



Grove Patterson Academy

STUDENT/PARENT 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.



August 1, 2023

Dear GPA Parents, Students and Community,

Welcome to the Grove Patterson Academy. We are excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning during the 2023-2024 school year! The faculty and staff extend their best wishes for a happy and successful school year. They stand ready to work with you and your parents as you proceed through this year.

It is our mission to help every child feel welcomed, connected and a part of the Grove Patterson Academy family. At Grove Patterson Academy, we have outstanding teachers who spend hours planning and creating classroom activities to engage our students in learning. Our teachers use research based practices and analyze academic data to determine current skills and to set goals for growth and improvement. Additionally we strive to challenge every student to grow in his/her academic abilities and social skills and to receive all the preparation to not only be prepared for the demands of high school and college but to be prepared for life.

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. You may visit our website to locate a digital copy of this handbook as well as receive information for all upcoming events, clubs/organizations as well as other important reminders. As always, we are here to assist you and your child. Please contact us if we can be of service to you.

Sincerely,
Herneika L. Johnson, Principal

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*Information in this handbook is subject to change. Please stay updated on current Toledo Pubic 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>

Grove Patterson Academy serves Kindergarten through 8th Grade

School Hours

7:40-8:00 Breakfast
7:55- Doors open

Schedule

2 Hour Delay

No Breakfast
Doors Open 9:55 a.m.

8:00a.m. School begins

Tardy Bell 10:10 a.m.

8:10 Tardy Bell

No SFA

8:25-9:55 SFA Begins

2:25 Dismissal Bus Riders

All other students will be dismissed after buses have left the loop.

ADMISSION AND APPLICATION GUIDELINES

We would like to introduce you to a wonderful public school alternative for your child, Grove Patterson Academy, a Tuition-Free Kindergarten through 8th grade school open to all students living within the Toledo and surrounding areas.

While attending GPA, your child will experience a rigorous research based Success for All Reading curriculum, combined with a positive school climate that encourages self-motivation in students; a specially selected and committed faculty who maintains high expectations for your students success; and an enriched physical environment with Foreign Language Instruction in Spanish. Your child will also benefit from “Instructional Looping” of 1st and 2nd grade, 3rd and 4th grade. This allows teachers to remain with your child for two years of concentrated instruction. Students at Grove Patterson Academy are further supported by technologically up-to-date classrooms and a state of the art computer lab. Students are required to wear a specific uniform to enhance expectations for student success and learning. School Bus Transportation is also provided for all TPS students that reside in the Toledo Public School district, and also reside more than 1 mile from school.

Applications are accepted year around. We will continue to keep applications on file for the current school year until October 1.

Kindergarten Parents: A child must be five (5) years old on or before September 30th in order to enroll in kindergarten. If you are interested in

Early Admissions Testing you must contact your home school of residence to complete the required information.

★Grove Patterson Academy (GPA) values diversity within the student population and welcomes children of all races, sexes, nationalities, and religions.

★GPA Applications are selected based on a lottery selection. Lottery selections typically begin in the beginning of March and conclude by May 1st. If additional openings become available after May 1st the lottery will be conducted on an as needed basis.

★Siblings that wish to enroll receive priority registration if the sibling currently attends Grove Patterson Academy and/or the sibling successfully completed grade 8. A sibling for registration purposes are defined as a biological child that resides in the residence of the custodial parent.

★GPA considers the records of all individual students to be confidential information available to a child's parents/guardian upon a request in writing.

★GPA reserves the right to refuse admission or to remove a child if school personnel believe that his/her educational needs cannot be met in the GPA learning environment.

★All families must complete an application process and agree to meet the expectations for academics, attendance and behavior. Newly accepted students and families are required to attend a new family orientation session. You will be provided with a list of dates to attend as soon as they are scheduled. A GPA Family Panel is responsible for monitoring and enforcing this agreement.

★GPA requires each family to attend Parent Teacher Conferences, volunteer 10 hours per school year and commit to assisting their children

with assignments on a daily basis.

★ GPA does not accept any new students in grades 3-8 after the first week of October. Interested families that are not selected must reapply for admission each school year

★ Class sizes are generally limited to 22 students in each classroom to ensure optimum learning opportunities for students.

★ Upon enrolling parents are asked your child has been assigned to a Learning Ladder. Once you are contacted and/or enrolled a student may not switch ladders after school begins. The final decision of where a child is placed on the ladder rests solely with the Principal.

Registration:

Upon being accepted to Grove Patterson Academy, we require the following documents to be submitted through our online portal:

- Birth Certificate
- An up-to-date immunization record (Kindergarten also needs a physical and dental check-up)
- Social Security Card
- Custody papers
- Two (2) proofs of address 1 rental, lease or mortgage agreement and 2 utility bills
- IEP/504 if applicable
- Parent Identification

Withdrawal: When withdrawing students, please:

- If possible, inform the school one week in advance of the withdrawal date.
- Records will be sent only upon request of the new school.
- Pay all fines, fees and charges if applicable
- Return all library and classroom books.

ARRIVAL & DISMISSAL

Arrival:

SCHOOL HOURS: School hours are from 7:55 a.m. until 2:25 p.m.

each day for grades K-8. Pre-School attends only Monday-Thursday. Children should not arrive earlier than 7:45 a.m. OR remain on campus later than 2:45 p.m. unless they are participating in a supervised activity. School doors will not open earlier than 7:45 a.m. each school day. Supervision will not be provided for students who arrive earlier or remain after 2:45 p.m. These procedures are designed for the safety and well being of your children.

Please note that all students must be in their classrooms by 8:10 a.m. ready to begin their instructional day. At 8:10 a.m., they will be marked tardy. Also be reminded that parents are asked not to walk their children to class or stop by the classroom before school begins. (An exception is made for Kindergarten and 1st grade students for the first few weeks of school.) Staff members are instructed NOT to hold conferences with parents in the a.m. as they have students to supervise and the school day to prepare for. Your understanding with this is appreciated. During the day, you must report to the office first when you enter the building. Also be advised, we will not interrupt a class during Success for All (SFA) for any reason.

We encourage students to walk to and from school if they reside within walking distance of Grove Patterson Academy. Nonetheless the majority of our students ride the yellow bus to school. Therefore in order to maintain a safe environment for all students please follow these procedures when dropping your children off in the morning or picking them up in the afternoon. Please remember we are an elementary school. Patience at arrival and dismissal is encouraged & appreciated!

Walkers: Please remind students 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.

