



Toledo School for the Arts
2017-2018 Teacher Handbook

333 14th Street
Toledo, Ohio 43604
School Telephone: (419) 246-8732
School Fax: (419) 244-3979
www.ts4arts.org

Director: Dr. Douglas Mead – dmead@ts4arts.org
Principal: Michelle Hiser – mhiser@ts4arts.org
Dean of Students: India Springs – isprings@ts4arts.org
Student Services Coordinator: Loretta Coil – lcoil@ts4arts.org
Artistic Director: David Saygers – dsaygers@ts4arts.org
Assistant Artistic Director: Letha Ferguson – lferguson@ts4arts.org

Middle School Office: (419) 246-8732 x422
High School Office: 419-246-8732 x400
Guidance Office: (419) 246-8732 x300
Ticket & Events Office: (419) 246-8732 x226

TSA Mission Statement

Toledo School for the Arts fulfills every student's intellectual, ethical, social, emotional and physical potential by integrating an unsurpassed arts curriculum with superior college preparatory academic programs to prepare life-long learners with a passion for the arts, respect for others, and an active commitment to diversity and the community.

Welcome to Toledo School for the Arts [TSA]. We are very excited to have you join the TSA community. We have assembled this Teacher Handbook as a point of reference especially to help our new teachers transition into this amazing, creative community. If you have any questions, please do not hesitate to ask. Have a wonderful school year!

WHO YA GONNA CALL?

Building Manager: Olaf Gerhardt (419) 508-4295 or olgerhardt@ts4arts.org

Contact Olaf for the following reasons:

- Items are broken in your classroom.
- If you set the alarm off on the weekend.
- If your room is too hot or too cold.
- If you see something broken or defaced in/around the building.
- If you need furniture for your classroom.
- If your light bulbs burn out.

How do I get a hold of Olaf?

Emailing Olaf is the best way for him to create a list of items that need his attention. If it is an emergency, you can call him right away.

Director: Dr. Douglas Mead (dmead@ts4arts.org)

Doug serves as the chief executive officer of the School and is the primary professional advisor to the Board. Doug supervises the administrative team and is responsible for the development, supervision, and operation of all school programs and services. His office is located in the admin area on the first floor.

School Principal: Michelle Hiser (mhiser@ts4arts.org)

Michelle is responsible for oversight of the Academic Department, which includes its teachers, administrative assistants, and related staff. Michelle leads the academic leadership team, which includes the Guidance Department (*Chloe Fairchild and Carlyn Campbell-Johannes*), Student Services Coordinator *Loretta Coil* (Special Education), and the academic Division Leaders (*David Johnson and Ken Burchett*). Her office is located on the third floor.

Artistic Director: David Saygers (dsaygers@ts4arts.org)

TSA prides itself on the amazing performances that we produce throughout the school year. Each year TSA puts on about 130+ performances. It is David's responsibility to oversee the Art Department (*music, theatre, dance, visual art*) including its teachers and all TSA artistic productions. His office is on the 4th floor. He shares that space with the assistant Artistic Director Letha Ferguson.

Development Director: Dave Gierke (dgierke@ts4arts.org)

Charter schools operate mainly on state funds, which equates to approximately 40% less than traditional public schools. The TSA Development Department exists to help close the gap in the yearly budget as well as oversee opportunities for growth of the organization, which includes social enterprise, fundraising, and donor development. In addition to Dave or "Gierke," the Development Team includes *Bethany Urbanski* (Business Manager/Outreach Coordinator), *Doug Adams-Arman* (Major Gifts Officer), *John DuVall* (Annual Giving Manager), *Natalie Gray* (Alumni Relations), and *Leslie Taylor* (Social Enterprise). Dave and his team are located on the first floor in the admin area.

Technology Director: Andy Parsons (aparsons@ts4arts.org)

All of the school's technology needs run through the Technology Department. If you have a tech issue, please email the "Helpdesk" (helpdesk@ts4arts.org). IT Assistant *Rob Meeker* and/or Andy will address your issue as promptly as possible. If you have a simple tech issue, please contact our resident faculty tech gurus: *Mel Prior, Katie Gill, or Ryan Randolph*; they can assist with many of the smaller issues. Both Andy and Rob can be reached the quickest via the Helpdesk or email. Andy's office is located on the first floor across from the First Floor Theatre classroom. Rob's office is located on the second floor next to the Key Bank Computer Lab.

