



Hyde Park School

Parent Handbook 2018-2019

3401 Edwards Road
Cincinnati, Ohio 45208
513-363-2800

Table of Contents

Hyde Park School Profile	Page 3
Arrival and Dismissal Procedures	Page 4-5
Attendance	Page 5
Etiquette	Page 5
Building Security	Page 5
Inclement Weather	Page 6
Breakfast and Lunch Procedures	Page 6
Fees and Fines	Page 6-7
Health Rules and Procedures	Page 7
Dress Code	Page 7-8
Lost and Found	Page 8
Emergency Form and Procedures	Page 8
Homework	Page 8
Communication	Page 9
Observing Classrooms and Volunteering	Page 10
Climate and Culture	Page 10-11
Intervention Assistance Team	Page 11
Class Placement	Page 11-12

Hyde Park School Profile

Hyde Park School's Vision

Hyde Park School gives every student the opportunity to achieve exceptional results through its community school and district gifted program.

Hyde Park School's Mission

To develop compassionate, engaged students who are HAPPY to be at school.

Local Decision-Making Committee (LSDMC)

The LSDMC is the primary governing body for Hyde Park School. This committee gives insight and input into important decisions that greatly impact students' lives and shape their educational experiences. The committee is comprised of community members, parents, support staff, teachers, and administration. The meetings are held the 4th Wednesday of the month at 3:00pm and are open to the general Hyde Park School population. The LSDMC Chair is Jason Wilcoxon. For more information you can email him at wilcoxjd@gmail.com.

Instructional Leadership Team (ILT)

The ILT is a shared leadership committee that supports decision-making in school climate, and curriculum and instructional design. The committee is comprised of administration, teachers, support staff, and parent representatives. Its monthly meetings are not open to the general Hyde Park population.

Parent Teacher Organization (PTO)

The PTO is a volunteer group made up of parents, teachers, and interested community members. Through membership and fund raising opportunities, PTO supports school events, enrichment learning opportunities, etc. For more information, go to PTO website at <http://hpspto.org/>.

Description of Hyde Park School

The Hyde Park School meets the diverse needs of all students through learning communities:

- Cincinnati Gifted Academy – a gifted learning community that serves students throughout the district in grades 3-6
- Neighborhood – a traditional learning community that serves students from Hyde Park, Oakley and Evanston in grades K-6.

Arrival and Dismissal Procedures

Breakfast

Free breakfast is available to all students from 7:15-7:45 am daily in the cafeteria. Students can go to the cafeteria for breakfast or report directly to their classrooms.

Arrival

Students should arrive to school between 7:30-7:45 am. All students must be in their classroom by 7:45 am. If your child is late, he/she should enter the main entrance doors to get a late pass. If students arrive after 7:45 they will be marked tardy. We will investigate excessive tardiness or absenteeism as defined by state and local laws as well as school district policies for attendance.

Car Riders

The neighborhood surrounding Hyde Park School is a high-traffic area. Please help us to ensure your child's safety. Do not allow your child to exit your vehicle anywhere other than the designated drop off area.

For everyone's safety and to keep the carline moving, please stay in your car, stay alert and keep both hands free for driving your vehicle.

All car riders should be dropped off in the Edwards Avenue entrance car line loop from 7:30-7:45 am. If you arrive earlier, please remain with your child until 7:30 am. Students should enter the school through the cafeteria door. **During car pick up dismissal, families should not arrive before 2:00 pm. Please use a marker on an 8x11 paper to post your child's full name and grade on the front window of your car. This will help our staff identify your car.**

Bus Riders and Walkers

Bus riders and walkers should enter the doors on Observatory Avenue between 7:30-7:45 am. Dismissal is at the same location at 2:15pm. Students must have a note from their parent or guardian if their transportation changes. No student can change their bus route or stop on any given day without prior district paperwork being completed (pink Deviated Bus or yellow Space Available form) and change approval received. Please see the office for the appropriate forms. Deviated bus requests will only be considered for long-term childcare purposes. Daily bus requests cannot be honored. Please call the bus company if you have questions about your child's route. The numbers are: (First Student) 513-830-7720 or (Queen City) 513-941-3232. You can also contact the Transportation Department at 363-0330 for other bussing questions.

