

**Hartwell School
Student and Family
Handbook
2019-2020**



HARTWELL

Little School ★ Big Heart

The Warrior Way:

RESPECTFUL RESPONSIBLE READY

**Antwan D. Lewis Principal
Cybil Brown Assistant Principal**



At Hartwell we will ensure 100% of our students are prepared for high school with the ability to pursue their chosen career path.



Hartwell Elementary School

8320 Vine Street ★ Cincinnati, OH 45216 ★ Phone: 513-363-2300 ★ Fax: 513-363-2320

Dear Hartwell Families,

Welcome to Hartwell Elementary where we like to consider ourselves as the “little school with a big heart”. We are so excited to continue to grow as a school community through academics and family engagement. We want you to know that our staff is dedicated to ensure the needs of our learners are met and connections are being made with our families.

We thank you for choosing to be a part of our family. As a part of Cincinnati Public Schools all of our parents have access to PowerSchool and Schoology accounts in order to remain informed about your student's academic progress. Research has proven that the more involved the parent/guardian is the better chance for academic success. Finally we encourage you to visit our website at <https://hartwell.cps-k12.org> for announcements, pictures and things relevant to your child's education. New this year we will be using Classroom Dojo to give feedback to parents about their student's daily behavior. If you need assistance with any of our online platforms please see Ms. Chambers our community Coordinator.

We encourage you to please read the handbook to learn more about the rules and regulations of the school. This was designed to help with the communication between the school and home. Communication between home and school is the key to a successful educational experience. We will continue to commit ourselves to continuously improve the quality of our school and community at Hartwell Elementary School. As such we value the working partnership between the school, community and our families. We believe our children will be successful as we continue to work as a team to achieve educational goals.

If you have any questions or concerns, please feel free to contact us.

Sincerely,

Antwan D. Lewis
Principal
(513) 363-2300
lewisan@cps-k12.org

About the School
Parent/Staff Collaboration Plan

The academic achievement of all students at Hartwell remains our number one focus. It has been proven that strong collaboration between parents and the school impacts the academic performance of our children. Hartwell staff is committed to working with each parent/guardian to ensure strong communication of academic performance.

The Parent/Staff Collaboration Plan contains action steps that will assist in communicating academic progress and communicate academic work being done at home. This will enable parents to help their child in completing work and meeting the expectations for high academic performance.

<p>Communication (Newsletter, Schoology, Teacher created Website etc.)</p>	<p>Each Team will have a way to communicate with families to update them on the following:</p> <ul style="list-style-type: none"> • Standards • Testing • Upcoming Projects • Special Events • Classroom field trips and more
<p>Parent/Teacher Collaboration Logs</p>	<p>Power School and email will be our method of tracking communication between our families and the school. Please be sure to have an updated email on file and phone number.</p>
<p>Report Cards/Progress Reports</p>	<p>Each student will receive a progress report at mid quarter. This report will update parents and students on how their child is performing. The report is intended to give parents and teachers time to provide academic plans. An end of the quarter Report Card will provide grades for the students. All reports must be signed and returned to school. We will contact parents if no signature is received.</p>
<p>Homework</p>	<p>Each teacher/team will establish a system to communicate nightly homework and Library/Physical Education times. All students will have homework in reading and math every night.</p>
<p>At Home Projects</p>	<p>Students may be given projects to complete at home. Teachers will provide instructions on the project, a rubric of how it will be assessed, the % of the total grade, the due date, the indicator it addresses, and the teacher assigning the project. This information will be given in an appropriate time for all students/parents to complete the project and meet the high expectations for assessment.</p>
<p>At Risk Letters</p>	<p>Students who have not been meeting grade level indicators and are at risk for retention will be given an At Risk Letter at the beginning of 3rd quarter. Parent signature is required.</p>

Monthly School Calendar	Parents will be given a monthly calendar of school events. A contact number will be included for questions.
Conferences	Conference nights will be held throughout the school year for parents and teachers to discuss academic performance. These nights will be listed on the monthly calendar. Parents will also be provided teachers contact information so that they may communicate with teachers when questions or concerns arise. All conferences must be schedule ahead of time so that the instructional day and teacher planning of instruction is not interrupted.
Parent Meetings and School Events	These meetings and events will be listed on the school's monthly calendar. Parents and school staff will engage together in discussions related to academic expectations and academic objectives. If in need of an individual parent- teacher meeting, please schedule the meeting. Teachers have up to 48 hours to respond to a meeting request.

GENERAL SCHOOL GUIDELINES

Expectations of Students

- Attend school and be on time (7:45) every day.
- Bring all books, supplies and completed homework assignments to school and class every day.
- Work to your highest potential every day.
- Learn, respect and follow district, local school and school bus rules.
- Respect yourself, staff and other students.
- Come to school clean and properly dressed.
- Help create a good climate for learning by demonstrating a respectful and cooperative attitude towards staff and other students.
- Seek help from staff when experiencing difficulties in school.
- Enjoy school and learning.
- Exhibit the "Warrior Way"!

Expectations of Parents/Guardians

- Impress upon children the importance of learning and regular school attendance.
- Check to ensure that children take the proper books and materials to school.
- Send children to school on time every day with completed homework.
- Talk with each child about school progress and maintain contact with the school regarding progress.
- Secure and review each child's progress report every quarter.
- Review your child's homework.
- Attend Parent/Teacher Conferences.
- Review and discuss the district, local school and school bus rules with children and make sure they understand what is expected of them.
- Read information sent home from school and participate in school functions planned for parents.
- Support high expectations and good behavior for all children.