Car Riders: There is NO parking allowed on the outside of the drop off/pick up loop. Parking is only allowed in the diagonal lines

in the center of the loop. Please pull forward to the last white line of the loop so that we can unload/load up to 7 vehicles at a time. 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.

Dismissal: All Pre-K-8 classes end at 2:25 p.m. The dismissal order will be staggered to accommodate all students. All bus riders will be called first by grade level and walkers and riders and YMCA students will be called after the busses have left the bus loop generally around 2:30 p.m.

Parents should wait outside for their children to be dismissed. Please do not disrupt the classrooms by going to their classroom door. All classes, with the exclusion of 1st and 2nd grade will be dismissed from the main entrance. 1st and 2nd graders will be dismissed from the side door closest to their classroom.

Pre-School Parents must walk their child into the classroom and sign them in and also sign them out daily.

(CAR POOL LANE): Parents who are dropping off more than (1) child are able to pull into the bus loop AFTER all buses have left the loop, or after 8:00 a.m., or 2:40 p.m. You should pull all the way to the crosswalk when dropping off or picking up your student. Single child families may also utilize the carpool lane if the need exists.

Anytime your child is going home a different way from the normal way, YOU must send a note to school. This includes taking a different bus, being dropped off at a different location, being picked up in a different manner, staying after school, or for an after school activity of any type. A guarantee cannot be made that a fax or messages left after 2:00 p.m. will be delivered to your child. Thus plan accordingly. Phone calls will only be accepted on an emergency basis and we must verify your information as well as your child's information. Voicemails requesting a change in the way your child will be picked up will not be accepted. The Principal will make the final decision on release. This policy is to protect your child and to keep them safe.

ATTENDANCE

Absences

At Grove Patterson Academy “Attendance is Important to Student Success.” We provide Perfect Attendance Awards to students who have 0 absences, 0 late arrivals and 0 early dismissals at the end of the school year. This includes excused absences as well.

Regular Attendance is essential to a student’s success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism, which creates a genuine hardship for a student, is grounds for dismissal from Grove Patterson Academy. Below is the following attendance policy for absences for Grove Patterson Academy. Please keep in mind that any student with 1 or more unexcused absences, late arrivals or early dismissals can be referred to our Truancy Mediation program at any time.

ABSENCES (Per Year)

Step 1: (1st) Unexcused Absence: Student is placed on Watch

Step 2: (5th) Unexcused Absence: Teacher notifies office and office contacts parent by Phone and sends Letter Home

Step 3: (8th) Unexcused Absence: Teacher notifies office and office requests an Attendance Hearing

Step 4: Attendance Hearing Held with Pupil Personnel Center with parents and school.

Step 5: 10th+ Unexcused Absence: Teacher completes GPA Panel Referral Form and submits to Principal

Step 6: Principal sends out letter (A) requesting a Mandatory Hearing through Panel.

Step 7: Panel meets with teacher, student and parents

Step 8: Panel makes decision/recommendation

Note:

* Students with 5 or More Excused Absences in one school year will be sent a letter from the Office quarterly.

* Students with 10+ Excused Absences (Not documented by a doctor’s note)

must have documentation of absence for each additional absence whether excused or unexcused after 10. Documentation includes items such as doctor's/dentist note, funeral program, court documentation etc.

* Students may be referred at the Teacher's Discretion for patterns of Excused absences.

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.

Be aware that if your child is absent, he or she will require a note upon their return to school. The note should include the student's name, teacher's name, and reason for absence.

Also, be sure that you call the attendance line, **419-671-3351** to report your child 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/or a note, the absence will be unexcused.

1. Excused Absences

2. The State of Ohio allows the following EXCUSED absences for elementary students:
3. **Personal Illness:** Certification from a physician is required if student misses **more than 10 days** a school year.
4. **Quarantine of the Home:** Notice by city, county, or state public health officials;
5. **Death of an Immediate Relative:** **Three day limit** unless reasonable cause has been shown for a longer absence:
6. **Observance of Religious Holidays**
7. **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.
8. **Other circumstances-** Includes immunization or measles exclusion, dental and medical appointment, and public performance (school sponsored) during the school day may be

excused by the principal.

9. ***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. Per new district policy 2017, makeup work will be provided for all unexcused absences, suspensions or expulsions.

Late Arrivals

In accordance with O.R.C. and TPS Board Policy, students must arrive to school on time (in class at 8:10a.m.) **If a student is late the parent/guardian must bring their child to the office to sign them in.** You must bring in medical/dental documentation to excuse the late arrival or you may fax the note. This is the only way a late arrival can be excused. An excused late arrival will not count toward the 4 times in the quarter for a letter home.

The acceptable excused absence criteria apply to tardy to school infractions. The late arrival attendance policy for unexcused late arrivals is:

Late Arrivals/Early Dismissals (Per Quarter)

Step 1: Teacher informs the office that student has been Tardy 4 times in Quarter

Step 2: Office sends letter home with student to be signed and returned.

Step 3: Teacher informs office that student has been tardy 5th time in Quarter

Step 4: Office contacts parent and/or sends notice home with student requesting a meeting

Step 5: Conference is held with Parent and Principal

Step 6: (Two Additional Late Arrivals) Teacher completes GPA Panel Referral Form and submits to Principal

Step 7: Principal sends out letter (A) requesting a Mandatory hearing through Panel.

Step 8: Panel meets with teacher, student and parents

Step 9: Panel makes decision/recommendation

Early Dismissals

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.

- Be prepared to show a picture ID when picking up the child.
- Make sure other authorized persons know to also bring a picture ID.
- If you know in advance your student will need to leave early, 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 person 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.
- No Pick Ups will be allowed after 2:00 p.m.

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)

Make-Up Work

If your child needs make-up work, please notify your child's teacher in advance by phone or email before stopping by the school so that materials will be ready. Please allow 24-48 hours for teachers to get materials ready. Otherwise all make-up work will be sent home with the student

the next school day your child is in attendance.

The end of the day at an elementary school tends to become very busy. IF your child needs to be released early, you must do so before 2:00 p.m. Students who continually leave early will be addressed through our GPA Attendance Policy. We ask that you make the necessary arrangements in order to comply with this policy.

****We are in need of volunteers to assist us with Dismissal/Arrival of students. If you are interested please sign up in the Main Office.***

BIRTHDAY CELEBRATIONS

Students who celebrate their birthdays throughout the school year's name will be called via the PA system. They will be able to pick a small gift. Students can also dress down on their birthday. If their birthday is on the weekend or over the summer, students can select a day on their own but must first notify the teacher. In order to prevent hurt feelings, birthday invitations are not to be distributed at school unless each student is invited (all boys or all girls depending on the sex of the birthday child).