Dismissal

Dismissal for all students is at 2:15 pm. Students must have a note from their parent or guardian if their transportation changes. This note must be presented to the teacher the morning of the intended change. Students who have not been picked up by 2:30 pm will be brought to the office to wait for their parents. If a child is left and we are unable to locate a parent or guardian by the time the office closes (3:00 pm), 241-KIDS will be called and a social worker will see that the child's parent or guardian is located.

Early Dismissal of Students

Please make every effort to avoid taking your child out of school before 2:15 pm. It is important for your child to be in school all day and to avoid unnecessary classroom interruptions. Dismissal is at 2:15 pm. For early dismissal, the person picking up the student must sign out the student in the office. Please send a note in advance so that the pick-up will be expected. As a safety measure, we will not release a student for pick up without the proper authorization and identification. **Parents must submit changes in transportation plans in writing. Without written notification of a change, children will be sent home by the usual arrangements. If an emergency arises, please contact the office as soon as possible. Calls are not accepted after 1:45 pm, as we cannot assure that a message can be delivered before dismissal.**

Attendance

Please call the main office at 363-2800, if your child is going to be absent from school for any reason. You may also submit your absences at: <https://hydepark.cps-k12.org/contact/attendance-report>

If we do not receive a call by 8:30 am the day of the absence, the absence will be recorded as unexcused. Family vacations are also marked as unexcused absences. Chronic absenteeism will be investigated by the visiting teacher at the discretion of the principal. Parents that fail to improve a child's poor attendance may be cited to court and a judge may assign corrective measures.

Etiquette

School Etiquette

Visitors entering the school must immediately report to the school office. Upon entering the building, all adults and children should remove their hats and refrain from talking while in the hallways. Adults can help set a good example and reinforce the good behavior of the student body by observing these general school rules while on school grounds. **SMOKING IS PROHIBITED AROUND CHILDREN, EITHER AT SCHOOL FUNCTIONS OR ON FIELD TRIPS.** Adults must use appropriate language around children at all times.

Office Etiquette

The school office will be open from 7:00 am - 3:00 pm Monday through Friday. Our office staff is available to help answer any questions that you may have regarding Hyde Park School. No one will be allowed to interrupt learning in the classroom. Items such as forgotten homework, lunch, school supplies etc., must be delivered to the office. If you would like to talk with a teacher, please make an appointment via email or phone.

Our office is a very busy working environment. We ask that all parents remind small children who accompany them to the office that they are to use quiet voices inside of the office, refrain from talking while in school hallways and are to stay with their parents at all times. We thank you for being courteous to our secretary who has to answer the telephones and help many people within the school office.

Building Security

It is our job to keep your children safe while in school. In order to do this we need all parents, visitors, and guests to sign in and out in the office before and after going to a classroom. Even parents delivering items such as forgotten homework, lunch, school supplies etc., must report directly to the office. Once signed in you will be asked to wear a badge while in the building. These badges let all staff members know that you have signed in at the office and have an appointment to visit a classroom. Please do not be insulted if a teacher or other staff member asks you to return to the office for a badge. They are required to do this as part of our safety plan.

Inclement Weather

The announcement of school closing or delay of yellow bus service on days of inclement weather conditions is made over most radio and television stations. We will either be on a two-hour delay with bus service, or the school will be closed. Please follow TV/radio information.

There are 3 possible procedures for severe weather:

1. **School is closed** – school, all extra-curricular and CRC is cancelled.
2. **2 Hour Delay** – school, all extra-curricular and CRC will start 2 hours later. School instruction will start at 9:45 am.
3. **2 Hour Bus Delay** – school, all extra-curricular, and CRC will start at normal time. **All non-bus riders should arrive to school on time. School instruction will start at 7:45 am.** Bus riders will not be penalized for the delay.

On clear days when the temperature is 32 degrees or above, students will go outside for recess. Please make sure your child is dressed warmly. Gloves, hats, and appropriate footwear are required.

Breakfast and Lunch Procedures

The Cincinnati Public School district offers Universal Breakfast to every student, every day, at no cost to students. Research has shown that students that eat breakfast perform better in school. The menu will meet the district's Healthy Foods Guidelines. All families are encouraged to participate.

