

Cleveland Elementary School

900 Brookwood Ave.

Hamilton, OH 45013

Phone: (513) 887-5075 Fax: (513) 887-5078

Pamela Rowe, Principal

Parent Handbook 2009/2010 School Year



Once in a Lifetime Opportunity



HAMILTON
CITY SCHOOL
DISTRICT

In this handbook you will find:



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Frequently Asked Questions

School Attendance

PLEASE KEEP THIS HANDBOOK AVAILABLE FOR FUTURE REFERENCE.

Hamilton City School District District Personnel

Board of Education

President - Larry Bowling
Vice President - Dr. Glenn Stitsinger
George Jonson
Anna Harvey
Dave Davison



Administrators

Superintendent - Janet Baker
Associate Superintendent - Barb Fuerbacher
Administrative Assistant, Business/Planning - Dr. Everett Mann
Assistant Superintendent, Human Resources - Kathy Leist
Director of EMIS-Student Services - Tim Carr
Director of Communications - Joni Copas
Director of Pupil Personnel - Bill Valerius
Director of Gifted Ed. - Karen Qualls
Treasurer - Robert Hancock
Director of Transportation - Becky Goosey
Director of Fine Arts - Laurin Sprague

<u>School</u>	<u>Principal</u>	<u>Phone</u>
Bridgeport Elementary	Terri Fitton	868-5580
Cleveland Elementary	Pamela Rowe	887-5075
Fairwood Elementary	Debbie Alf	868-5610
Fillmore Elementary	Rex Bucheit	887-5085
Harrison Elementary	Mary Anne Hughes	887-5105
Linden Elementary	Chad Konkle	868-5630
Pierce Elementary	Sandra Bussell	887-5160
Ridgeway Elementary	Kathy Wagonfield	868-5640
Van Buren Elementary	Joan Schumacher	887-5165
Garfield Middle School	Patty Blake	887-5035
Wilson Middle School- 7 th grade (Adams building)	Sheryl Burk	887-5171
Wilson Middle School - 8 th grade (Lincoln building)	Sheryl Burk	887-5170
Hamilton Education Center	Nancy Hulshult	887-5197
Freshman School	Greg Rulon	896-3400
Hamilton High	Dennis Malone	868-7700
Hamilton City School District Board of Education		887-5000
		Fax: 887-5014

Cleveland Elementary Staff

<u>Title</u>	<u>Name</u>	<u>Location</u>
Principal	Mrs. Rowe	Office
Secretary	Mrs. Cornett	Office
Assistant to the Principal	Mrs. McGrath	Office
Attendance	Mrs. Lair	Office
Nurse	Mrs. Kerchner	Clinic
Kindergarten	Mrs. Smith	106
Kindergarten	Mrs. Spurlock	115
Kindergarten	Mrs. Yeager	107
1 st Grade	Mrs. Morgan	108
1 st Grade	Mrs. Ostermyer	109
1 st Grade	Mrs. Vocke	110
2 nd grade	Mrs. Mazzeo	111
2 nd Grade	Mrs. Riggs	105
2 nd Grade	Mrs. Ritzie	103
3 rd grade	Mrs. Bippus	204
3 rd Grade	Mrs. Frechtling	203
3 rd Grade	Mrs. Jackson	201
4 th Grade	Mrs. Bonbright	208
4 th Grade	Mrs. Moore	112
5 ^h Grade	Mrs. Blevins	206
5 ^h Grade	Mrs. Case	207
6 ^h Grade	Miss Blakley	202
6 ^h Grade	Mrs. Lauer	209
Title I Intervention	Mrs. Green	Title I
Title I Intervention		Title I
Special Education	Mrs. Drake	114
Special Education	Mrs. Stokes	205
Special Education	Mrs. Vincent	114
Special Education	Miss Schumacher	104
Special Education	Mrs. Richard	104
Physical Education	Mrs. Morris	Gymnasium
Music	Mr. Naylor	Music Room
Music	Mrs. Froude	Music Room
Art	Mrs. Pearson	Art Room
Speech	Mrs. Bunger	Speech Room
Psychologist	Mrs. Moeller	Office
Gifted	Mr. Rand	
Educational Assistant	Mrs. Phillips	104
Educational Assistant	Mrs. McIntosh	104
Educational Assistant	Mrs. Brashear	114
Educational Assistant	Mrs. Moore	104
Educational Assistant	Carol Vaughn	
Physical Education	Mrs. Morris	Gym
Library	Mrs. Haight	Library
Band	Mrs. Alfaro	
Orchestra	Ms. Praedel	
Cafeteria Manager	Mrs. Cox	
Cafeteria	Mrs. Sandlin	
Cafeteria		
Custodian	Mr. Farmer	
Janitor	Mr. Riddell	
Janitor		