Treasurer: Jamie Lockwood (jlockwood@ts4arts.org)

Jamie is responsible for maintaining the school budgets, club budgets, audits, and financial compliance. All purchase requisitions and financial transactions go through her office. Jamie supervises employees responsible for finance, facilities, and student data and enrollment. The Finance Office is located on the first floor in the admin area. Questions related to payroll, vendors, and/or health insurance would go through the Finance Office.

HR & Diversity Manager: Leah Williams (ldwilliams@ts4arts.org)

Leah coordinates all HR functions for TSA including compliance with school policy and labor/employment laws, employee relations/formal complaints, hiring, personnel record-keeping, employee contracts, and workplace safety training. Leah is also responsible for managing all diversity and inclusion initiatives at TSA. Her office is located on the first floor in the admin area.

Team or Division Leaders: Team/Division leaders provide guidance, support, and representation for their peers. They meet with the Principal and Artistic Director at least once monthly. If you have any issues, concerns, or ideas, please contact the appropriate person below:

High School	Ken Burchett Householder (kburchett@ts4arts.org)
Middle School	David Johnson (djohnson@ts4arts.org)
Art	Miranda Calhoun - <i>EIC Chair</i> (kcalhoun@ts4arts.org)

Resident Educator Coordinator: Katherine Gill (kgill@ts4arts.org)

If you are a new teacher and working through the Resident Educator process, please contact Katherine Gill as soon as possible.

LPDC/License Coordinator: Jennifer Henderson (jhenderson@ts4arts.org)

Please see Jennifer for all LPDC- or Certification-related.

Chain of Command:

Who do I go see if I have an issue? There are times when it is necessary to address an issue that must be resolved. All employees are expected to follow the chain of command and allow the organization time to resolve any issue internally before contacting an external agency. By law, employees reserve the right to contact local and state level agencies if they feel the school has not been responsive to the situation brought forth.

Please be reminded that our community is as good as its communication. We therefore encourage open, honest dialogue, and addressing issues quickly instead of letting them fester and grow toxic to all parties involved and the school community at large. Remember, we are in this TOGETHER!

Step 1: Contact your Direct Supervisor*

Step 2: Contact Human Resources – *Leah Williams*

Step 3: Contact the Director – *Dr. Douglas Mead*

Step 4: Contact the Board President – *Marna Ramnath*

Step 5: Contact the TSA Governing Board

Step 6: Contact your local agencies

Step 7: Contact state level agencies

*If the issue is with your Direct Supervisor, employees have the right to go directly to Human Resources, or Step 2.

GENERAL INFORMATION

How do I get building and classroom access, make copies, get a cup of coffee, etc.?

- **Keys and Fobs:** See Nicki Ruswinkle in the principal's office.
- **Copy Code:** See Jamie Lockwood in the 1st floor admin offices; copiers are available on the 1st, 3rd, and 4th floors.
- **Lounges/Coffee/Fridge/Microwave:** First and Third Floors.
- **Single-User Restrooms:** First Floor Gallery and Hallway; 3rd Floor across from Guidance; **Multiple-User Restrooms** on every floor.
- **Teacher Mailboxes:** Middle School mailboxes located in the 1st floor office; High school mailboxes located in the 4th floor Artistic Office.
- **Cafeteria/Vending Machines:** Located in the Flying Pig Café on the Basement level of the building.
- **Postage Machine:** First floor admin office area.
- **First Aid/Nurse:** See Betsy Ahlers in room 404 on the 4th floor.

What are they talking about?

- **Commonly used terms at TSA** (See Appendix A).

When do I have to arrive at school and when can I leave?

- Report to school no later than **7:40 a.m.**
- You may leave school after **3:15 p.m.**

What is the daily Bell Schedule?

- *Activity Schedules* (See Appendix B)
 - AM/ PM Activity
 - Delay
 - Early Release

Where am I going?