Lunch is also available for students. At the designated lunchtime, students will come to the cafeteria with their class. Menus can be found on the district's website. Children who pack lunch may purchase milk. Prepay lunch accounts are available through the lunchroom manager. Applications for free or reduced lunch are sent out at the beginning of each school year. Please fill out the application, even if you plan to pack lunch. Each application turned in to the district may get our school closer to receiving Title I grant monies. The approval process usually takes up to two weeks. Until then, please send lunch money or a packed lunch each day.

The full price of a paid lunch is \$1.75. Student milk is \$.50

Children will sit at the tables designated for their class. All children are responsible for taking up their trays, removing all trash and wiping off their table. Children are asked to use a friendly indoor voice while in the cafeteria. Paraprofessional will monitor the children at lunch and on the playground.

Fees and Fines

Each family with children in a Cincinnati Public School, grades kindergarten through high school, is asked to pay a special Instructional Fee to help pay for consumable classroom materials. The fee varies based on income, the number of children in school, and grade levels. Parents will receive a letter explaining this policy in their "Back to School" folder. This money goes directly into our school's operating budget. Please take care of this obligation at the beginning of the school year.

Fines are charged when a student loses or damages any books or textbook that is assigned to him/her. The amount varies according to the original cost of the book, the condition, age and extent of the damage. Student progress reports will be withheld for the nonpayment of instructional fees and book fines at the end of the fourth

quarter. Fees that accumulate over years will continue to be charged to students. Records will not be released until fees are paid in full.

Health Rules and Procedures

Health Procedures and Rules

If for any reason your child cannot take part in any regular play or physical activities, a note of explanation from the parent is necessary. Please do not send a child to school that has a fever, severe cold, sore throat, inflamed eyes, nausea, vomiting, or diarrhea. It is unfair to other children to expose them to illness. Your child must be fever-free for 24 hours before returning to school.

There will be times when we may have to exclude a child from school until medical attention is received. The law is very specific regarding these exclusions. You will be required to send a note from your physician or clinic stating that your child is permitted to return to school.

Head Lice

It is very common for a few cases of head lice to surface during the school year. Our teachers and paraprofessionals do their best to check all students in classrooms where reports of head lice occur. Children who are sent home with lice are to remain home for at least 24 hours and be treated for the condition before they can return to school. A parent must accompany the child to school for a head check before the child can be readmitted. All live bugs and nits must be removed in order for the child to be allowed to return to class.

Medicines at School

Cincinnati Board of Education policy (5141.3) requires signatures of the parent or guardian and physician before medication can be given to a child by school personnel. A special form for this purpose is available in the school office.

No medication will be given by school personnel unless complete instructions are received from the parent and physician in writing. This policy includes all over-the-counter medicines and inhalers. Inhalers can be kept with the classroom teacher for K-2nd grade students. Students in 3rd-6th grade can be responsible for their own inhalers. All other medicine is kept and administered by office staff.

Dress Code

Students at Hyde Park School are expected to dress in a manner that is not distracting to the learning process. We ask that all parents review the following guidelines with their children and ensure that they come to school properly dressed.

- Hats, bandannas, kerchiefs or other headgear is not to be worn in the building.
- Tanks tops, spaghetti straps, tube tops or any shirts that expose the midriff area are not allowed.
- Shorts that are an appropriate length (not to be shorter than half of the distance from upper leg and knees) can be worn during warm weather.
- Pants must be held up with a belt at the waist. Undergarments cannot be showing.
- Dyed hair, make-up, excessive jewelry; tattoos or other items that are distracting to learning are prohibited.
- Clothing with profanity or violent messages is prohibited.
- Shoes should be comfortable and enable the student to walk safely about the school grounds. Flip-flops are discouraged.
- No shoe wheelies.

- 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.
- Toy guns and knives, and any and all mock weapons, are not allowed on school property.
- Cell phones and electric devices carried by students must remain turned off and out of sight.

Lost and Found

Please mark all of your child’s personal items. Lost and Found is located in the cafeteria. Please check there if your child has lost something. Small, valuable items such as eyeglasses, cell phones, wallets, jewelry, etc., will be turned in to the office and can be claimed there. All lost and found items are discarded at winter break, spring break, and at the end of the school year.

Emergency Form and Procedures

Emergency Form

Every child must have an updated emergency form on file in the school office. This form is by far the most important information regarding your child's safe care. In the event that you or a designated emergency contact person cannot be reached during an emergency, this form gives us the consent to seek medical attention for your child. Parents must provide at least three working telephone numbers on the emergency cards. These forms are included in the “Back to School” folder. Please fill out the form and return it to your child's teacher. Also, it is important for you to update the form if any information changes.

