



Toledo School for the Arts
2022-2023 Employee Handbook

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

Interim Director: Rob Koenig — rkoenig@ts4arts.org
Principal: Letha Ferguson — lferguson@ts4arts.org
Artistic Director: David Saygers — dsaygers@ts4arts.org
Director of Student Affairs : Jose Hernandez — jhernandez@ts4arts.org
Student Services Coordinator: Carol Kutcher — ckutcher@ts4arts.org
Director of Technology: Eric Adams — eadams@ts4arts.org
Assistant Artistic Director: Devin Bader — dbader@ts4arts.org

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

TSA Mission Statement

Toledo School for the Arts serves as an inclusive community where learning is rigorous, creativity is cultivated, and the individual is celebrated.

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.

Interim Director: Rob Koenig (rkoenig@ts4arts.org)

Rob serves as the chief executive officer and superintendent of the School and is the primary professional advisor to the Board. Rob 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: Letha Ferguson (lferguson@ts4arts.org)

Letha is responsible for oversight of the Academic Department, which includes its teachers, administrative assistants, and related staff. Letha leads the building leadership team (CAPT), which includes David Saygers (*Artistic Director*), Jose Hernandez (*Director of Student Affairs*), Carlyn Campbell-Johannes, (*Head of the Counseling Dept*), Carol Kutcher (*Student Services Coordinator*), Pam Langdon (*EMIS Coordinator*), and Amelia Lefevre, Jennifer Fong and Mark Allred (*EIC Chair and the Academic Division Leaders*). 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 Devin Bader (*Assistant Artistic Director*).

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*), Kimberly Buehler (*Assistant Development Agent*), and Leslie Watzka (*Social Enterprise*). Dave and his team are located on the first floor in the admin area.

Technology Director: Eric Adams (eadams@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). Eric or one of his staff (Tom Wilson or Jakhob Clady) 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. Eric and tech team can be reached the quickest via Helpdesk or email. The tech offices are on the 2nd floor – rooms 201 and 202.

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: Erica Leverette-Traore (eleverette@ts4arts.org)

Erica 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. She 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 CAPT weekly. If you have any issues, concerns, or ideas, please contact the appropriate person below:

High School	Mark Allred (mallred@ts4arts.org)
Middle School	Jennifer Fong (jfong@ts4arts.org)
Staff	Amelia Lefevre – <i>EIC (Employee Involvement Committee) Chair</i> (alefevre@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 Katie Gill as soon as possible.

LPDC/License Coordinator: Pam Haywood-Imbrogno (phaywood@ts4arts.org)

Please see Pam for all LPDC- or Certification-related questions.

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 – *Erica Leverette-Traore*

Step 3: Contact the Director – *Rob Koenig*

Step 4: Contact the Board President – *Tim VanTuinen*

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 Heather Pyle in the Principal's Office.
- **Copy Code:** See Jamie Lockwood in the 1st floor admin offices; copiers are available on floors.
- **Lounges/Coffee/Fridge/Microwave:** First and Third Floors.
- **Single-Use Restrooms:** First Floor Gallery and Hallway; 2nd Floor near the dock entrance; 3rd Floor across from Guidance; **Multiple-Use Restrooms** on every floor near the elevators.
- **Teacher Mailboxes:** Middle School mailboxes located in the 1st floor office; High school mailboxes located in the 3rd floor Principal's Office and 4th floor Artistic Office.
- **Cafeteria/Vending Machines:** Located outside the Flying Pig Café on 2nd floor.
- **Postage Machine:** First floor admin office area.
- **First Aid/Nurse:** See Nichole Witt in room 404 on the 4th floor.

What are they talking about?

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

If I am a full time teacher, 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 Class 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 Amy Pennywitt in the Counselor Office (office 300).

How do I 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 or the Teacher Shared drive on your computer) and have your supervisor sign it.

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.
- If you would like to subscribe to the calendar on your personal device or your desktop, Laura Doles can send you the link. She is the "keeper" of the school 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 – Nichole Witt (ext. 404).
- Call an office (1st Floor x422 or Principal's Office x400). 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 (or academics in art 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 in their major prep (i.e. the course they teach more sections of). Teachers in their first year at TSA would be allowed to forgo these integrations in the first semester to give them more time to acclimate, and then by second semester to begin trying integrations as they are able. 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.

Integrations can take many forms. They can be large-scale and grandiose experiences or they could be very short and product-based. If students are doing, seeing, experiencing, appreciating art during the learning of your content, that's art integration!

- **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. Several veteran teachers can be a great resource to improving your classroom management techniques.
- **Grades:** Grades need to be updated in PowerSchool at least once a week. A week is determined from Thursday morning to Wednesday night. Anytime during that week is accepted for updates. 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. Tickets are usually free to you and your family. The box office is located on the 1st floor near the main entrance. Contact Laura Doles (*Box Office and Marketing Manager*) to get tickets for school events (extension 292 or ldoles@ts4arts.org).

- **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.