- A tour of the school will be provided at orientation; however, don't be afraid to pop in the nearest classroom or office if you get lost.

How and where do I go to get basic supplies? *Paper, pencils, paper clips, dry erase markers...these items are available in two main locations:*

- On the 1st floor, see Kathi Henry (office 114).
- On the 3rd floor, see Nicki Ruswinkle in the principal's office.

How to get items for class?

- Complete a *Purchase Requisition Form* (Appendix D) for books and materials (obtain from the Finance Office in the 1st Floor admin area)

How can I access the School Calendar? (External - [Website Calendar](#))

- Make sure you look at the school calendar when trying to schedule field trips, events, and/or productions.
- Please be aware that your iPad is connected to the external calendar.

How will I know if school is closed or delayed?

- Check the school calendar for scheduled closings and delays.
- For weather delays and cancellations, administration will announce via email and Schoology as soon as the decision is made. Please note that you should also check with the local news media for information as well. Look for "**Toledo School for the Arts**" and note that we do **NOT** always match Toledo Public Schools.

Who do I call if a student gets sick in my room?

- Call the Nurse – Betsy Ahlers (ext. 404).
- Call an office (1st Floor or Principal's Office). They will call for clean up.

What are some important expectations of TSA teachers?

- **Parent Communication:** We encourage various means of parent communication including email, phone calls, and in-person meetings. Also, be sure to communicate about student success as well as needed areas of academic or behavioral improvement. **NOTE:** If a student earns a D or F, it is vital that you communicate with home and make a comment on the grade card with guidance for how to improve.
- **Curriculum:** TSA integrates art into all content areas. It is our mission to teach students through the creative process. There is an expectation that teachers would do no less than one (1) arts integration per month (or 9 per year). There are three main types of art integrations:
 - **Flying Solo:** You do the research and incorporate the art into the lesson yourself.
 - **Learn from an Art Colleague:** Ask an art colleague to share content or a technique with you then repeat the activity yourself with students.
 - **Collaboration:** Team up with an arts teacher to collaborate on an integrated art and core subject project.
- **Classroom Management:** TSA teachers maintain classrooms that are conducive to learning. Not all classes will look the same; however, the teacher should be able to demonstrate control over the classroom in order to deliver instruction.
- **Late Homework Policy:** TSA has a late homework policy (see Appendix C). If you want to use your own, please have it approved by the principal.
- **Grades:** Grades need to be updated in PowerSchool at least once a week. A week is determined from Thursday morning to Wednesday night. Grade books are in real time for parents and students to see. It is important to maintain accurate record of student grades. Be honest and fair with all students. Give accurate reports as to how the students are progressing through the content.
- **Student Performances:** At TSA, we love to support our students in all aspects of who they are as scholars and artists. Faculty and staff therefore make it a point to attend as many student performances/events as they can throughout the year. An Events Guide will be provided to help you plan to be wowed by your gifted students.

- **Classroom Visits/Peer Observation:** In an effort to learn from one another, it is encouraged that you visit a colleague's classroom at least once monthly. As a rule of thumb, please try to arrange visits at least 24 hours in advance then go share good ideas, learn different approaches, and/or experience learning from the student's perspective. Remember, teamwork and collaboration make the DREAM work!
- **Absences:**
 - **Substitute Binders:** These binders will be provided for you containing BASIC school information. Course specific information should be added to the binder by you before school begins, or at least within the first few weeks to ensure as little interruption to the educational process as possible in the event of an absence.
 - **Calling Off:** If you have to call off, call or text Nicki Ruswinkle (419-297-8495) by 6:00 a.m. so that she can arrange a substitute teacher to cover your classroom. You must also call/ text Michelle Hiser or David Saygers. When reporting an absence, please identify yourself and list the reason for the absence. An **Absence Request Form** must be completed and submitted to Nicki in the Principal's office (317) within 2 days of your return.
 - **Pre-Planned Absences:** (*planned doctor's appointments, personal or professional days, etc.*) Complete an **Absence Request Form** (Appendix F) as soon as you have the necessary information and submit the form to Nicki in the Principal's office for the Principal's approval. The sooner the form is submitted, the more likely it is to be approved and the sooner preparations for the absence can be made.
 - In the event of your absence, class coverage will be provided. If possible, forward lesson plans to Nicki at nruswinkle@ts4arts.org and at least one other teacher in your department.
 - **Personal Leave:** Each full-time employee is given 3 paid personal leave days per year. Personal leave is non-cumulative and will not be carried over to the next year. Employees who are terminated or resign are not paid for unused personal leave. Personal leave days should be requested at least two weeks in advance whenever possible. Sudden emergencies or special opportunities will be considered at the sole discretion of the Director. Personal leave days will not be granted: (a) when adjacent to school holidays; (b) in the first two weeks of the school year; and/or (c) immediately prior to or at the end of a school year.