Emergency Procedures

In the event of a crisis in which staff and students must be evacuated from the building, students and staff will walk to **Withrow High School on Observatory Avenue**. In the event of a lock-down situation within the building, the entire building will be secured and no one will be permitted to enter under any circumstances. The public affairs department of the Cincinnati Public Schools will provide all communication. Contact that department in the event of a crisis.

Homework

Homework is a responsibility that Hyde Park School students must take seriously in order to be successful in their studies. The quantity of homework varies from grade to grade. Generally speaking, grades K-2 may have up to 30 minutes of homework each night. Grades 3-6 may have up to 60 minutes of homework each night including long-term projects. If the homework demands seem inappropriate for your child, please contact the teacher so that modifications can be made. Students are responsible for completing and turning in the assigned task on time. Not all homework is in written form. Often students are asked to do research, read, or study without doing a written assignment. Parents can help children learn that this type of work is just as important as written assignments by monitoring the amount of time children spend on these types of tasks.

Communication

Parent Communication

Communication with parents is extremely important to the staff at Hyde Park School. We will use several opportunities to communicate. Please make sure the office has your current email. Most information and several notices will be sent electronically. Below are the ways Hyde Park School will support on-going communication:

- Student planners (grades 2-6) – students are responsible for writing assignments in planner. Teachers will also send home notes to parents as needed. Parents should check planner daily and sign in pen.
- Tuesday Folders – please look for folder on Tuesdays with important information. Please return folder with any required information.
- Parent Teacher Conferences – are held each semester. In addition, parents can also request a meeting with the teacher via phone and email.
- School website with calendar of events
- Monthly electronic school-wide newsletter –please make sure that the office has a current email. Newsletters will be emailed unless a hard copy is requested.
- Report cards are sent home four times during the school year. These reports give important information regarding how well your child is progressing. Any questions or concerns about the child's progress should be directed to the teacher. Please sign the bottom portion of the report and return to your child's teacher.
- Power School is the district-wide computer accessed information system that will allow you to view your child's grades and progress. Parents can get a PowerSchool username and password from the main office. Please call or email our secretary at salzbra@cps-k12.org for username and password. Parents can then sign in at <https://powerschool.cps-k12.org/public/> to view their child's grades, attendance, bus information, behavior, fee balance, etc.

Telephone Messages and Phone Usage by Students

All classrooms at Hyde Park School are equipped with a telephone that has voicemail. The teachers will not be able to receive incoming calls during the school day. Calls made to the teacher during the school day will be sent to the teacher's voicemail. The teacher will return the telephone call as soon as it is convenient. The school phone directory is included in the “Back to School” folder. Messages for children may be given to the school office 363-2800. The message will be placed in the teacher's mailbox or directed to the teacher's voicemail. Please remember that no classroom will be interrupted to deliver a message to a child except under an emergency situation. Students must have the teacher's permission before using the telephone.

Cell phones and electric devices carried by students must remain turned off and out of sight. Some mobile devices may only be used for teacher-designated activities.

Addressing Concerns

If your child comes to you with a complaint or concern with how an incident involving them directly has been handled, please follow these guidelines:

- Discuss the incident thoroughly and objectively with your child.
- If you have questions about the incident, or are dissatisfied with how the situation was handled, make an appointment to discuss the incident with your child's teacher.
- After multiple communications with the teacher if the situation is still unresolved, make an appointment to discuss the incident with the principal and teacher. The administrator will decide the next step.

Observing Classrooms or Volunteering

Observing/Visiting Classrooms

Visitors are always welcome at Hyde Park School. Upon entering the building, all visitors must report to the office to explain the purpose of their visit to sign in and to obtain a visitor's pass. We are proud to share our student's work. In order for the educational process to proceed smoothly, please follow these guidelines:

- Please make an appointment to observe or volunteer at least one day in advance. Too many observers can be disturbing to the children. Also, if you are volunteering or tutoring, the teacher will need time to prepare work for you that will be beneficial to the children and enjoyable for you.
- Stop at the office first and sign in at the front desk indicating your destination. You will be given a badge to wear while you are in the building.
- In the classroom, enter quietly and sit in the space designated for you by the teacher.
- Do not interrupt children and staff while they are working. Wait until an appropriate break to ask the teacher any question you might have.
- Remember that as an observer or volunteer, you are bound by the same code of ethics as any other adult at Hyde Park School. You are not free to discuss any child's behavior or personal information with anyone else. Please do not ask staff members questions about children other than your own.
- If you would like to discuss your observation or a classroom issue with the teacher, please request a conference time or a phone call. The teacher will not be able to engage in a lengthy discussion during the school day.
- To minimize distractions during the school day, forgotten items (homework, lunch etc.) or needed supplies/notes must be delivered to the office.