- Send students to school dressed in accordance with our school wide dress code.
- Support the school discipline plan.
- Make sure the school always has an updated emergency number to contact you in case of emergencies.

Expectations of Teachers

- Attend school and be on time every day.
- Insist that rules are followed and provide consistent discipline if rules are not followed.
- Provide classroom or learning areas that are well organized and effectively managed.
- Allow students to help determine basic classroom rules and assist in identifying rewards and consequences.
- Provide parents with regular progress reports and seek their help with their child's learning.
- Communicate regularly with parents through phone calls, written notes, conferences, etc.
- Set high expectations of students.
- Demonstrate enthusiasm and respect the rights of children and parents.
- Give praise for good behavior and accomplishments.
- Serve as good role models for appropriate grooming, dress and behavior.
- Use all available resources when pupil support is needed.
- Come prepared to provide quality instruction every day.
- Assure that student academic growth is occurring and include all necessary interventions/support needed for success.

Responsibilities of Building Administrator (Principal)

- Provide effective leadership that recognizes respects and employs the talents of others in addressing school and student needs.
- Model and reinforce all behaviors expected of staff in the school work place.
- Demonstrate effective Instructional Leadership.
- Demonstrate enthusiasm and respect for all people.
- Establish, with staff assistance, local school administrative policies and procedures that give clear direction to staff and students.
- Develop and implement, with staff, parent and student assistance, a clear local school discipline plan.
- Participate with parents, staff and community in educational governance as appropriate.
- Keep abreast of the latest educational research and teaching techniques.
- Hold all members of the school community accountable for maintaining a professional and effective learning environment.

Support Personnel (I.A.'s, VT, Psychologist, Therapist, Tutors, Office Staff), Custodial and Lunchroom Staff)

- Support Personnel will consistently enforce rules and follow through with appropriate consequences.
- Support Personnel are expected to intervene when discipline problems arise and, if necessary, refer to administrator.

- Provide critical service support as indicated by respective assignment.
- Serve as good role models for appropriate grooming, dress and behavior.

Communication

It is important to us keep our families updated on the progress of their student. Please be sure to have up to date contact information in PowerSchool. This information includes email addresses, phone numbers, and your current address. We will attempt to reach you via phone call or email. Parents are able to stay up to date on their child's behavior and academic progress through Power School and Schoology. Please be sure you have an account. You may see Ms. Chambers if you need your login credentials.

While we will try it is not always feasible for our teachers to give you a daily report about your student. Please be sure to check Power School and Schoology daily regarding grades, missing assignments etc. If you wish to have a conference you may contact your child's teacher to schedule one. Finally, we will track student's daily behavior through color charts (K-3) and/or Classroom Dojo (4-8). Your child's teacher will be able to share the log in credentials with you. Classroom Dojo is an easy to way to see how your student is behaving in each classroom.

OPENING YEAR STUDENT FORMS

During the first week of school, our school will be sending home many forms for you to complete. The checklist in the back will help you keep track of the forms completed and turned in. **Having this information returned promptly and correctly is of utmost importance.** A record of this information is kept in the school office if/when you need to be contacted.

Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you can not be reached. **Please notify the school office if you change addresses or telephone numbers during the year. It is very important that our records are kept up to date for student safety or other emergencies.**

Please refer to the end of this handbook to view the student form checklist.

COMMUNITY LEARNING CENTER/VOLUNTEERS

Hartwell School has a long tradition of parent involvement. By staying engaged in your child's progress or event volunteering your time and talents, you are not only helping to support and strengthen our community, you are teaching our children the value of giving back while modeling personal growth and how one contributes to community and society. As we continue to grow our Community Learning Center and it's opportunities we invite you to come in and join our parent volunteer group, LSDMC, ILT and more. We also have a computer available for parents to use for research, job searches etc.

Parents, who would like to get involved at the school or have questions, can contact Ms. Debbie Chambers, Parent Community Coordinator at 363-2300.

PARENT VISITS

We encourage parents to visit the school. All guests are required to check in at the office first to receive a Visitor's Pass. You are always welcome to visit your child's classroom; however, please schedule the visit or meeting at least 24 hours advanced notice to avoid

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disruption to the educational program. Parents without a scheduled visit or meeting will not be allowed to the classroom/ meet with the teacher. Due to daily operations and teacher caseloads up to 48 hours is an appropriate response time to return calls / respond to emails/reply to parent requests.

For those days in which a student has forgotten homework, lunch money, packed lunch etc. The office will call for your child. We ask that if you need to see your child please meet with them in the office. Parents will not need to escort late arriving students to class. The office staff will make arrangements if assistance is needed in getting a child to the correct location.

Parents will not be permitted to walk their student to class in the morning. We have staff stationed strategically to ensure your child arrives to their destination safely.

STUDENT USE OF PHONES

The school phone is for business purposes. Students will be allowed to use the phone in emergencies only. Students must have permission to use any school phone. In addition students will not be permitted to accept phone calls from parents unless it is an emergency and approved by administration.

Students will not be permitted to use the office phone at dismissal. Make sure after school arrangements are made in the morning before students come to school.

DAILY SCHEDULE

The school day will begin at 7:45 a.m. and end at 2:15 p.m. The school office will be open from 7:30 a.m. until 3:00 p.m. **Students are not to arrive before 7:30 a.m., nor will they be permitted to stay in the office after school, as there will not be staff to monitor them.**

ABSENCES/TARDIES

Good attendance is critical to success in school. Parents are urged to call the school office at 363-2300 by 8:30 a.m. on the day a student is absent. Upon returning to school, each student is expected to bring a note explaining the reason for the absence. Notes should be given to the classroom teacher.