Principal's Letter

August 2009

Dear Cleveland Parents/Guardians,

On behalf of the staff at Cleveland Elementary School, I'd like to extend a warm and friendly welcome to our returning friends and new families. We believe that a strong partnership between the home and school is essential in giving each child the opportunity to be successful. Open communication is the foundation on which this partnership can be built.

Your child's education is so very important, and your support is vital to the success of our students and our school. Please make every effort to stay involved. Being an active member of the PTC can ensure that you have a say in school and educational decisions. PTO meetings are held on the second Tuesday of each month in the library. You can also help your children by asking questions, showing an interest in what they doing, and making homework or reading time a priority.

The purpose of this handbook is to provide you with a quick means to finding useful, important information regarding our school. There are many policies, regulations, and services discussed in this book. Please read them with your child and keep this handbook readily available throughout the year. We are always available to clarify any school matter. Do not hesitate to call.

We look forward to a great year!!

Sincerely,

Pamela Rowe, Principal

SCHOOL SCHEDULE FOR 2008-09

8:45 a.m. Students may arrive at school. Those who walk to school or are transported by private vehicle should enter through the front doors. Students riding the bus will be dropped off in the back of the building. Students who choose may report to the cafeteria for free breakfast. Those not eating breakfast should go to the back playground and will be lined up by class.

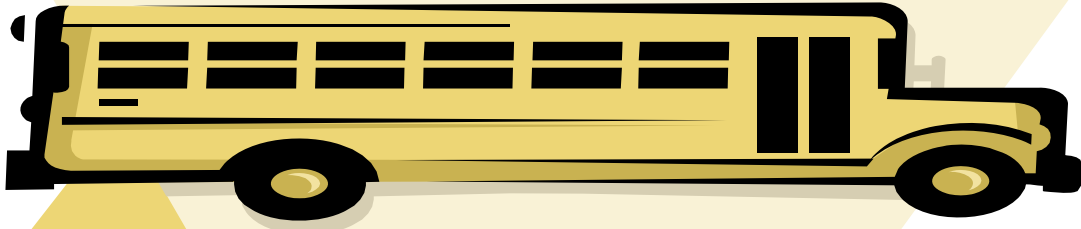
**STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE
8:45 A.M.**

9:05 a.m. Students will be sent into the building by classroom.

9:15 a.m. School day begins.

3:30 p.m. School day ends.

Transportation Policies



For questions regarding busses call: 887-5060

Students in kindergarten through ninth grade are eligible to ride a school bus if they live 1 mile or more from their school. School bus routes are published on the district's web site.

Students who live within the 1 mile area will be allowed to ride the bus to and from a baby sitter who lives further than one mile from school, provided the sitter lives in the Cleveland bussing area. However, a "Request for Transportation" form must be filled out and approved by the Director of Transportation. The arrangements for transportation must be the same for every day of the week. They will be picked up at the closest existing stop. New stops or routes will not be established.

The Hamilton City School District has established the following rules for student behavior to assure the safe and efficient operation of school buses. Students may lose bus-riding privileges for the following reasons:

1. Disorderly conduct during loading/unloading of the bus.
2. Not riding regularly assigned bus unless permission is granted.
3. Eating or drinking on bus.
4. Littering on bus.
5. Excessive noise.
6. Causing a disturbance on the bus.
7. Changing seats while bus is in motion.
8. Throwing objects on or from the bus.
9. Projecting objects or part of a body from the bus.
10. Crossing the street without the driver signaling.
11. Using abusive and/or inappropriate language.
12. Bringing pets on the bus.
13. Bringing any glass container on the bus.
14. Making noise at railroad crossings or other dangerous areas.
15. Smoking
16. Fighting at bus stop or on bus.
17. Opening emergency exit door.
18. Other just causes.