Due to the distraction, hurt feelings, and allergies caused by the delivery of balloons and flowers at school as gifts, we ask that parents not have these delivered to school. If you would like to bring in a special treat, we ask that you remain with your child and provide all napkins, plates and forks and also remain behind to assist with clean up. Please keep in mind that many of our students have allergies to peanuts, certain dyes and these treats could cause an allergic reaction. Therefore if you plan to bring in a treat, please contact your child's teacher so that she may communicate this information to you.

BULLYING/HARASSMENT

No Harassment/It's Board Policy

As reflected in the TPS Policy on Hazing and Bullying (April, 2012) the

Toledo Board of Education is committed to providing all students and staff with a safe and supportive school environment, free from any form of harassment. Members of the school community are expected to treat each other with mutual respect. The prohibition against hazing, harassment, intimidation or bullying is publicized in our student handbook and in the publications that set the standard of conduct for schools and students in the District.

The Board in conjunction with Grove Patterson Academy will not tolerate harassment in any form on school property or at school-sponsored activities. Harassing, hazing, intimidating and/or bullying behavior by any student/school personnel is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation and/or bullying means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school provided transportation or at any official school bus stop.

What is 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 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(emotionally), or electronically

- Has profound impacts on the school climate and safety

What is harassment?

Harassment includes actions that create an intimidating, hostile, offensive, threatening or abusive environment. These actions, activities or comments can impede a student's ability and opportunity to learn, and to grow into a confident, healthy individual. Harassment can also impede an adult's ability to be nurturing, to work effectively and efficiently, and to present a positive model to students.

What should I do if I think I am being bullied or harassed?

1. Unless you feel that you are in physical or emotional danger, ask the person(s) to stop the behavior because it is offensive, unwanted, etc. If you are fearful, contact the nearest school official, or report the incident to the Principal.
2. Create a bully report through the bully report box near the main office. Bullying must be reported for the school to address the problem. This box is checked every other day by the school counselor and all reports are reported to the principal.
3. Report the activity via the school website on the link provided.
4. Have your parent make a record of the incident, and whether and when you asked the person to stop.
5. Tell your teacher and/or file a complaint with the Principal.
6. Tell your parents (and, if you choose, some trusted adult) about the incident.
7. If the harassment continues, contact the Principal and tell your parents.
8. If the problem persists, you or your parents may contact Karen Duncan in the K-12 Office at 419.671.0410 or or the Toledo Public Schools Harassment Committee at 301 Morrison Drive, Toledo, Ohio 43605.

Bullying/Harassment must be reported for the school to address the problem. Grove Patterson Academy has multiple means of reporting these incidents. Report Forms can be obtained from the Bullying Report Box, the classroom teacher, or the office. The completed report form can

be returned by placing it in the locked portion of the Bully Report Box, giving it back to the teacher, or returning it to the office.

If a child believe he/she is being bullied it is his/her responsibility to report the repeated incidents to an administrator or teacher or use the bully box. The school cannot address the problem if no one knows about the problem.

Bullying versus conflict:

Every push, shove, tease, and taunt does not equate to a bully situation. Bullying differs from conflict primarily because “conflict involves antagonism among two or more people. Where as any two people can have a conflict (disagreement or 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 situations, work on anger management and learn proper behavioral responses in sync with the time and place of the conflict.

Below is the Toledo Public School policy on Hazing and Bullying (See Board Policy Manual Section J: JFCF-R)

Hazing, harassment, intimidation or bullying can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;

3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and
 - a. communication technologies and other web-based/online sites (also known as “cyber bullying”),
 - b. such as the following:

posting slurs on web sites, social networking sites, blogs or personal online journals; sending abusive or threatening e-mails, web site postings or comments and instant messages, using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students. excluding others from an online group by falsely reporting them for inappropriate language to Internet services providers; violence within a dating relationship.

When evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Teachers and Other School Staff

Teachers and other school staff who witness acts of harassment, hazing, intimidation and/or bullying, as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing harassment, intimidation and/or bullying promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an

informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

Complaints

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation or bullying. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and or/bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous

complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, hazing, intimidation and/or bullying.

Report to the Parent or Guardian of the Perpetrator

If, after the investigation, acts of harassment, intimidation and bullying by a specific student are verified, the building principal/designee notifies the parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Reports to the Victim and His/hers Parent or Guardian

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

Notice of Nondiscrimination

Students, parents, employees and others doing business with or performing services for the Toledo Public School District are hereby notified that this school district does not discriminate on the basis of age, race, religion, creed, sex, marital status, socio-economic status, national origin, sexual orientation, gender identity, or disability in admission or access to, or treatment in, its programs and activities.

BUS TRANSPORTATION

Yellow Bus Transportation:

Transportation is provided only to those students that reside 1 mile from

Grove Patterson Academy and reside within the TPS School district.

Bus transportation is also provided to students whose Individualized Education Plan (IEP) determines they require transportation. Bus rules and expectations are defined by transportation through each Bus Driver and the school. In order that our school can provide all the students with a safe and orderly means of transportation, we must insist that you observe the following standards of conduct. Failure to comply with bus rules can result in suspension from the bus and/or school discipline.

1. Students are to obey and cooperate with the line leaders and guards.
2. Students are to walk directly and slowly to the bus line.
3. Students are to board the bus in an orderly manner.
4. Students are to stay in your seat until you get to your assigned stop.
5. Students are to use a quiet voice at all times.
6. Do not extend your hands, elbows or head through the windows, throw or pass objects to someone
7. outside the bus.
8. No eating or drinking on the bus.
9. Students will respect the property of others.
10. Students are to obey the driver's instructions at all times.
11. When it is necessary to cross the street upon boarding or leaving the bus, walk at least five giant steps from the bus, and wait until given a signal by the driver that it is safe to cross.
12. A note is required if a bus student is not to ride the bus home, or is to get off the bus at a place other than home. (All notes must be cleared through the office.)
13. All students will be instructed on bus safety and be required to participate in emergency bus evacuations at least twice during the school year.
14. you will be meeting.

All children will receive a bus safety orientation program at the beginning of the year and the beginning of the 2nd Semester to review child bus safety guidelines. Parents and students will be expected to sign an agreement indicating they acknowledge receipt of the

information. If a child is reported for violating bus rules, the following disciplinary action(s) will take place.