There has been a change from the State in how we will account for student absences and tardies. According to Board Policy 5201 Truancy:

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, seventy-two (72) or more hours in a school year.

Legitimate excuses for the absence of a student who is otherwise truant are the following:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with Board Policy 5200; or
- C. the student has received an age and schooling certificate.

Parents/Guardians of absent or tardy students will receive an automated message between 8:45 a.m. and 9:00 a.m.

Notice to Parents Of Truancy

When a child is absent with or without legitimate excuse for thirty-eight (38) or more hours in one school month or sixty-five (65) or more hours in one school year, the attendance officer at the school shall notify the child's parent, guardian, or custodian of the child's absences in writing within seven (7) days after the absence that triggered the notice requirement. The school social worker assigned to the student's school shall generally serve as the attendance officer. For extended absences, the classroom teacher should be contacted for assignments and arrangements made to pick up materials and books. A 24-hour notice should be given.

Students are to be in their seats and ready to work when the tardy bell sounds. Students arriving after 7:45 a.m. are tardy. Students that are tardy must stop in the main office for a tardy slip. Students without a slip will not be permitted to enter the classroom after 7:45 a.m.

Arrival and Dismissal

For the safety and well-being of the children, **students are not to arrive or enter the building before 7:30 a.m.**

For students who may need to be dismissed early a parent/guardian must enter the school office and sign the student out. The office will call for the student to come meet the parent in the school office. Please note unexcused early dismissals will count as a tardy. It is expected for all students to participate in the full day (7:45- 2:15).

IMPORTANT: A child may only be picked up by persons designated on the Emergency Medical Authorization Form completed by the legal guardian. Identification will be requested

ARRIVAL

The doors will unlock at 7:30 a.m. Walkers may enter from the back or the front. Bus riders will enter from the front as buses use the front circle for drop off. **All car riders must be dropped off in the back (gymnasium entrance).** There will be no cars allowed to drop off in the front prior to 7:50 a.m. All drop offs must happen either in the main lot on Galbraith or students may be dropped off on the corner and can walk to school. Cars in the front put our bus riders and walkers at risk. Finally when walking students in no parents will be allowed to walk through the building you must drop them off at the door or stand in line to receive a visitor's badge.

Students in K-4 will go to the gym.

Students in grades 5-8 will go to the cafeteria.

DISMISSAL

Students in Kindergarten and First Grade will dismiss at 2:08. Grades 2-8 will dismiss at 2:10. Walkers will exit the front of the school. Bus riders will exit in the front of the school. Car riders report to the gym to line up and will be escorted outside.

All parents picking a child up by car **MUST** use the back parking lot located on Galbraith.

NOTE: ABSOLUTELY NO PICK UPS OR DROP OFFS ARE TO BE DONE IN THE FRONT OF THE SCHOOL

NOTE: CHANGES IN TRANSPORTATION CANNOT BE MADE AFTER 1:00 P.M.

Additional Procedures and Expectations for Dismissal

- At the end of the school day, students are to leave the building in an orderly fashion.
- Only persons designated on the Emergency Medical Authorization Form by the legal guardian will be allowed to pick a child up from school. Identification will be requested.
- Regular early pick-ups will be referred to the school social worker
- No students may remain in the office after school
- All parents must wait outside or at their car for dismissal- early entrance to the building is prohibited

Rules for Neighborhood Students Walking to School

- Walk directly to and from school without misbehaving.
- Walk on the sidewalk and cross at corners.
- Obey the safety patrol guards.
- Keep your hands and feet to yourself.
- Walk over train tracks only when they are clear / stay off the tracks
- Students must cross at a traffic light or with a crossing guard.
- Jaywalking is against the law and dangerous.
- Be respectful of fellow students
- Report things of danger to a parent or staff member
- Students need to walk directly home and refrain from stopping at local businesses. This will help avoid possible discipline problems and promote safe route to schools.

Our priority is to keep our students safe. Your cooperation in enforcing and modeling the above guidelines is critical.

Breakfast and Lunch Program

All Hartwell students will be eligible for free breakfast and lunch.

Dispensing Medication

Medication can be dispensed at school only if a **Parent/Physician Administration of Medication Form** has been completed. Medication must be in a pill, capsule, inhaler or spoon form in a container clearly marked from the pharmacist. **Over-the-Counter Medication will only be given with the correct forms/guidelines met.**

Dress Code

Our dress code is in accordance with Cincinnati Public Schools policy #3313.665, which states: In order to promote a safe and healthy school setting and enhance the educational environment, a code of conduct or discipline policy adopted by a board of education may include a reasonable dress code, or may establish a school uniform to be worn by the students attending one or more district schools.

Hartwell has a uniform dress code. It is as follows:

GIRLS: Tops: White, light blue or Navy Polo or Oxford style shirts

Bottoms: Tan, Black or dark blue pants, skirts/skorts

BOYS: Tops: White, light blue or Navy Polo or Oxford style shirts

Bottoms: Tan, Black or dark blue khaki pants

SPECIAL NOTE: Sweatshirts/ Hoodies/Sweaters: These items must fit with the school uniform colors (white/light blue/navy). The school will also accept gray or black. **Most importantly, these items must be logo free. These articles of clothing should be plain and solid in color.** Hoods are not permitted to be worn inside the building.