Suspension from riding a bus may also result in suspension from school. If a suspension of riding privileges occurs, parents will be responsible for transportation of the student to and from school.



What YOU Need To Know

For the safety of each child that attends Cleveland, **ALL** parents, visitors and volunteers **MUST** register in the office and wear a name badge. Please note the signs on every entrance.

If your child arrives at school after 9:15 a.m. he/she must be signed into school in the office. STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:45 A.M.

Absences – If your child is going to be absent please call Mrs. Lair at 887-5075 before 9:00 a.m. If your child is on the absence list and you have not called, we are required to contact you. Students will be considered truant if he/she is absent without knowledge or consent of the parent; this will result in disciplinary action determined by the building principal. A student may be absent for personal illness, court appearances, professional appointments, religious holidays and observations, death in the family, personal or family related problems or family vacations (this must be verified in writing). A student is considered absent from school when not physically present for instructional purposes. Students, who either arrive or leave school, during the noon hour, are considered absent for 1/2 day.

Early Dismissal – A student who will leave during the day must bring a note to that effect from home and present it to the homeroom teacher at the beginning of the school day. An authorized person may sign out the child with proper identification. For the safety of all of our students, students who plan to leave school by an alternate means must provide a written statement to the office.

Absence/Homework – Schoolwork can be sent home upon request of the parent and at the discretion of the teacher; however, teachers must have sufficient notice to prepare the work. Please notify the office of your request when calling in an absence. Each teacher will allow appropriate time for a student to complete work missed once the child has returned to school. This **DOES NOT** include suspensions from school.

Attendance Area – Students must attend the school in the attendance area where they reside. Special permission is granted only in extreme situations, and must be approved by the district Director of Student Services Tim Carr.

Emergency Forms – Each student will be given an Emergency Medical Form and Card, as required by law, during the first week of school. Ohio Revised Code, Section 3313.712, requires that the school issue these forms to every student. **Parents are to complete this form annually and return it to school within the first week**, current and correct information must be provided. Please make sure that anyone who is either permitted or not permitted to pick up your child is listed on the Emergency Form. Any changes in this information must be reported to the school immediately.

Child Abuse and Neglect – State Law requires that all suspected cases of child abuse and/or neglect must be reported to the appropriate agency.



More of What YOU Need To Know

Confidentiality of Student Records – The Hamilton Board of Education recognizes the students' right to privacy. All records and materials concerning an individual student must be maintained in such a manner so as to ensure this privacy. Access to such records shall be permitted in accordance with the Board of Education's Policy. The Family Educational Rights and Privacy Act of 1974 provides that, in general, parents have an equal right to access to their child's educational records unless specifically denied by a court of law.

Immunizations – Immunization records for each child must be kept at the school. The Ohio Department of Health under the authority granted to Sections 3316.671 and 3701.13 of the Ohio Revised Code, has established the following minimum immunization requirements for school children: 4-DPT (1 after age 4), 3-OPV or 4-IPV, 1-MMR, TB skin test w/date and results. If you have any questions please call the school nurse Mrs. Kerchner.

Medication During School Hours – It is state law and Board policy that if it is necessary for a student to take prescription or non-prescription medication during school hours, prior to administration, the following is required: Completion of Physician Information Form (available in the office) and all medication must be delivered to the school by the parent or legal guardian in a container labeled with the student's name, schedule for administration and the dosage.

Enrollment – In order to enroll in the Hamilton City School District you must provide the following information: Birth Certificate, Social Security Card, Immunization Records, Proof of residency and Custody papers (if appropriate).

Withdrawing – If you need to withdraw your child because you have moved or are moving please call Mrs. Cornett so that proper paperwork may be copied and sent to the new school.

Library Services – A media center library is available to all children for research and pleasure reading. Children are responsible for returning books on time. The parent must pay for any lost or damaged books. The Lane Public Library will also provide bookmobile services.

Visitors – Parents are welcome to observe the educational program in our schools. Such visits are to be pre-arranged with the office and the teacher. Students are not permitted to bring friends to school as visitors.