First Offense: A warning to the student with a report to the parents. It is hoped that the parents will help to prevent a re-occurrence. Assignment to a specific seat, possible detention and other in-school discipline depending on the seriousness of the infractions and a report to parents.

2nd Offense/Subsequent Offenses: Automatic suspension of riding privileges-1 week removal from the bus.

3rd Offense/Subsequent Offenses: Automatic suspension of riding privileges for one month.

4th Offense/Subsequent Offenses: -Removal from the bus for the remainder of the school year.

Bus cameras do exist on most busses and are pulled randomly to review bus behavior. Please note that a student who does not comply with the above rules may be denied bus privileges. If you have any questions you may contact the school at 419-671-3350 or contact Toledo Public Schools Transportation Department at 419-671-8541.

CAFETERIA

Students are expected to clean-up after themselves and assist as needed in order to keep Grove Patterson Academy clean and beautiful. Therefore the following is expected of all of our students:

1. Enter and leave the cafeteria in a quiet and orderly fashion.
2. Light out indicates silence.
3. Students are to stay in their assigned seats/in the cafeteria unless instructed otherwise by an adult.
4. All school rules and policies apply in the cafeteria.

Food Service/Lunch

Breakfast and hot lunches are served daily. The menu varies each day and is posted on the Grove Patterson PTO website monthly.

- The cost for breakfast and lunch is ***FREE*** for all elementary students in Toledo Public Schools.
- Ala Carte Menu items will be served at the discretion of the Food Service Manager. Menu costs will be sent home once determined.

Each breakfast and lunch is nutritionally balanced and is served in adequate amounts to supply students with the energy needed for the rest of the school day. Our food service department determines the daily menus for our school breakfast and lunch programs. We encourage your child to try new things to eat, but no child is ever forced to have a clean tray or eat foods they do not like. During the last 5 minutes of lunch the cafeteria lights are turned out and each student is expected to (1.) Stop Eating (2.) Remain Silent (3.) Put heads on table. The last 5 minutes of each lunch hour is used to clean up the cafeteria and to return students to an instructional mode. Therefore it is imperative that all students finish eating in the 25 minutes that are allotted each day.

CANCELLATION OF SCHOOL

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 determine 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.

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. The school board and administrators are aware of the hardships that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

On days when the weather is threatening, DO NOT CALL THE SCHOOL! Be sure to listen to the news in the morning before sending

your children out the door. If there is a two hour delay, NO ONE will be in the office at Grove Patterson Academy until 9:45 a.m. You may find information on any local television station or radio. Many stations offer mobile alerts or email alerts that will send an email or text message directly to your cell phone. Information will also be posted on the TPS Proud Facebook page, our GPA Facebook page and other social media outlets.

Weather and other Emergencies

Grove Patterson Academy 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. We are concerned about sending children home in cases of storms or other emergencies before the school day is over. Please make arrangements for such emergencies including:
 1. Prior to early dismissals due to weather, please inform the school where your child should go if school is dismissed early for emergencies.
 2. Instruct relatives, friends, or neighbors at whose house you expect your child to stop.
 3. Instruct older brothers, sisters, or friend's children to take custody of the younger child whether in town or on the bus route.

The United States Government sponsors a website **www.ready.gov** that helps you develop an Emergency Plan. I encourage every parent to take the time to review the website and be informed. You never know when an emergency situation may occur.

2 Hour Delay

If conditions warrant, a two-hour delay may also be called. In case of a 2 hour delay:

- All busses (yellow) will pick up students two (2) hours after their regularly scheduled pick up time
- Classes will begin two (2) hours after the regularly scheduled starting

time

- There will be NO before-school activities/programs
- There will be NO breakfast served.
- 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 you, your child and our employees.
- Do not call the school. Telephone lines should be kept clear for emergency use.

CODE OF CONDUCT

The Grove Patterson Academy is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the school and the classroom teachers. We expect all students to be well-behaved. Below are the Grove Patterson Academy Guidelines. The GPA Staff along with the Grove Patterson Academy Panel will continue to monitor student conduct.

Behavior Guidelines

If a student has been identified as a behavioral concern the following steps are taken before removal from the Academy is considered.

BEHAVIOR (Per Year)

Two office referrals

Two phone calls home, documented

One written note home

Possible referral to school Intervention Response Team for research based interventions and assistance

After all the above mentioned steps have been completed and behavior does not improve the following steps will take place.

Step 1: Teacher sends home 10 day compliance letter signed by teacher and principal

Step 2: Teacher continues to monitor progress

Step 3: After 10 days the student is either in compliance or not in compliance. If a student is in compliance, the teacher sends home a letter and continues to monitor behavior. If a student is NOT in compliance, the teacher refers the student to the Parent Panel.

Step 4: Teacher completes GPA Panel Referral Form and submits to Principal

Step 5: Principal sends out letter to parent(s) requesting a Mandatory hearing through Panel.

Step 6: Panel meets with teacher, student and parents

Step 7: Panel makes a decision/recommendation

Note:

*If a student passes the 10 days after an initial letter is sent, the student may be referred again at any time.

*Two suspensions is presumptive cause for return to home school.

*Serious offenses may be immediately referred to the G.P.A. Panel.

COMPUTERS

All students at Grove Patterson Academy 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 education 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.

I-Ready/Zearn

The district provides to all students in grades K-8 a no cost Computer Based Program called I-Ready. I-Ready is used during the instructional year in Reading and Math. The expectation is students complete 1-2 lessons per week, get on during school for 30-45 minutes and receive 80% mastery. This is required for all students and is not optional.

Students in grades 1-5 are required to complete Zearn and select students in grades 6-8 will also be required to complete Zearn Lessons for additional support and/or enrichment.

COMMUNICATION

The Academy believes it is extremely important to have a strong line of communication between school and home. We have multiple methods to keep these lines of communication strong.

Principal

If you ever have any specific questions or concerns, please do not hesitate to contact the school to speak to the principal, Mrs. Herneika L. Johnson (hjohnson@tps.org)

Classroom Teacher

We make every attempt to have an “open door” policy at Grove Patterson Academy. However, in order to ensure that all students are receiving the maximum amount of educational experiences we can provide, it is not always possible to just stop by to visit the classroom or assist the teacher. Please understand that this creates an interruption to the classroom and the educational environment. As the teacher is responsible for all of the children in the class, it is very difficult to have a conversation with a parent and supervise the students at the same time. If you would like to speak to the teacher regarding your students, please write a note, or call/email your child’s teachers to do so. Additionally, please be considerate of our teacher’s time/family obligations.