In addition, our previous standards still exist. They are as follows: Our dress code requires proper attention to personal cleanliness and conservative standards of dress and appearance at all times. Hats, sunglasses, headbands, short-shorts, halter tops, bare midriffs, and T-shirts with inappropriate pictures, profanity, sexually suggestive or drug-related messages are all prohibited. Jeans and sweat pants are not permitted unless permission is given by the school for special events

Student clothing must reflect traditional standards of gender appropriate dress. Any clothing, hair coloring, jewelry or forms of dress that causes disruption or interference of the teaching/learning environment is prohibited.

Appropriate shorts must be no shorter than 2-3 inches above the knee. Boys are not permitted to wear their pants below the waist. Baggy pants are acceptable as long as they are not hanging below the waist.

Students violating the rules of dress code repeatedly will be sent home to change clothes. Families are asked to help us enforce these expectations.

NOTE: No coats will be worn in the building. Dress code rules will be enforced.

FIRE, TORNADO AND SHELTER IN PLACE DRILLS

- There is absolutely no talking or running.
- Walk quickly in a straight line behind your teacher or leader.
- Listen and obey the adults in charge.
- Everyone's safety depends on absolute cooperation.

- Proceed to identified location (as practiced in drills) and remain for further directions.
- Follow all postings located in each designated area of the building

Parents: During Shelter in Place no one may enter the building or exit the building since seals would be broken. Your child will be safe and remain in their location until emergency services gives us an all clear.

Cell Phone and Electronics Policy

In **Cincinnati Public Schools Code of Conduct**, the policy towards electronic communication devices is as follows:

Electronic communication devices must be turned off during school hours. Cell phones or text messaging devices must not be seen or heard during the school day. All other electronic devices may be brought to school only with specific teacher or administrator permission. A Positive School Culture committee may choose to develop a more specific plan related to electronic devices.

We understand that in these busy times, many families want to have a means to communicate with their children after school. But, in order to preserve instructional time during the school day, cell phones are to be kept in a secure place.

At Hartwell anytime during the school day, if a cell phone or other electronic device is visible seen or heard the consequences will be as follows:

First Offense

- The item will be taken and returned to the student at the end of the day. Parent/guardian will be notified.

Second Offense

- The item will be taken and returned student **if the student willingly gives up the device the first time asked**. Student receives a negative signature and parent is notified. Parent/guardian must sign Discipline Tracking Form.

Third Offense

- The item will be taken and returned student **if the student willingly gives up the device the first time asked**. Student will receive a Thursday Detention or a Friday Detention. The student may also be excluded from field trips/incentives.

Fourth Offense:

- The item will be taken and returned to the parent/guardian. This will be considered chronic behavior and student will be subject disciplinary consequences including but not limited to Thursday Detention, Friday Detention, Emergency Removal or recommendation to A2S.

SCHOOL BUS TRANSPORTATION

Riding a school bus is a privilege and requires teamwork on the part of students, parents, teachers, contractors, bus drivers, and administrators. This privilege can be removed at any time for disruptive and unsatisfactory conduct:

Frequency:	Consequence:
First Incident-	Student conference and written notification to parent
Second Incident-	Student conference and notification to parent
Third Incident-	Bus riding privileges suspended for <u>1- 3 school days</u> or equivalent disciplinary action
Fourth Incident-	Bus riding privileges suspended for <u>3-5 school days</u> or equivalent disciplinary action
Fifth Incident-	Bus riding privileges suspended for <u>5- 10 school days</u> or equivalent disciplinary action
Over Five-	Bus Removal and Parent conference to determine disciplinary action - possible bus suspension for the remainder of the semester/year.

NOTE:

Each infraction will be reviewed and investigated by an administrator. Consequences may vary depending on each infraction. According to district policy administration has the right to administer a consequence ranging from a 1-3 day emergency removal, 5-10 day assignment to A2S or a recommendation for expulsion A2E.

To preserve the safety and welfare of the pupil and others, the bus company may make a formal request to the principal to deny bus transportation privileges on the first or second misconduct report.

Rules for Bus Riders:

- Walk quickly and quietly to your bus line.
- Wait quietly in line until an adult tells you to board.
- Board quietly and walk to your seat.
- Listen to the bus driver and obey their directions

School personnel will make every effort to see that students do not miss the buses. Bus riders have a responsibility to leave the building immediately upon dismissal and report to the bus.

However, in the event that a student misses his/her bus, the following procedures are followed:

- Pupils who miss the bus must report to the office, school personnel assigned to bus duty will bring the student to the office.
- The office staff calls parents or persons listed on the student's emergency card.

DISCIPLINE PHILOSOPHY

The staff of Hartwell School has set high but fair standards of behavior for all students. Discipline will be administered in a strict, fair and consistent manner with the development of the individual child in mind. Every attempt is made to maintain an orderly environment in the school so all students can learn to their full potential.

The emphasis is on helping students gain self-control and learn appropriate behaviors. Students who demonstrate good behavior will receive praise and rewards. The parent is expected to play a supportive role in partnership with the school. Academic difficulty is often related to student misbehavior or lack of cooperation. No student's educational opportunity should be interrupted or compromised by the unacceptable behavior of others.