What do I do in the event of an emergency?

- Fire Drill - You will have a route plan posted in your classroom. Make sure you are familiar with the intended routes.
 - Students should remain quiet as they exit.
 - We all end up in the visitor parking lot.
 - Students are to stand on yellow parking lines in single file and remain silent.
 - Students who talk are to receive an automatic detention.
 - Once in the parking lot, take attendance then send a written note to the admin on duty so we can account for all students.
 - When Admin calls "All Clear," you can re-enter the building.
- Tornado Drill - Again check the posted route.
 - Floors 2, 3, and 4 report to the Pig (cafe).
 - First (1st) floor report to designated areas.
 - Remain quiet until "All Clear" is called by Admin.

I have a technology issue. What do I do?

- **Where do I send student if they forgot their passwords?** Send them to Andy's office or to the Principal's office.
- **Where do I send a student for a new ID?** Email the Helpdesk at helpdesk@ts4arts.org
- **I have a tech issues... what do I do?** Email the Helpdesk at helpdesk@ts4arts.org
- **I have some tech desires...**email Andy Parsons or Rob Meeker.

What is Lunch Duty?

- All TSA Teachers are responsible for lunch duty once a week. You will receive your lunch duty assignment from your direct supervisor. Lunch duty responsibilities include the following:
 - Keep the student calm and orderly.
 - Students are to ask your permission to leave for any reason.
 - Students should remain seated in the lunchroom (Flying Pig Cafe).
 - Students should clean up after themselves.
 - Students are not to leave without being dismissed.
- You need to travel to every table to dismiss the students making sure they have cleaned up all the trash.
- You should bring your lunch down to eat while you are on duty.
- You will be partnered with 1-2 other faculty members. If your partners do not show up, call the Principal's office to find out where they are.
- Students may break out into song, it's okay, it happens sometimes.
- Refer to *Appendix B* for Lunch Schedule.

Are there faculty/staff committees at TSA?

- Yes, each teacher is expected to serve on at least one (1) committee.
- Committee selection will be within the first month of school.
- A list of committees will be given along with a description of the duties of that committee.

How do I set up/run a field trip?

- Field Trip Requests must be submitted at least five (5) days in advance of the trip. Requests will be reviewed at the weekly admin meetings; direct supervisors will communicate field trip approval.
- Two forms are required for each field trip. The first is a *Field Trip Request* form and the second is an *Absence Request* form. A volunteer request form is also available but is only required if you need additional supervision or transportation for your trip. It is very important to include **ALL** information on these form including:
 - Will you need a bus?
 - What periods will you be out of the building?
 - Will you need sub coverage and if so, for which periods?
- If the field trip is beyond school hours, permission slips must be obtained with the following information:
 - The names of all student attendees.
 - Departure and return date.
 - Time and duration of the trip.
 - Purpose of the trip.
 - Parent/Guardian signature(s).
 - An explanation of transportation and/or lodging.

What is LPDC and why is it important?

- LPDC is our Local Professional Development Committee; ***Jennifer Henderson*** is our LPDC Chairperson.
- Your Individual Professional Development Plan or **IPDP** is essential to maintaining your teaching credential.
- Get your PD approved before you complete it or TSA cannot pay for it; don't forget to maintain the appropriate paperwork.

Where can I get the different forms mentioned throughout this handbook?