Staff

An email directory of all staff members is located on the Grove Patterson Academy website. Once a message is given staff members should return your call within 24 hours. If you do not receive a return call or responses please notify the school office.

*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, we ask that you write a note or call the school as a follow up.

Newsletters

All newsletters are submitted to you via email or posted on our Grove Patterson Academy website. It is extremely important that you “Stay Connected” and sign up for text alerts and email messaging. It is important that you read these items in order to be informed about school events.

STAY CONNECTED WITH GROVE PATTERSON ACADEMY

Website: www.grovepattersonpto.org

Facebook: www.facebook.com/GrovePattersonPTO

Twitter: Follow @GrovePatt_PTO or @GPATPS

Text Alerts: Text @gpapto to 419.386.2756

Change of Address or Telephone

It is very important that every student maintain an up-to-date address, telephone number and email address record at the school office. You can notify the school immediately if any of this information changes during the school year, or if you change places of employment. You can also update this information via parent portal.

CONFERENCES AND REPORT CARDS

Elementary Parent/Teacher Conferences will be held in October of each school year. Attendance by a parent is required as part of the expectations at Grove Patterson Academy (See GPA Parent Agreement) Parents may also request a conference with their child’s teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

We will also offer a second set of conferences in mid February. These are by invitation or parent request only.

Formal parent/teacher conferences are scheduled twice 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-Conferences

- 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.
- Kindergarten and Grade 1 classrooms will hold conferences, but will not send home reports for 1st quarter.
- All students in grades K-8 Report Cards will have their grade cards mailed home. IPR (Interim Progress Reports) or Midterms will also be sent home at the conclusion of the 4th week of each quarter.
- For K-6th grade students only they will receive in addition to the electronic grade card a hard copy of their Success for All Reading Grade Card each quarter.
- Carefully review your child’s progress and contact the school if you have questions regarding grades.

MARKING SYSTEM

ACHIEVEMENT

A+ = 100-96%

A = 95-94%

Marking Key: Behavior and Work Habits/Effort

= Outstanding

S= Satisfactory

U= Unsatisfactory

I=Improvement Shown

A-	=	93%
B+	=	92-91%
B	=	90-87%
B-	=	85-84%
C+	=	84-83%
C	=	82-75%
D	=	74-73%
D+	=	72-71%
D	=	70-67%
D-	=	66-65%
F	=	64% and below

Grading Scale Kindergarten Only

★ Outstanding

S Satisfactory

U Unsatisfactory

Progress Scale 1st-5th Grade

+ Mastered

Student consistently displays an understanding of the concepts or behaviors.

✓ Developing

Student is working toward an understanding of the concepts or behaviors.

- Not Mastered

Student has not yet demonstrated an understanding of the concepts or behaviors.

☐ or a blank space

Student not assessed this quarter.

Retention Guidelines for Success for All

Kindergarten

A student may be retained when he/she has not successfully completed the kindergarten requirements as mandated by the State. Successful completion means that they will have received satisfactory in 70% of the areas listed on the Kindergarten Progress Report.

Grade 1

A student may be retained for having received an “F” average for two quarters in Math and Language. In Reading, a student may be retained for assessing as follows on the 8-week assessments.

1st Qtr.-below lesson 11/passage/level 3

2nd Qtr. - below lesson 21/passage/level 5

3rd Qtr.-below lesson 32/passage/level 7

4th Qtr.-passage/level 9

SFA Roots Marking System

E-Emergent (signifies beginning skills)

D-Developing (signifies progress in skills)

S-Secure (signifies mastery of skills)

Grades 2 and 3

Students may be retained for having received a failing, or unsatisfactory grade*, or an “F” average for two quarters in:

1. Reading and Math
2. Reading or Math and Language
3. Reading or math, and unsatisfactory achievement in Science/Health
4. Reading or Math, and unsatisfactory achievement in Social Studies
5. Language and Unsatisfactory Achievement in Social Studies and Science/Health

A student in Grade 3 may also be retained for non meeting the requirements of the Third Grade Reading Guarantee as defined by the State of Ohio. Grade 3 teachers will hold an informational meeting on **in September** to review the requirements. Please ensure you are present during this meeting. This date is subject to change and notification will be sent home and distributed on our Social Media Sites.

Grades 4, 5,6,7,8

Students may be retained for having received a failing or unsatisfactory grade* or an “F” average for two quarters in:

1. Reading and Math
2. Reading or Math, and Language
3. Reading or Math, and Social Studies
4. Reading or Math, Science and Health
5. Language, Social Studies, and Science/Health

Success for All defines an unsatisfactory grade in reading as;

- Students who are reading more than a year behind grade level, regardless of the
- grade earned; or
- Students who earn a D or F in reading for two quarters; or
- Students who earn an E in Roots for two quarters

Note: Any student who is retained is not guaranteed a reserved space at Grove Patterson for the subsequent school year. Unless space becomes available, a student may have to transfer to his/her home school until a spot becomes available. Notification will be provided to the parent if/when this occurs.

COUNSELING SERVICES

Our elementary school guidance counselor, Ardelia Shuler-Freeman, is available to meet 5 days a week with students, parents, and teachers. The counselor helps in the development of academic, personal, and social growth of the students and meets with students in classrooms, small groups, and on an individual basis.

Our guidance is here to help children:

Understand themselves and others

To prevent problems from developing

To identify children with special needs

To provide crisis intervention

To develop personalized programs for students
To provide guidance related information and activities
To coordinate or facilitate efforts of the psychologist, social workers, parents and other caregivers, teachers, students and administration.
Parents and other caregivers are encouraged to call the counselor with any questions or concerns they have about their child, as well as any parenting questions or concerns they may have.

DROP OFF POLICY

No items can be dropped off at the school. This includes lunches, shoes, homework etc. We are attempting to decrease the amount of instructional time lost by calling and interrupting class. We understand emergencies occur, however every attempt should be made to ensure your child has all items needed before they are dropped off at school.

EARLY HIGH SCHOOL OPPORTUNITY (EHSO)

Early High School Opportunity or EHSO as it is commonly called is a TPS program offered to eligible 7th and 8th grade TPS students. Students enrolled in EHSO can earn 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

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.

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

ELECTRONIC DEVICE POLICY

Electronic Device Policy Revised June 2015

Toledo Public School Board of Education has changed their policy on cell phones and electronics in the buildings. Nonetheless The Academy has instituted its own policy regarding this matter.