PREVENTION AND REMEDIATION STRATEGIES

	BE RESPONSIBLE	BE RESPECTFUL	BE Ready To...
Classroom	<ul style="list-style-type: none"> • Do your best work • Come prepared for learning with materials and supplies ready • Be on time • Help maintain learning environment by staying focused on instruction or work • Walk at all times • Keep hands and feet to yourself • Put away own materials 	<ul style="list-style-type: none"> • Speak courteously to others • Raise your hand and wait to be recognized <u>before</u> speaking • Enter quietly and be seated • Actively listen and follow directions • Keep personal space 	<ul style="list-style-type: none"> • Think before you speak and act • Use appropriate words • Ask an adult for help when needed • Work cooperatively • Report problems to the teacher • Tell an adult if someone is hurt • Ask permission for things you need
Hallway	<ul style="list-style-type: none"> • Walk on the right side facing front. • Use every step when going up/down stairs • Stay with your group/line 	<ul style="list-style-type: none"> • Use an appropriate voice level. • Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> • Stay in your personal space. • Pick up and throw away trash in trashcan. • Take most direct route to your next destination

Outside Walkways	<ul style="list-style-type: none"> Stay on the sidewalk. <u>Walk</u> Walk facing the front 	<ul style="list-style-type: none"> Use an appropriate voice level. Stay in your space 	<ul style="list-style-type: none"> Share the sidewalk. Pick up and throw away trash in trashcan.
Cafeteria	<ul style="list-style-type: none"> <i>Take your tray up when you are finished eating.</i> <i>Get your utensils before you sit down.</i> <i>Walk safely.</i> <i>Get all your food</i> 	<ul style="list-style-type: none"> <i>Eat your own food.</i> <i>Use an appropriate voice level.</i> <i>Stay seated-get up only with permission.</i> 	<ul style="list-style-type: none"> <i>Pick up and clean your table.</i> <i>Keep your hands and feet to yourself in line and at your table.</i>
Recess	<ul style="list-style-type: none"> Stay in your assigned area or seat Tell an adult if someone might be hurt. Promptly line up at the end of recess 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself. Whisper or no talking in the auditorium. Be considerate of how you play with others 	<ul style="list-style-type: none"> Use words to solve your problems – ask an adult for help if you need it. Share the equipment.
Bathroom	<ul style="list-style-type: none"> Flush Wash your hands Throw away paper towels in trash can Leave quickly when done 	<ul style="list-style-type: none"> Respect the privacy of others. Keep the bathroom clean. Keep hands and feet to self Respect the No bully Zone 	<ul style="list-style-type: none"> Tell an adult if something needs to be fixed. Keep water and soap in the sink. Turn off the faucet.
PE	<ul style="list-style-type: none"> Listen and follow directions Wear or bring appropriate clothing Quietly sit in assigned seats before/after PE class 	<ul style="list-style-type: none"> Support everyone's attempt at skills Be a good winner and non-winner Care for gym 	<ul style="list-style-type: none"> Show honesty in all activities Share equipment and ideas Use words or creative ways to solve arguments
Auditorium	<ul style="list-style-type: none"> Enter the auditorium quietly and go directly to designated area Sit in your seats facing the stage Walk at all times 	<ul style="list-style-type: none"> Use an appropriate voice level Stop talking and listen when an adult is speaking Keep hands, feet, and all 	<ul style="list-style-type: none"> Bring something quiet Settle differences using words in a peaceful and calm manner

	<ul style="list-style-type: none"> • Keep all food and drinks out of the auditorium • Line up quickly and quietly when a teacher comes to pick them up 	<ul style="list-style-type: none"> • objects to yourself • Follow all directions given by adults • Get permission and a pass from an adult to leave the auditorium for any reason 	<ul style="list-style-type: none"> • Ask an adult for help settling a disagreement if needed • Keep your feet under your seat and out of the aisles • Have your personal property • Pick up litter and throw it away in a trash can as you leave
Bus	<ul style="list-style-type: none"> • Go directly to your seat • Stay in your assigned seat with "seat on seat" and "back on back" • Keep all body parts inside the bus 	<ul style="list-style-type: none"> • Keep your hands and feet to yourself • Talk quietly to the person next to you 	<ul style="list-style-type: none"> • Be ready at your stop! • Ask an adult for help if you have a problem with someone else • No eating or drinking

PREVENTION AND REMEDIATION STRATEGIES

- Staff is accountable for helping students modify behavior
- Parents are encouraged to be involved in the school
- Staff has in-service opportunities related to behavior interventions
- A comprehensive Recognition and Rewards program is provided for all students
- Provide after-school opportunities for the purpose of instilling responsibility, pride, commitment, and leadership
- Commitment from staff to implement "The Warrior Way" positive reward program and consequential discipline plan
- Implementation of intervention strategies, behavior plans, and student/parent/teacher communication
- Teacher/student and teacher/parent conferences
- Support from visiting teacher, psychologist, and community agencies
- Applying tiers of intervention and behavior plans meeting the student's individual needs
- Loss of privileges during and after the school day such as field trips, clubs, and/or extra-curricular activities determined by staff and administration
- Appropriate accommodations made by staff and administration to meet individual needs
- Consistent communication with parents

SCHOOL DISCIPLINE

School discipline is simply a matter of courtesy, manners, and attitudes on the part of students. All Hartwell School staff members have equal authority. ***Insubordination will not be permitted.*** Students are expected to do what is asked of them while under the jurisdiction of any staff member. If a student believes he/she has been unjustly disciplined, the problem may be discussed later with the teacher or principal. Students are expected to be in school to learn and should conduct themselves accordingly. The Hartwell School staff creates an environment where each student can learn and develop his/her potential and skills to the highest degree possible.

Hartwell will continue to implement the code of conduct that has been set in place by Cincinnati Public Schools Board of Education:

Definition of Terms for Category 1 Infractions

Students will receive consequences and corrective instruction when they commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in any of the offenses designated in this section.