Achievement Testing – The Ohio Department of Education requires state testing of all school. Testing for the 2006-07 school year is as follows: Kindergarten: Readiness Assessment; 1st and 2nd grade – Diagnostic Tests in Reading, Writing and Math; 3rd grade: Achievement Test in Reading and Math, Diagnostic Test in Writing; 4th grade: Achievement Tests in Reading and Math; 5th grade: Achievement Tests in Reading, Math, and Science; 6th grade: Achievement Tests in Reading and Math. These assessments will be used as a benchmark to document student performance.

Reporting Student Progress – The Hamilton reporting system includes parent-teacher conferences and regularly written reports. A report card shall be sent home with each child at the end of the quarter of instruction. Interim reports will be sent to parents during each quarter as deemed necessary. Interim reports will be sent to all parents first quarter. Any parent or guardian wishing to confer with the teacher or principal about his/her child's progress is requested to call the school or send a note so that a conference time can be arranged. Parent log-in to check student progress on the we-based Progress Book will be sent home by the end of September.

You still have questions??? We have answers!!

Frequently Asked Questions

Q: *What are school hours?*

A: 8:45 a.m. – Students may begin arriving at the building
Students may enter the building to go to the cafeteria for breakfast or to the back playground.
9:05 a.m. Students will be permitted to enter the building.
9:15 a.m. – School day begins
3:30 p.m. – School day ends

Q: *What is the cost of breakfast and lunch?*

A: BREAKFAST IS FREE FOR ALL CLEVELAND STUDENTS. THE COST OF LUNCH IS \$2.45. APPLICATIONS FOR FREE AND REDUCED LUNCH WILL BE SENT HOME ON THE FIRST DAY OF SCHOOL.

Q: *Should I notify someone if my child is absent?*

A: As a safety measure, parents are asked to call Mrs. Lair at 887-5075 between the hours of 8:00 a.m. – 9:00 a.m. if your child will be absent. If your child is on the absence list and you have not called, we are required by law (Missing Children Act) to contact you.

Q: *My child takes a prescription during the day. What do I need to do?*

A: If your child must take medication while at school, we must have a doctor's statement and signed parental permission before we can give it. This policy is for prescription medication as well as over-the-counter medication. This form can be obtained in the office. An adult is required to bring the medication to the school. **Students are not permitted to bring medication of any kind to school.**

Q: *Is my child permitted to ride a different bus to their friend's house?*

A: The Transportation Department does not permit a student to ride any bus other than the one in which the student is assigned. However, if this presents a child care problem, please complete the proper form located in the school office. If on occasion, your child will have different dismissal procedures, we must have written notification.

Q: *Do I have to pay for fees all at once and do you accept checks?*

A: You do not have to pay for fees all at once; you may break down the payment into quarters, however, unpaid fees will be tracked throughout your child's school career. Diplomas will not be distributed until all fees are paid. You may also pay with a check, please make the check out to Cleveland Elementary School and write your child's name on the memo line of the check. It would also help if you write what it is for. When you send any money to school with your child, please put it in an envelope with your child's name, teacher's name, and the reason for the payment. We also ask that all fees be paid to your child's teacher, rather than the office.

Q: *In case of bad weather, how will I know if the school is closed?*

A: In the event that schools must close for inclement weather or other emergencies prior to the opening of school in the morning, announcements will be made on local radio and television stations. Emergency plans are as follows:

- PLAN A: School is open as usual; No bus transportation provided.
- PLAN B: 1 hour delay; kindergarten will be in session.
- PLAN C: 2 hour delay; kindergarten will be in session.
- PLAN D: School closed; no staff report except for essential personnel.
- PLAN E: School closed; all staff report.

Q. *What consequences are utilized at Cleveland Elementary?*

A. After-School Detention is held Monday through Thursday, from 3:35-4:05 p.m. in the school library. Students who don't complete homework or exhibit inappropriate behavior will first be assigned to recess detention. If this consequence does not change the pattern of behavior, After School Detention will be assigned. Parents will be notified by phone, and a copy of the detention notice sent home at least 1 day prior to the detention. Should students be in detention on a continuing basis or exhibit extreme misbehavior, Friday School, held on Fridays from 3:35-5:00 will be assigned. Parents of students assigned to Friday School will be notified by the school principal or assistant.