- *Building Request Forms, Purchase Requisition Forms* or "Green Sheet," *Reimbursement Forms*, and *Absence Request Forms* (see attachments) can be found in the admin offices on the 1st floor.
- **Discipline Forms** can be found in either the 1st or 3rd floor school offices: *Blue slips* and *detention forms* (Appendix E). The Student Handbook can be found online.

Where do I send a student if they lost their lock/ combo, if their lock is broken, if they have the wrong lock, etc.?

- Send them to the first floor office or the 3rd floor Principal's office.

What is Artistic Logistics?

- This is a weekly email that gives you a snapshot of the events that are scheduled for the next two weeks. It will include a list of any students that may be pulled from class for events.
- Please note that this document is fluid and may be subject to change.

Be sure to carefully review the TSA Staff Policies/Handbook available online at <http://ts4arts.org/about-us/school-policies/> - **pay careful attention to our Social Media Policy**. If you have any questions regarding any policy, please contact Leah Williams, HR and Diversity Manager.

Appendix A

GLOSSARY OF TSA TERMS

Flying Pig Music Festival: TSA's staff-driven fundraiser that features entertainment by TSA's own faculty and staff. Tickets are available to TSA parents, but the event is not considered student/child appropriate.

Study Table: An after-school program designed to help students that are struggling in specific content areas. This program runs typically from 3:15-4:15 M-TH. This isn't a tutoring program but rather a homework assistant program lead by the Toledo School for the Arts teachers

Academy 333: Afterschool and weekend classes that are offered to TSA students, families, and the general community.

Activities Moratorium: A period of time around and during important testing at TSA where all non-academic or class-related activities are suspended during the school days. There are no field trips, guest artists or student pullouts allowed during the regular school day.

Activity Schedule: an altered school schedule that allows for large groups of students to attend activities or meetings with minimal class disruption. There is an AM activity schedule and a PM activity schedule that may be used.

Afro-Caribbean Dance & Drum Ensemble: a performing group of dance and drum students from the Ethnic Dance and Advanced Percussion studios, which provides performances in the community and school of primarily African traditions.

Ambassadors: A group of students who provide service to TSA, including school tours, ushering for concerts, and assistance with school events. Membership is open to students who have been enrolled at TSA for one year, with a minimum grade point average of 3.25, and requires a volunteer time commitment.

Artistic Logistics: The weekly document outlining Toledo School for the Arts schedule for the upcoming weeks. It will include rosters for any students being pulled out for field trips, rehearsals or outreach performances the following week. You will typically get it on Friday afternoon.

ARTner: Arts organizations from across the region who support TSA's mission or provide opportunities to TSA students, and with whom TSA participates in joint programs, volunteer opportunities, and arts awareness. A list of TSA's ARTners is included on the TSA website.

Citiscap: A series of concerts that take place around the downtown Toledo area.

Concert Etiquette: A set up guidelines that are recommended for all TSA students in regards to their behavior at all staged performances at TSA and elsewhere.

Dancing with the Staff: TSA's annual fundraiser for dance scholarships where student dancers ask teachers or staff to dance with them for amazing, moving, and often hilarious performances to the delight of the audience!

Dock Dance: Several times during the school year, TSA students are invited to attend a dance, usually after school, in the parking lot located at the loading dock entrance to the school.

Donor: TSA depends on the donations from across the Toledo area. The school has a Development Office that helps to encourage donations of time and money from both within and outside of the school community. For more information on making a donation to TSA visit the school's website.

First Friday: A two-hour celebration of works-in-progress by students held on the first Friday of every month. Potential students and donors are encouraged to attend.

Francis Bacon: TSA's school mascot, the flying pig. When the founders of the school were in discussions about creating an arts school in Toledo, a semi-famous Toledoan said, "There will be an arts school in Toledo when pigs fly." Well, pigs are flying at Toledo School for the Arts!

Free & Reduced Lunch (National School Lunch Program): The National School Lunch Program (NSLP) is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It provides nutritionally balanced, low-cost or free lunches to children each school day.

Friend: A category of donor to TSA, a Friend may provide a monetary donation, purchase an ad in a school program or publication, or provide other assistance to TSA.