In most instances, Category I infractions will be corrected by the teacher or supervising adult in the setting where the misbehavior occurs. If a pattern of these offenses persists, consultation to set up a corrective plan may be necessary, and students may be referred to an administrator. When there is a high incidence of Category I offenses in a specific setting, administrators will provide, or arrange for, consultation and support to teachers, students or parents/caregivers to assist with creating positive behavior in that setting.

Disobedience

Students are expected to do what school adults tell them to do. School adults include administrators, teachers, Instructional Assistants (IAs), secretaries, security personnel, custodians, bus drivers, lunchroom workers, and school volunteers, etc. Students must not argue with adults. If students do not obey the instructions and/or directions a school adult gives them, the behavior will be considered disobedient.

Disruptive Behavior

Students are expected to follow school wide behavioral expectations and abide by classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what he or she is doing to try to stop the student's behavior, the behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in disruptive behavior.

Inappropriate Communication

Students are expected to speak respectfully to others. Examples of inappropriate communication include put-downs, or making fun of or negatively talking about a person or their family.

Tobacco/Smoking

Students are expected to protect their own health and safety, and the health and safety of others. Students must not possess, smoke or use any kind of tobacco product or associated paraphernalia.

Fraud/False Identification

Students are expected to be honest. Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own.

Trespassing

Students must stay in designated areas of the school to which they have been assigned. Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter a building other than their own.

Students must not return to any school while assigned to the Alternative programs, or under expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person. During alternative placement, students may not go to any school, or school activity, other than to the school to which they are assigned, except with specific permission and supervision as described in this paragraph.

Gambling

Students must not play games of cards, chance or dice for money or other items, except if such games are played at a school-sponsored activity for educational purposes.

Electronic Communication Devices

(A school's Positive School Culture Committee may choose to develop a specific plan related to the authorized use of electronic devices.)

Electronic communication devices must be turned off during school hours. Electronic devices may be brought to school only in accordance with the school's policy.

Cheating

Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of cheating/plagiarism include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal-, state- or district mandated tests. Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet. This includes any violation of the CPS Student Testing Code of Conduct, which may result in disciplinary action and an invalidation of test scores.

**A Category I Offense could be upgraded to a Category II or Category III Offense, depending on the circumstances.*

Definition of Terms for Category 2 Infractions

Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner even if not completed in the commission of any of the offenses designated in this section will be required to participate in activities designed to prevent repetition of the offenses. Teachers or supervising adults may choose corrective strategies for Category II infractions including, but not limited to, referral to school administrators. Students may be recommended for alternative program placement for chronic and/or aggravated offenses of Category II behaviors. The time while a student is in an alternative program will be used to plan the corrective instruction and supports necessary to change the pattern of behavior.

Fighting

Conflicts must be resolved peacefully. Students must not physically fight with another person. Fighting is defined as hitting, pushing, shoving, tripping and other physical acts. Self-defense will be considered in the investigation.

Profanity or Obscenity

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

Stealing or Possession of Stolen Property

Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.

Gang Activity

Students should associate with peers and adults who engage in safe, respectful and responsible behavior. Students must not participate in gang activity. Gangs are defined as groups of two or more students and/or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, and/or interfere with the school district's educational mission.

Gang activities include:

- A. Wearing or displaying any clothing, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.
- B. Using any word, phrase, written symbol or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks or personal items.
- C. Engaging in activity or discussion promoting gangs by two or more persons.
- D. Recruiting students for gangs or anti-social behavior.

Violent Disorderly Conduct

Students must solve problems peacefully. Violence and threats of violence disrupt the learning process. Students must not use violence, or threats of violence, force or bodily harm, against staff, students or property.

Damaging/Destruction of Property

Students must be respectful and take care of school property. Students must not damage, break, destroy or misuse school property or anything that belongs to someone else. Examples of this behavior include writing in school textbooks or library books; ruining bulletin boards; damaging desks or computer equipment such as laptops, tablets and e-readers, including installing or downloading unauthorized/malicious software; intentionally clogging the plumbing system; breaking light bulbs or fixtures; or spray-painting surfaces.

Fireworks

Students must obey the law regarding fireworks. Students must not bring to school or possess, handle, transmit, conceal or use any fireworks (poppers, firecrackers, rockets, sparklers, smoke bombs or other types) while at school.

Sexual Misconduct

Student must respect themselves and the privacy of others. Students must not act or behave in an unacceptable way by touching or making reference to, verbally or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party.

Bullying — Harassment — Intimidation — Sexting

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Bullying, harassment, intimidation or sexting means any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel; and the behavior both:

- A. Causes mental or physical harm to the other students/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and
- B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other students/school personnel.

CPS' Board policy No. 5517.01, Bullying And Other Forms Of Aggressive Behavior, can be viewed at: <https://community.cps-k12.org/sites/boardpolicies/default.aspx>

Depictions of Prohibited Conduct

Students must not make, produce or distribute videos, images, sound recording or other mediums that show behavior prohibited by the Code of Conduct on school property or at

school events, including using school-owned or personal electronic devices (i.e., laptops, iPads, tablets, e-readers, cell phones, or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, Snapchat or any other similar Web sites are prohibited. Any representations of prohibited behavior must be immediately turned over to the Principal or the Principal's designee. Reproduction and distribution of these items will result in disciplinary action.

Counterfeit Currency or Documents

Students may use only real United States currency (money). Students cannot use school property or equipment to create, or attempt to create, counterfeit currency or documents. Students must not knowingly possess counterfeit currency.