School Attendance

School attendance is one of the most important issues facing schools in America. As parents and educators, we must join together in a community effort to see that all children are in school and on time on a regular basis. Regular school attendance has always been, and will remain, a high priority of the Hamilton City School teachers and administrators, and, most assuredly, parents or guardians who want their children to obtain the best possible education. Parents or guardians are a child's first teachers, and the attitudes, values and skills they instill in their child have the strongest influence on their child's future success. Attendance is not only a privilege but also a State requirement. Success in the classroom is difficult to attain without regular, punctual attendance.

Parents or guardians are required to notify the school by 9:00 a.m. on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. However, when a student's absences exceed 6 days for the school year or extend beyond three consecutive school days, the school requires a doctor's not to cover subsequent absences. If the school does not receive a doctor's note, those days will be considered unexcused. If a student accumulates 12 unexcused absences, the parents and student may be cited to Juvenile Court.

In the event the school is not contacted regarding a student's absence and the parent or guardian cannot be reached at home by telephone, the parent will be notified in writing that the student is absent. In that case, the absence will be unexcused. If a parent/guardian prefers to be contacted at work, please let the attendance office know as soon as possible. Otherwise the attempt to contact will be made at the home phone number.

A student will be considered tardy if he/she reports to school after 9:15 a.m. Students reporting late to school are to report to the office for a tardy slip. Chronic tardiness disrupts the classroom and causes the student to miss important lesson time. Students who are tardy six times within a grading period will be assigned an after school detention, and continue to be assigned to detention for every 3 additional tardies within that period. According to district policy, "every 3 unexcused tardies will equal 1 unexcused absence". This policy is in conjunction with the Juvenile Justice Center.

Early dismissals from school are not encouraged. Parents are asked to schedule doctor appointments, counseling sessions, etc., at times when school is not in session. However, when such arrangements cannot be made, parents or guardians must report to the office to pick up students and complete sign-out procedures. Telephone requests for early dismissal will not be honored.

Please understand that our primary concern is the students' success in school. We believe that with parent or guardian cooperation, regular attendance will not be a problem for any of our students this year.

Positive Behavior Supports Program

Cleveland Elementary staff ascribes to a program called Positive Behavior Supports. Using the concepts of PBS, the Cleveland staff actually teaches the students how to behave appropriately to create a positive school environment. This allows for maximum learning for all students. By using data, we identify students who may be at risk and provide them with strategies to become more successful. High-risk students are paired with a mentor in the building – someone other than their homeroom teacher – who can help with personal problem solving. We strive to show all students that: a) they are all accepted and valued b) any aggressive and unsafe behavior will not be tolerated c) we must all value differences between us, not criticize. Research has shown that implementing only punishment for inappropriate behavior, especially when it is used inconsistently, is ineffective. Rewarding good behavior is an important part of our program. Cleveland students can earn “Caught Being Good” coupons from any Cleveland staff member. Coupons are entered into the classroom container, from which one name is drawn each Friday to go to the office to choose prizes. We also have reward for the school “Read at Home” program, “Manners Café” for those students who exhibit good cafeteria behavior, and weekly announcements of those students who exhibit caring traits. In addition, students who exemplify our quarterly character values are treated to “Pizza with the Principal”. Quarterly awards are given for Perfect Attendance, Special Area Awards, Honor Roll, and B.U.G. (Bringing up Grades). Our Cleveland PTC will provide treats for those students who make Honor Roll.

As you walk through the halls of Cleveland, you will notice blue-and-white signs that list our school-wide rules. Teachers frequently review the rules and model appropriate behavior. The following is a list of our school rules. We hope that you will spend a few minutes reading through the rules with your child. Your support of our efforts is invaluable.

Cleveland School-Wide Rules

- 1. Show respect to all students and school property.**
- 2. Keep hands and feet to yourself.**
- 3. Listen and follow adult directions.**
- 4. Walk quietly in the halls. Do not run.**
- 5. Use appropriate language at all times.**
- 6. Always tell the truth.**