Procedures for Volunteers

One of our primary concerns is the safety of our students. As a result, we require a visitors' pass for anyone who is in our buildings. One-time visitors receive a temporary pass. Individuals who are in our school on a regular basis need a security badge, which requires a background check. See office staff for details.

Hyde Park School Climate and Culture

Cincinnati Public School's Code of Conduct

Positive School Culture, a District-wide Code of Conduct booklet is sent home to parents. It states the district's rules and the consequences that will result from breaking those rules. Teachers discuss and teach lessons from the District-wide Code of Conduct with their students during the month of August and revisit these lessons throughout the year as necessary. Parents are asked to discuss the information contained in the booklet with their children as well.

All communication in the school is to be conducted with respect. Bullying will not be tolerated. Bullying is defined as any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students...and the behavior both:

- A. Causes mental or physical harm to the other student/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 student/school personnel.

Hyde Park School Discipline Plan will be sent home in the Tuesday Folder. Please review the information with your child.

Discipline and Students with Special Needs

Our goal at Hyde Park School is to provide fair, consistent discipline for all children. For most children with special education needs, this simply means that the regular classroom management plan will be used with them as with typical students. However, some children with special needs do have a behavior plan included in their Individual Education Plan. Staff members are made aware of this and carry out the behavior plan for that child as it is written. Should a child develop a need for a behavior plan, the teacher will document the evidence of that need and contact the Intervention Assistance Team.

Bus Conduct

Bus Rules

- Remain seated at all times.
- Use “inside voices” while on the bus.
- Always obey the bus driver.
- No fighting/pushing/tripping/hitting.
- All body parts must remain inside of the bus.
- Don't throw objects in or out of the bus.
- Objectionable language is prohibited.
- No littering.
- No eating or drinking on the bus.

Consequences for Bus Misconduct

- First incident report - warning, mailed to parent by the office.
- Second incident report - warning, mailed to parent by the office.
- Third incident report - bus-riding privileges suspended for three (3) days. Suspension letter is sent home and a school administrator makes parent contact. Teacher is notified of suspension.
- Fourth incident report - bus-riding privileges are suspended for five (5) days. Suspension letter is sent home and a school administrator makes parent contact. Teacher is notified of suspension.
- Fifth incident report – bus riding privileges are suspended for a period of up to 10 days, parent meeting required before returning to the bus. Teacher is notified of suspension.
- Over 5 incident reports – Child risks suspension from the bus for the remainder of the year. Mandatory parent/administration meeting required before returning to the bus.

*Suspension from the bus is not necessarily suspension from school. Parents are responsible for transporting their child to and from school under bus suspension.

Intervention Assistance Team (IAT)

The Intervention Assistance Team is available for the staff to consult. It consists of the administration, school psychologist, and visiting teacher and can access other specialists, such as the occupational therapist, physical therapist, speech therapist, intervention specialists, and counselors, as needed. The team designs alternative strategies for students who may be having difficulty meeting academic or behavioral school expectations.

Class Placement

It is our school's responsibility to align current resources to best meet the learning strengths and challenges of all students. Classrooms are heterogeneously grouped. The school educational team will determine the class placement of students. Parents are asked to trust our educational team to advocate for EVERY child within this process. Every effort will be made to meet individual learning needs for **all** students. If parents have certain aspects of their child's learning or preferred qualities within a learning environment that they wish to be considered during the class placement process, they are asked to **communicate this in writing to their child's current teacher no later than March 15th**. The teacher will act on behalf of all his/her students to advocate for their future learning needs within our internal placement conversations and processes. Class placement change requests are not typically granted. If current placement concerns arise, parents are expected to follow the outlined chain of command, starting with the current classroom teacher to brainstorm viable solutions.