Gallery on Third: TSA's smaller art gallery located on the 3rd floor.

GAS: TSA's Guest Artist Series, a series available to our students during rehearsal times for First Friday.

Glass City Steel [GCS]: Toledo School for the Arts' very own steel drum band!

Guidance Galleria: Toledo School for the Arts' Guidance offices.

Hajera: Dancers from the studio of Talina Tolson

Kaleidoscope: Toledo School for the Arts' end of year concert. It's extravagant and includes numbers from all of the performing art studios, as well as Creative Writing students and an art exhibition.

Limitless: Dancers from the studio of Alison Reny

Lock Down: A school lockdown is a procedure that is initiated when school officials believe that there is a credible threat to student and staff safety.

Martin D. Porter Gallery: TSA's very own art gallery located within the building.

O-Rama Day: The yearly student fundraiser for Toledo School for the Arts. Includes Dance-O-Rama, Bowl-O-Rama, Art-O-Rama, and Drama-Rama.

OCC: Owens Community College

One Call: A weekly message sent to TSA families with information about the school schedule and events. There is a phone call as well as a written version, normally sent out on Thursday afternoon.

Outreach: TSA provides student performances throughout the community, to recruit potential students, raise awareness about the school, and provide service to ARTners and other community groups.

Pageant Puppets: The TSA puppet troupe run by Liz Hayes.

Parents' Org: The Parent Organization for Toledo School for the Arts.

PowerSchool: A web-based student information system that provides grade management and viewing for teachers and students alike. Using PowerSchool, teachers are able to record grades and attendance for students to view at home.

Pre-planned Absence Form: Students who will be missing school for a family vacation, medical treatments or other reasons, can notify the school in advance and receive homework and school assignments. A preplanned absence may or may not also be an excused absence, depending on the reason.

Presidents' Council: A group of student organization leaders that meets monthly with TSA Administration.

Schoology: A social networking service and virtual learning environment for K-12 schools and higher education institutions that allows users to create, manage, and share academic content.

Spotlights: TSA's quarterly newsletter.

Steppin' Out: TSA's live and silent auction fundraiser, normally held in March

Studio Orchestra: TSA's advanced level music group consisting of winds and strings.

Studio Winds: TSA's advanced level wind ensemble.

Study Island: A program designed to help students prepare for the Ohio Achievement Assessment. This computer-based program offers students the drill and practice needed to help them be successful on the OAA.

The Attic Theater: The black-box theater located on the fourth floor of the building.

The Dock: The entrance students use at the beginning and end of the day. It is located off the parking lot on Madison Ave.

The Flying Pig Café (The Pig): TSA's cafeteria and meeting space

The Garden: Located off of the parking lot on Madison Ave. and accessed at The Dock or through the Porter Gallery.

The Graffiti Project: Dancers from the studio of Miranda Calhoun.

The Rep: The Toledo Repertoire Theater. May also refer to the Toledo Repertoire's 10th Street Theater

Thespians/Junior Thespians: Members of the International Thespian Society, including students in grades 9-12, and Junior Thespian troupes include students in grades 6-8. There are troupes in more than 4,000 high schools and middle schools.

Ticket Bucks: A card that is available for purchase through the TSA box office. The card is available in various denominations and may be used to purchase tickets for any TSA event.

Timescape Percussion: TSA's advanced percussion ensemble

Title One: Title I, Part A is a federal program that provides financial assistance to local school systems and schools to support the academic achievement of

disadvantaged students. Title I funds support extra instruction in reading and mathematics, additional teachers, instructional materials, as well as after-school and summer programs to extend and reinforce the regular school curriculum.

TJO: Toledo Jazz Orchestra

TMA: Toledo Museum of Art

TSO: Toledo Symphony Orchestra

Underwriters: Business and supporters in the Toledo area that provide financial support for TSA programs and events.

Urban Jazz Collective: Toledo School for the Arts' advanced jazz ensemble used for outreach performances.

Wilde Dance: Dancers from the studio of Kerri Wilde.

Will Call: the location where items previously purchased tickets may be picked up.