 - **Absences:** All absences need to be submitted through the online link *Ready Sub*. You may access this from the ts4arts.org website, select “Staff”, then select “Ready Sub”. Please contact Heather Pyle (hpyle@ts4arts.org), Erica Leverette-Traore (eleverette@ts4arts.org) or your direct supervisor if you have questions utilizing this feature. You are required to post to Ready Sub as soon as you know you will be absent, but no later than 6:00am the day of the absence. If you do not make the 6:00am deadline, **you MUST call the principal directly** – Letha Ferguson – at 419-350-4979. If you submit for a pre-planned absence for a personal day, appointment, or a professional day you can prepare and leave your lesson plans on your desk. If you need to call off due to illness, please email your lesson plans to Heather Pyle (hpyle@ts4arts.org) and to at least one colleague in your department or division.

 - **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 Artistic Director and the Principal, respective of the faculty they supervise. 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 case 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.
 - Remind students they should remain silent, even when outside. If they persist, right them up.
 - 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 go to designated halls or rooms without windows.
 - Floor 1 reports 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 a student if they forgot their passwords?** Send them to room 201.
- **Where do I send a student for a new ID?** Send them to the 1st floor office
- **I have a tech issue... what do I do?** Email the Helpdesk at helpdesk@ts4arts.org
- **I have some tech equipment or app requests...**email Eric Adams or your supervisor.

What is Lunch Duty?

- Most 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 students 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.
 - Students are not permitted to take food out of the lunch room.
- 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.

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 three (3) weeks in advance of the trip. Requests will be reviewed at the weekly CAPT meetings; direct supervisors will communicate field trip approval.
- Complete a *Field Trip Request* form and don't forget to request a sub if needed through Ready Sub. 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 the 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.
- Keep in mind that busses are less expensive if you arrange to leave and return to school between 9am and 2:00pm.

What is LPDC and why is it important?

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

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.

- *Field Trip Request Forms can be found in 1st and 3rd floor offices and the 4th floor copier room*

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 1st floor office or the 3rd floor Principal's Office.

What is the 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 rosters of any students that may be pulled from class for events for the upcoming week.
- 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 Erica Leverette-Traore, HR and Diversity Manager.

GLOSSARY OF TSA TERMS

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 the week before semester exams, state testing in the Spring, and Kaleidoscope.

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.

A.L.I.C.E.: The safety practices that TSA has adopted for emergency situations that involve an active shooter. A = alert; L = lock down and barricade; I = inform; C = counter measures; E = evacuate.

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 TSA's 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 via email.

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.

Concert Etiquette: A set of 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.

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 and performance times for First Friday.

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

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.

Kickboard: An app that teachers use to record positive and negative behaviors of students.

Limitless: Dancers from the studio of Alison Reny.

Martin D. Porter Gallery: TSA's very own art gallery located within the building and named for the founder and first director of the school.

O-Rama Day or Piggy pride Day: The yearly student fundraiser for Toledo School for the Arts.

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.

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. Form serves to foster communication between families and teachers to plan for 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 online 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 state testing. This computer-based program offers students the drill and practice needed to help them be successful on the Tests.

Study Tables: An after-school program designed to help students that are struggling in specific content areas. This program runs typically from 3:15-4:15

T - Th. This isn't a tutoring program but rather a homework assistance program lead by TSA teachers.

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 Rep: The Toledo Repertoire Theater. May also be referred to as 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.

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.

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.

Unity Day: An event for 6th graders and their mentors to help promote kindness, character development, and friendship among the class.

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

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

Appendix B: CLASS 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

NOTE: This has been the historic practice, however, an ongoing review of our homework practices continues with faculty and administration to find the right balance and efficacy. We invite comments and data-driven analysis with the goal of developing a scaffold that will transform students from 6th grade (needing more assistance and guidance) through 12th grade (less guidance) to become independent learners.

Appendix D



Purchase Requisition

Please keep a copy of this completed form for your records.

Requestor's Name		Subject Area	Room #						
Date of Request	Date Needed	Use of Materials							
		Teacher Students Administration							
Vendor's Name:		Phone:							
Address:		Fax:							
		Contact:							
Qty	Item #	Description	Unit Price	Total					
		Estimated shipping / handling fees							
		TOTAL							
Please charge to:		FUND	FUNC	OBJ	SPCC	SUBJ	OPU	IL	JOB

- Please place this order for me.
- This order has already been placed.
- Please send PO to vendor

TSA Supervisor Approval

TSA Treasurer Approval

Departmental Initials: _____

Appendix E

**Toledo School For the Arts
Detention Notification**

Date: _____
 _____ has been assigned a detention
 by _____ to be served on _____
Teacher Date
 from _____ until _____ for _____
 _____ in room _____

Transportation home may need to be provided by the parent, guardian or designee. TARTA will not transport students with bus cards after 4:00pm. Bus fare will be required if returning home on TARTA. Students need to have arrangements for notification and transportation made prior to the day of detention.

Parent / Guardian signature _____

Detention: <input type="checkbox"/> served <input type="checkbox"/> not served <input type="checkbox"/> postponed Date of postponement: _____
--

WHITE COPY - STUDENT

YELLOW COPY - TEACHER

PINK COPY - OFFICE

Blue Conduct Slip

Name of Student: _____ Grade: _____
 Teacher: _____ Period: _____
 Code Violation #: _____ Date: _____
 Comments: _____