Unacceptable Items Brought to School

Radios, cell phones, CDs and CD players, I-Pods, MP3 players, purses, makeup, jewelry, cameras, toys, computer games, weapons of any kind and large amounts of money are unacceptable items. Please note that these items will be confiscated and may not be returned unless a parent/guardian picks the item up. It is best to keep these things at home. We know that there are days when children are asked to bring things for show and tell. These will be kept to a minimum and parents will be notified.

Cell Phones: We understand and recognize that oftentimes a student needs to communicate with a parent for safety and security after school hours. Therefore we ask that BEFORE a student enters the building all electronic devices are turned off and placed in book bags. The school will confiscate it if we “hear it or see it”. If a student is found to have a cell phone we will implement the following policy:

Any cell phone will be confiscated upon request and given to the building principal. The cell phone must be picked up by a Parent/Guardian only. The staff member who confiscates the phone must contact the parent before the close of school.

Continued violation of the cell phone policy may result in additional disciplinary action. Grove Patterson Academy will not be responsible for any lost or stolen phones.

EMERGENCY DRILLS

Fire Drills are conducted a minimum of 9 times during the year and tornado drills are conducted at least twice each year. For fire drills each class has an escape route to an outside area a safe distance from the building.

During Tornado drills each classroom goes to a designated area within the building. Children are moved to these designated areas in a safe, quiet and orderly manner.

Lock Down drills are conducted at least once annually by Toledo Public School in conjunction with the Toledo Police Department. Information will be sent out to each family via letter and via all call if an actual lock down drill must take place outside the annual drill.

Planning ahead is important for emergency situations. At The Grove Patterson Academy we have developed an emergency evacuation plan

that will be implemented in emergency situations. In an actual emergency, students may be forced out of the school quickly without jackets, hats, boots, or mittens. Having a pre-arranged location and plan available will do several things to reduce the trauma of an emergency evacuation.

The emergency plan will proceed with the following steps:

1. The school building will be evacuated as soon as the emergency situation occurs such as: fire, bomb, threat etc.
2. Students will be escorted by staff members to emergency locations.
3. District administration and local emergency responders will be advised of the emergency situation.
4. Students will be assembled at the first available emergency location
5. Bus transportation will be arranged through the district transportation director's office.
6. Parents will be able to pick up students in person.
7. Students will be released only to someone designated by the parent/guardian and the person must show identification.

FIELD TRIPS and IN SCHOOL EDUCATIONAL EXPERIENCES

Field trips and educational experiences are planned around specific educational objectives related to the school curriculum. Appropriate preparation and follow-up to ensure maximum utilization of the experience for learning is expected. School staff is expected to let parents/guardians know in advance the reasoning for a student to not participate in any school field trip. All expectations to attend the field trip must be placed in writing to the parent/guardian 2 weeks prior to the date of the trip. The parent/guardian must sign these expectations as acknowledgment of understanding. If a parent/guardian does not provide a signature, the student will not be allowed to attend the trip.

Before deciding on any trip or educational experiences, the teacher, school principal and transformational leader will weigh anticipated educational outcomes against such factors as expenses, loss of class time, safety and availability of adequate supervision. The school must provide

for adequate supervision.

Please note, due to the nature of chaperoning and helping supervise students; younger children/siblings are not able to attend in order for you to give your group your full attention and enjoy the time with your child and his/her classmates. Emergency Medical Authorization forms must be on file in order to participate.

FOREIGN LANGUAGE

Students will receive (1) High School Foreign Language Credit if the following criteria are met:

1. Students must have attended GPA for their entire 7th & 8th grade years (8 grading periods) and took the same foreign language both years. (Students who have <8 grading periods do not receive credit, For example, students who enrolled during the 2nd quarter of their 7th grade year or later do not receive credit since they have less than 8 grading periods.)
2. Students must maintain a grade of C or above for all grading periods in their 7th & 8th grade years to earn credit. (8 quarters) If a student received a grade of C- or lower for any grading period in the two year span, they do not receive high school credit.

Eligible students will receive a Passing grade, (P) and have 1.0 credits attempted and 1.0 credits earned reflected on their transcripts. These grades will not be calculated in the students' high school grade point average. Students who do not meet the criteria do not receive High School Credit and will not have anything entered on their high school transcript record in Sungard.

Students who are taking Foreign Language (currently Spanish) at GPA are not to enroll in the same Foreign Language EHSO class.

FUNDRAISING (STUDENT)

Grove Patterson Academy participates in various fundraising activities throughout the school year to support the variety of school events. PTO sponsors a Fall and Spring Fundraiser activity every year. We also

support multiple charities such as the Susan G. Komen Foundation in September, The R House in October, American Heart Association in February and the Leukemia and Lymphoma Society in April/May. Individual fundraising that is not part of a school sponsored event is not permitted during the school day. Parents and families also have the opportunity to help raise money for the school through additional methods. See below for additional information.

BOX TOPS FOR EDUCATION

Box Tops is a unique way to earn money. We have multiple contests throughout the year to collect them. Box Tops are found on some of your favorite products you find in the grocery store. Cut them out from each package and send them into the school. Please make sure they are not expired. You may contact Kara Houser at khouser@tps.org for additional information.

KROGER COMMUNITY REWARDS

Kroger rewards makes fund-raising easy! All you have to do is shop at Krogers and swipe your Plus Card! You can find the link on our website to sign-up. All participants must re-enroll each year to continue earning awards during the coming year.

HEALTH/ILLNESS/INJURY

For students to optimally participate in their educational program, the child needs to be at their highest level of wellness. Students need to be protected from communicable illness while attending school. Teachers and support personnel will attempt to detect early signs of illness. In case of illness or injury the school nurse or a member of the school staff will care for a student temporarily they will be monitored for fever, appetite, and observed for further signs of illness and the parent/guardian will be notified concerning the illness, the need for medical care, and the need to remove the student temporarily from the school. Please respond to this request promptly to ensure minimal exposure of other students.

If emergency medical treatment is necessary the parents will be contacted. If parents are not available the student will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the students' family doctor must be current and on file at the school. By adhering to this policy for your child and all students, we can help protect students from communicable illness.

Medications

(All Medications must be kept in the school office)

Children are never allowed to bring allergy, pain, headache, cold medication, cough drops or breathing machines of any kind to school. A parent or approved family member may come to school and administer said items. Over the counter drugs may be administered to pupils with written parental consent. Medicine must be in the original container labeled with the student's name, name of medicine, time of administration and dosage, and turned into the office immediately upon arrival at school.

