 55: Be the best person you can be.

Rule 56: Do whatever Mrs. Gregory says!!!

Toledo Public Schools

Truancy Prevention through Mediation Program Overview

Program Description and Goals

Program Description :

Truancy Prevention through Mediation is a mediation program developed by Toledo Public Schools in partnership with Lucas County Juvenile Court for the purpose of establishing good attendance routines in children. Mediation is a process that helps parents, caregivers, and schools find a fair and workable solution to absentee issues.

The mediation process is a private, confidential way of communicating that does not focus on blame or fault. What is said in mediation is confidential, unless required by law to be reported to proper authorities. The mediator is a neutral person who does not take sides. The role of the mediator is to make sure that everyone has the opportunity to speak, that all sides understand each other, and that both families and schools work together to resolve attendance and tardiness issues.

Mediations will be held at the school the child attends. The following are reasons WHY we use mediation in non-attendance issues:

- Separates the people from the problem
- Focuses on the future not the past
- Focuses on the parties' interests, not positions
- Focuses on the parties' needs, not wants
- Focuses on solutions, not reasons
- Allows parties to "save face" and not feel "judged" for issues that are present in their lives or for things they say have done incorrectly
- Encourages honest and open communication to promote effective problem solving and workable solutions
- Decreases levels of animosity (if needed)
- Parties generate and select their own outcomes making compliance more probable
- Outcomes are custom designed based on each "at risk" child, and therefore more useful to the family

Goal and Purpose:

- Identifies the family problems causing poor school attendance
- Provides a confidential forum to address problems
- Assists the student and family to reach a voluntary solution
- Improves school attendance
- Provides a time and format for student/family needs assessments
- "Plugs" parents into available resources, as needed
- Fosters improved relations between schools and families
- Reduces truancy to increase educational success