**A Category II Offense could be upgraded to a Category III Offense, depending on the circumstances.*

Definition of Terms for Category 3 Infractions

A limited number of offenses constitute the basis for referral of a student to the Alternative to Expulsion (A2E) program. The principal, finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner even if not completed in the commission of any of the following offenses will submit a recommendation to the Superintendent that the student be referred to the Alternative to Expulsion program. The principal will immediately notify CPS' Security when a criminal offense in this category is committed.

Alcohol and Drugs

Students must not bring alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia.

Students are permitted to bring prescribed or over-the-counter medication to school only with permission from parents and with the authorization and supervision of their doctor and school administrator or administrator's designee. Prescribed or over-the-counter medication is for the student's use only. A student must not sell or give prescribed or over-the-counter medication to anyone at school.

In grades 9-12, with parent's and administrator's permission, a student may keep over-the-counter medication in a secure location and access that medication, if needed, through an administrator's designee.

Physical Assault

Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Unprovoked hitting, kicking, shoving or otherwise causing physical pain or harm to another outside the context of a mutual conflict is considered physical assault.

Serious Bodily Injury

Students must not contribute to or cause bodily injury to themselves or others that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or

protracted loss or impairment of the function of a bodily member, organ or bodily capability.

Dangerous Weapons

Students must keep dangerous objects out of school. Students must not possess, handle, transmit or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include but are not limited to:

- A. Knives — Students must not possess, handle, transmit, conceal or use knives. Students violating the prohibition against knives may be assigned to an Alternative to Expulsion program for up to one year. A student may be expelled for up to one calendar year.
NOTE: State law gives the Superintendent the option to expel a student for up to one calendar year for bringing a knife onto school property, into a school vehicle, or to a school-sponsored event.
- B. Defensive Weapons — Students must not possess mace, pepper gas or like substances; or stun guns/tasers.
- C. Other Items — Students must not possess items such as razors, box cutters, hammers, baseball bats, chains, tattoo paraphernalia, bullets or any other items that can be considered a weapon or can be used as a weapon. School supplies (i.e., compass, scissors, pens, etc.) must not be used as a weapon.

Firearms

Students must not possess, handle or transmit, conceal or use a firearm. Students violating the firearms prohibition must be expelled in accordance with State and Federal law (e.g., educated in a placement other than the school of attendance) for one calendar year. Firearms are any weapon (including starter guns) that will, or are designed to or may readily be converted to, expel a projectile by explosion (gunpowder) including the frame or receiver of any weapon and any firearm mufflers or silencers or any destructive devices (as defined in 18 USCA Section 921), which include any explosives, incendiary or poisonous gas bombs, grenades, rockets having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than four ounces, missiles having an explosive or incendiary charge of more than one quarter ounce, mines or devices similar to any of the devices described above.

NOTE: Federal law requires the Superintendent to expel a student for one calendar year if the student brings a gun onto school property, into a school vehicle, or to a school-sponsored event.

Firearm Look-Alikes

Students must not possess, transmit or conceal any item that resembles a firearm. Firearm lookalikes can propel an object or substance with force by spring load or air pressure (i.e., toy guns, cap guns, BB guns, pellet guns).

False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System

Students must obey laws regarding fire safety. Students must not set off a fire alarm at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Students must not make bomb threats, either written or verbal, against any school

building. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency.

Sexual Assault

Students must protect the safety, and respect the rights, of others. Students must not sexually attack nor sexually abuse another person.

Sexting

Students are prohibited from engaging in sexting, which means sending sexually explicit images through electronic media, such as text messaging.

Robbery

Students must not take another person's property. Students must not take or attempt to take from another person any property by force or threat of force.

Extortion

Students must accept "no" for an answer when making a request of another person. Extortion means getting money or a promise by using threat or force. Students must not make a person do anything he or she does not want to do by using threat or force.

Starting a Fire

Students must protect the safety of themselves and others. Students must not start, or help to start, a fire that may harm any person or property. Students must not create, set off/attempt to set off, or possess any type of explosive device.

Breaking and Entering

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong. Examples of such property include lockers belonging to other students and staff, science labs and supply cabinets.

Hartwell's Discipline Plan

Hartwell School's Discipline Plan includes the following list of infractions and consequences. Our Discipline Plan also outlines the progression of consequences that occur for each infraction.

Our school plan is designed to create a positive school climate that promotes pride, respect, and responsibility. We have created a system of rewards and consequences to provide correction of misbehaviors and reward appropriate ones.

AWARDS AND RECOGNITION

Primary Grades 1-3

Outstanding Academic Achievement:

- Criteria: Students earn highest academic scores in all subject areas including reading/communication arts, mathematics, social studies, and science.

Academic Progress Award

At Hartwell we will ensure 100% of our students are prepared for high school with the ability to pursue their chosen career path.

- Criteria: A student will not have any U's or unsatisfactory ratings to be eligible for an Academic Progress Award.

Citizenship Award:

- Criteria: Student displays good behavior in all settings
 - *No unsatisfactory comments regarding behavior on the report card
 - *No more than two demerits in a quarter
 - *No detentions or suspensions
 - *No referrals to the office

Teacher's Choice Award:

- Criteria: This award is decided by the teacher. It is to recognize improved effort in one or more academic areas and/or behavior

Attendance:

- Criteria: **Perfect Attendance** is for students who have no absences and no tardies in a quarter. **Good attendance** is for students who have one or two absences or up to three tardies in one quarter.