Prescription drugs may also be administered to pupils with written instructions from a physician, dentist or podiatrist. It should also be sent in a properly labeled container including the student's name, name of medicine, time of administration and dosage, name of physician, name and address of pharmacy and date of prescription. Please note that children will only receive medicine if the nurses' office has appropriate paperwork on file. Also, no child is to ever share their medicine, inhalers, etc. with anyone else; including their siblings. This is not allowed. All children with inhalers may keep the inhaler on their person AFTER they have provided the school with the proper paperwork.

We will NOT dispense improperly or unlabeled medication. It will be returned with your child at the end of the day. If medication is to be given more than one day you may request a second container from your pharmacy. Then the medication can be kept at school until done rather than send the medication back and forth each day. If medication is to be

administered three times a day, we urge parents to try to schedule it at home before school, immediately after school and at bedtime.

(Note: Toledo Public Schools views cough drops as over-the-counter medication. Therefore in case a student needs one a TPS Medication Form would have to be filled out by the Doctor and signed by a parent for utilization in school. Students can only use them in the Nurse's Office)

Illness Guidelines: The following conditions should be given serious consideration. Any child with these conditions should not be sent to school, and will be sent home if these occur at school:

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; skin rash with multiple lesions(scabies, chicken pox, measles, impetigo, ringworm).

Emergency Medical Authorization Forms:

- Each child must have an Emergency Medical Authorization Form completed via Parent Portal each 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 contact 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 (ORC3313.67 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 4th 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

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.

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

Medications 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 an elementary student.

Our school nurse acts as the liaison between school, home, parents and doctors. Inform the nurse about any medical conditions, including allergies or of any medications or changes in meds throughout the year. This year our school nurse is Nurse Beth. Nurse Beth will be here every day during regular school hours.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can assist their child/ren by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

GPA HOMEWORK Policy- **HOMEWORK (Per Month)**

(SFA Homework is exclusive of all other Homework. SFA follows the same procedures with the exception of Step 4.)

Step 1: One missed assignment: Student receives a Verbal reminder from Teacher

Step 2: Second missed assignment: Teacher makes a documented phone call home

Step 3: Third missed assignment: Note sent home by classroom teacher signed and returned by parent

Step 4: Fourth missed assignment: Teacher sends home 10 day compliance letter signed by teacher and principal

Step 5: After 10 days student is either in compliance or not in compliance. If a student is in Compliance teacher sends home Letter and continues to monitor homework compliance rates. If a student is NOT in Compliance teacher refers student to Panel.

Step 6: Teacher Completes GPA Panel Referral Form and submits to Principal

Step 7: Principal sends out letter to parent(s) requesting a Mandatory hearing through Panel.

Step 8: Panel Meets with teacher, student and parents

Step 9: Panel makes a decision/recommendation

SFA ONLY (K-6 only) (Per 8 week time frame)

Step 1: One missed assignment: Student receives a Verbal reminder from Teacher

Step 2: Second missed assignment: Teacher makes a documented phone call home or SFA Form letter sent home, signed, and returned.

Step 3: Third missed assignment: Phone call home and SFA Form letter sent home by USPS mail, signed, and returned by parent. If parent does not return letter, an additional call will be made to follow up receipt of letter. Note sent home by classroom teacher must be signed and returned by parent

Step 4: Student is referred to Family Support Team for a meeting with student 5th-6th grade, K-4th grade students a meeting is held with parent and student.

Step 5: Family Support Team assists students/parents with a system of success and supports.

Step 6: Student is monitored by Family Support Team. Family Support Team determines with the teacher if and when a referral should be made to the GPA Panel.

Family Support Team Referrals are made on a Quarterly Basis

LIBRARY

Please help your student keep track of their library books if they come home. While Grove Patterson Academy does not charge for overdue daily fines for unreturned books like a public library, we do charge a replacement cost if a book is lost or misplaced.

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 AND FOUND

The Lost and Found is located in the Main Office near the Nurse. All items that are not picked up each quarter will be donated to a local charity. Please remember to label all of your child's items so if they are misplaced they can be returned to their rightful owner.

PARENT AGREEMENT

GPA has a Parent Agreement, which all parents must sign and agree to for each child that attends Grove Patterson Academy. Both the parents and the child must adhere to all items listed; or the child's position will be in jeopardy and may result in their return to the home school. This agreement must be signed yearly and a copy kept on file in your child's homeroom class.

_____ Attending a minimum of one (1) parent/teacher conference per year (Virtual or In-Person)

- It is expected that teachers and parents will contact each other whenever the child's interest requires discussion and collaboration.

_____ Volunteering a minimum of ten (10) hours per year in school related activities

- 5 hours must be completed on campus other times may be completed outside of school hours or donations.

_____ Supporting the adopted discipline code for Toledo Public Schools and Grove Patterson Academy

- Student conduct conducive to a learning environment is expected of all students.
- It is expected that the Parent and Student review a copy of the GPA Parent/Student Handbook.

_____ Ensuring the best possible student attendance

- Students are expected to be in school and on time every day and remain the entire length of the school day.

_____ Providing time and support for completion of school and homework assignments at home

- Time expectations will vary depending upon the nature of the assignment ranging from 20 minutes in Kindergarten to 60 minutes in grade six and 90 minutes in grade eight.

_____ Providing a daily parent signature on all Read and Respond Homework Assignments for grades K-6 and daily reviewing my child's Assignment Book, Parent Portal or Google Classroom.

Testing (Diagnostic and Achievement)

I agree to all testing, such as diagnostic tests, screenings, or achievement tests as needed to identify any deficient areas of learning, which may impede the success of my child's learning process.

Parents understand that the Grove Patterson Academy Panel will monitor and enforce this agreement and that failure to fulfill the above commitments will result in the removal of their child from the Academy. If you disagree with your child adhering to any of these commitments, we understand that Grove Patterson Academy is not the place for your child and necessary arrangements will be made to secure placement in your neighborhood school.

PARENT DRIVERS

Parent Drivers are discouraged through the Board of Education. Nonetheless if you are planning to attend a field trip that will need to utilize parent drivers you will be required to complete a Background check. This will be at no cost to the parent and will be completed through Partner's in Education. Parents will also be required to submit a copy of their driver's license and current Insurance Information prior to leaving school grounds. Forms are available in the Main Office.