Xhibit: The annual dance show from the studio of Talina Tolson.

Appendix B: BELL SCHEDULES

NORMAL DAILY SCHEDULE

Period 1	8:05 - 8:55
Period 2	8:59 - 9:49
Period 3	9:53 - 10:43
Period 4	10:48 - 12:18
• a lunch	10:48 - 11:18
• b lunch	11:18 - 11:48
• c lunch	11:48 - 12:18
Period 5	12:22 - 1:12
Period 6	1:16 - 2:06
Period 7	2:10 - 3:00

AM ACTIVITY SCHEDULE

Period 1	8:05-8:35
Period 2	8:39-9:09
Activity	9:09-10:09
Period 3	10:13-10:43
Period 4	10:48-12:18
• a lunch	10:48 - 11:18
• b lunch	11:18 - 11:48
• c lunch	11:48 - 12:18
Period 5	12:22-1:12
Period 6	1:16-2:06
Period 7	2:10-3:00

PM ACTIVITY SCHEDULE

Period 1	8:05 - 8:55
Period 2	8:59 - 9:49
Period 3	9:53 - 10:43
Period 4	10:48 - 12:18
• a lunch	10:48 - 11:18
• b lunch	11:18 - 11:48
• c lunch	11:48 - 12:18
Period 5	12:22 - 12:52
Period 6	12:56 - 1:26
Period 7	1:30 - 2:00
Activity	2:00 - 3:00

TWO-HOUR DELAY SCHEDULE

Period 1	10:05 - 10:35
Period 2	10:39 - 11:09
Period 4	11:13 - 12:43
• a lunch	11:13 - 11:43
• b lunch	11:43 - 12:13
• c lunch	12:13 - 12:43
Period 3	12:48 - 1:18
Period 5	1:22 - 1:52
Period 6	1:56 - 2:26
Period 7	2:30 - 3:00

Appendix C

Late Homework Policy:

The following homework policy is the default school wide homework policy, which may be adopted by any teacher. Teachers reserve the right to provide a written, alternative, and proven policy to utilize within their classroom/studio. Alternative homework policy must be outlined within the teacher's syllabus and approved by the school principal.

Students are required to do all homework that is assigned. Missing homework will result in a grade reduction. Should the issue of not turning in homework persist, the student will receive an after school detention. The detention time may be used to make up missing assignments or to correct the irresponsible behavior.

High School:

Turning in homework 1 day late = eligible for 50% credit (to make up missing work) 2 or more days late = 0% credit Projects are accepted with a 10% deduction for each day up to 50% off.

Middle School:

Turning in homework 1 day late = eligible for 75% credit (to make up missing work) 2 days late = eligible for 50% credit 3 or more days late = 0% credit Projects are accepted with a 10% deduction for each day up to 50% off

Appendix F

ABSENCE REQUEST FORM

Requests for leave should be submitted as early as possible. Response to requests will be given within 5 (five) business days.
Response to emergency requests will be handled on a case by case basis.

Name: _____ Position/Department: _____
Date Submitted: _____ Date of Absence:* _____
**Please submit ONE form for consecutive days of absence*

- Regular Assignment: Full Time
 Part Time
- Absence will be for: Whole Day
 Partial Day (List each period you are absent) _____
- Absence is applied for as:
- Field Trip (Bus Request/Confirmation must be attached)
 - Sick Leave
 - Personal Leave
 - Vacation
 - Professional Leave—Self-Requested _____
Title on LPDC CEU Proposal
 - Professional Leave—Admin-Requested _____
Admin Personnel making Request
 - Professional Leave with Substitute Paid by: _____
Agency or Grant
 - Unpaid Release
 - Other (please provide explanation) _____

Location of Lesson Plans/Teacher's Manuals/Materials and Supplies: _____

Phone where I can be reached in case of an emergency: _____

Signature

FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.

Absence Request Approved _____ Signature _____ Date _____

Absence Request Denied _____ Signature _____ Date _____
Reason for Denial: _____

White - Finance Office

Pink - Substitute Coordinator

Yellow - Academic/Artistic Director

Gold - Teacher

Revised 9/2011