Intermediate/Middle Grades 4-8

Outstanding Academic Achievement/Honor Roll

- Criteria: Students earn all A's or highest academic scores in all subject areas.

Academic Progress Award

- Criteria: No unsatisfactory scores and continued growth throughout the quarter.

Citizenship Award

- Criteria: Student displays good behavior in all settings
 - *No unsatisfactory comments regarding behavior on the report card
 - No more than negative signatures in one quarter
 - No suspensions
 - No referrals to the office
 - No removal or loss of incentives

Teacher's Choice Award

- Criteria: This award is decided by the teacher. It is to recognize improved effort in one or more academic areas and/or behavior.

Attendance:

- Criteria: **Perfect Attendance** is for students who have no absences and no tardies in a quarter. **Good attendance** is for students who have one or two absences or up to three tardies in one quarter.

SEARCH AND SEIZURE/ADMINISTRATIVE POLICY

The Cincinnati Board of Education is committed to providing a quality education to students in an environment that is conducive to learning and protects the health and safety of the school community.

The administration has been authorized to utilize security devices such as metal detectors, surveillance cameras, entry systems, etc. Searches will be consistent with the **Board of Education's Policy 5144.1 Rights of Privacy** and conducted in accordance with the measure that protects the rights of all individuals.

Individual searches will be conducted if there is reasonable suspicion and random searches will be conducted in accordance with reasonable standards adopted by the administration. STUDENTS SHALL NOT BRING TOYS, RADIOS, ELECTRONIC DEVICES, ELECTRONIC GAMES, KNIVES, WEAPONS (OR ANYTHING THAT SIMULATES A WEAPON), CIGARETTES OR ILLEGAL SUBSTANCE TO SCHOOL. In addition cell phones must be turned off.

If any of these items or "other" inappropriate items is found at school, the student will be disciplined according to school and/or district policy.

BIRTHDAY CELEBRATIONS

Beginning this year we are changing our policy regarding birthday celebrations. Due to allergies and to ensure the wellbeing of all of our students when bringing in birthday treats they must be sealed and prepackaged. Examples include individual bags of chips, cookies etc.

Cupcakes, cakes, pizza etc. will no longer be allowed for birthday celebrations.

BULLYING PREVENTION

We recognize the current spike in bullying around the nation. As a school we want to work closely with our families to not only prevent bullying but also provide interventions and help for any alleged bullying incidents. In order for us to prevent and/or stop all bullying incidents an adult must be made aware. Once this occurs an administrator will investigate and contact the families of all parties involved. Again we must be made aware and given the chance to fix the problem.

Please note, we do not set up parent to parent meetings if there is an issue between two parties unless it is an extreme case.

If you would like to report a case of bullying and do not feel you or your child were heard by the adult told originally please visit the CPS District website and push the bully button to make a report. Reports are given to administration within 24 hours at which point we will begin our investigation.

Hartwell Elementary

Bullying — Harassment — Intimidation — Sexting Reporting Form

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged. Bullying, harassment, intimidation or sexting means any **repeated** written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, including within a dating relationship, or toward school personnel; and the behavior both:

Name: _____ Date: ____/____/____

First name

Last name

What grade are you in? K 1 2 3 4 5 6 7 8

What adult/s did you tell: _____

What is the bully or bullies name/s:

Tell how many times the bullying has happened:

___ 1 Time ___ 2 Times ___ 3 Times ___ More than 3 Times

Tell where it happened:

___ Classroom ___ Restroom ___ Lunchroom ___ Hallway

___ Bus ___ Bus Stop ___ Internet ___ Telephone

Did anyone else see the bullying? ___ Yes ___ No

If yes, who saw the bullying:

Tell what happened:

___ Teasing ___ Hitting or Kicking ___ Gossip or Rumors being spread

___ Name Calling ___ Made Fun of ___ Cyberbullying ___ Shoving or Pushing

What did the bully/bullies say or do?

Thank you. This information will be looked into right away. If you think someone is in danger, please report what you know to an adult immediately.



PARENT/GUARDIAN CHECKLIST

In an effort to help you with the numerous documents requiring signatures and information for the beginning of school, the following checklist is provided. If you have any questions about any of the forms, please call (513)363-2300.

IT IS IMPERATIVE AND URGENT THAT WE RECEIVE THE EMERGENCY CONTACT FORMS. THIS IS OUR ONLY WAY OF KNOWING HOW TO CONTACT YOU IN CASE OF AN EMERGENCY.

- Emergency Medical Authorization Form
- Title 1 School/Parent Compact
- Photo Permission Form
- Student Attendance Pledge
- Administration of Medication Form (only if student requires medication during the school day).
- Authorization for Administration of Over-the-Counter Medications at School
- Health History Update
- Student and Parent Handbook Acknowledgement
- Request to Restrict Privacy Information

Please return the completed forms to school with your child/student. Thanks for your cooperation!

IMPORTANT!

***After reading and discussing this handbook with your child, please sign the form below and return to your child's teacher no later than the end of the second week of school. NOTE: If your student is entering later in the school year, please return within 10 days of registration.**

We want to assure that everyone has read and understand the expectations and procedures at Hartwell. Your cooperation is greatly appreciated.

Together, we are the keys to our students' success!

DETACH & RETURN TO YOUR CHILD'S HOMEROOM TEACHER.

My child _____ and I have read the Student-Parent Handbook and understand the expectations and procedures at Hartwell School. Our Family is committed to ensuring the success of the students at Hartwell School.

Parent/Guardian Signature

Print Name

Date