PARENT PANEL

The GPA Parent Panel works with the student, family and teacher to address teacher concerns related to academics, attendance, and/or behavioral issues. By working together, it is the goal of the GPA Panel to offer solutions to student achievement early-on as concerns arise. The commitment to the Parent Agreement is monitored and enforced by the GPA Panel. Members of the Grove Patterson Academy Panel consist of the Principal (non-voting member), three current GPA parents, a Teacher Representative and a community member, preferably an attorney with no ties to GPA.

PARENT TEACHER ORGANIZATION

The Grove Patterson Academy PTO has been involved in improving our

school. All parents are encouraged to become active participants. Membership into the Grove Patterson Academy PTO is open to all Parents/Guardians of a GPA student, Teachers and Staff. Family memberships are \$10.00 and a single membership is \$5.00 for one school year!

PTO meetings will be held in the school cafeteria at 6:15 pm the first Thursday of every month. The Purpose of the Grove Patterson Academy PTO is to provide a forum for Parents, Teachers and Staff to work together to improve and sustain the educational opportunity available at GPA!

Board Policy Link:

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

PHYSICAL EDUCATION

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

SUCCESS FOR ALL READING PROGRAM

The American Institute of Research published a student of the twenty-four most widely used school reform models. Of these twenty-four models, only three have valid evidence that they make a positive difference in student achievement, one being Success for All (SFA) Reading Program. The SFA Reading Program is implemented school wide for grades 1-6. SFA begins 8:25-9:55 a.m. daily.

Read & Respond Homework

Research indicates that nightly reading establishes a routine that promotes a lifelong habit of reading. Thus as a part of our Success for All Reading Program nightly reading is a requirement. ***A parent signature (or that of a listener 18 years or older) is required of every***

student in grades K-6.

All criteria listed below must be completed to receive credit for Read and Respond homework.

If you are unsure where your child is identified please contact your child's teacher.

- Kindergarten-Reading homework is 4 nights a week, Monday-Thursday
- *Kindergarten students need to read the whole Shared Story out loud, one time, to an adult listener each night. Then, the student needs to complete the daily activity on the Read and Respond sheet. Upon completion, the adult listener signs the form.*

Roots-(The Majority of Grades 1-2)

Read & Respond homework 5 nights a week, Monday-Friday

Shared Stories 4-37-Roots students need to complete a short homework assignment as described on the Read & Respond sheet. Additionally, students are required to read aloud to an adult listener their whole Share Story to practice reading skills learned in class.

Shared Stories 38-48-Roots students need to read aloud for 20 minutes a night to an adult listener. If there is time remaining after reading through the whole Shared Story, the child may read from another book to finish out the time. Additionally, students need to write sentences on the back of their R & R paper that tells about the story they read.

Wings (Generally Grades 3 and up. Includes some Grade 2 students)

Read & Respond homework is 4 nights a week, Monday-Thursday.

Wings students need to read aloud to an adult listener throughout the 20 minutes. The adult listener will support fluent reading and written summaries of nightly reading. Some Wings students have excellent fluency and their reading teacher will let parents of those students know, in writing, if a student may be reading silently for part of the time. Wings students must complete Book Clubs each quarter. It would be good planning for students to choose a book for Read and Respond that will then be used for their Book Club.

Sometimes, due to inclement weather, school is unexpectedly canceled or delayed. Students are still responsible for R & R homework for evenings surrounding “snow days.”

At no time are students excused from handing in their Read and Respond Homework. Homework must be turned-in on time and with a parent signature to be counted. If a student misses 4 Read and Responds in one month, their name will be submitted to the Family Support Team, the team will meet with the child and his/her parents will be notified.

Read and Respond Homework Incentives are planned at the end of each quarter for students that have completed 100% Read and Respond assignments. This includes parent signatures. Incentives can include field trips, pizza parties, etc.

Students are expected to learn the responsibility and routine of bringing their homework to school.

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.

TITLE I- Parent’s 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:

- Whether the teacher has met the Ohio teacher licensing criteria

for the grade level and subject areas In which the teacher provides your child instruction.

- Whether the teacher is teaching under an emergency or temporary status that waives state licensing requirements.
- The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
- Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

All requests must be made in writing and should include the following information: Student's full name, legal parent/guardian's full name, address, city, state, zip code and teacher's name. Your request can be sent to the Toledo Board of Education, Human Resources Department, 301 Morrison Drive, Toledo OH 43605.

VISITS/VISITORS

Parents are welcome to visit school. All visitors should enter the building at the front of the building. Please press the buzzer to enter the school. All visitors should immediately go to the office and sign in with the school secretary and receive a visitor's pass. Short visits of one hour or less are usually appropriate for elementary-age students. Please notify your child's teacher at least 24 hours in advance if you plan to visit the classroom for an extended period of time or to hold a meeting. Younger brothers or sisters are NOT allowed to visit school unless accompanied by their parents. If you plan to eat lunch with your child please sign in at the office. Remember the first two and the last weeks are generally not the best times to visit classes.

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.

District Policy (KK) on Visitors to the Schools

To maintain the safety of students and staff and to ensure that no unauthorized person 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, principal 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 person from entering District buildings and loitering on the grounds.

VOLUNTEERS

District Policy (IICC)

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 students 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. School bus transportation is provided for all officially approved transportation requests to and from student activities. The use of private vehicles for transportation of students, volunteers, teachers and other employees to and from student activities is discouraged. If the need arises, transportation by private vehicles is permitted only if previously approved by the appropriate administrator.

If it is necessary to use private vehicles by non-employees to transport students, evidence must be presented to the appropriate administrator that the vehicle and driver are covered for liability, medical payments, physical damage and uninsured motorist liability. In addition, to parent volunteers Grove Patterson Academy also has a business partnership with Medical Mutual of Ohio.

VOLUNTEER HOURS (GPA Agreement)

Ten (10) hours-per year of volunteer time are part of our Grove Patterson

Academy program. These hours may include but are not limited to: Lunch hour helper, PTO meetings, Classroom helper (with Teacher Agreement), field trip driver, special event assistant-to name, classroom/building donations. Failure to complete 10 hours per year could cause your child to be returned to his/her home school. It is the parent's responsibility to record their volunteer hours in the MobileServe App.

WELLNESS POLICY

Toledo Public Schools adopted a wellness policy in 2006. Grove Patterson Academy and its staff support the district adopted wellness policy in its entirety. A copy of the wellness policy can be viewed and printed at www.tps.org under District Programs.

Sharing of Foods and Beverages

Given concerns about allergies and other restrictions on some children's diets, students are NOT permitted to share food or beverages of any sort in the cafeteria. We take this very seriously and students caught sharing will be dealt with accordingly. Please speak with your child on the importance of not sharing food.