



Bond Hill Academy of Math & Science Discovery  
1510 California Avenue  
Cincinnati, Ohio 45237  
Ph. 363-7900 / Fax 363-7920

Dear Parents and Guardians,

On behalf of the staff and myself, I am happy to welcome you to the 2019-2020 school year! We are committed to making this a school of excellence based on high academic standards and expectations for everyone. All students are expected to, "Be Ready, Be Responsible, and Be Respectful" throughout the school year. As partners in your child's education, we share the responsibility for their success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school all day and arrives on time, ready for the day's learning experiences;
- 2) Completes all homework assignments given by teachers;
- 3) Practices daily reading at home for at least 15 minutes;
- 4) Shares school experiences with you each day;
- 5) Informs you if he/she needs additional support or is struggling in some area (especially math/science);
- 6) Knows that you expect him/her to succeed in school.

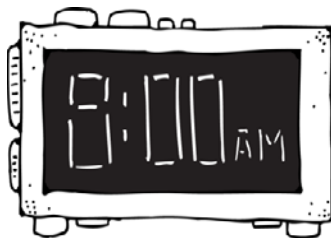
If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding standards related to appropriate behavior for a safe and productive school year. This handbook is important, because it will tell you about crucial school information. Take a few moments to go through it with your child, so that you both are familiar with it. **Please take time to sign and return the last page of this handbook to your teacher.** We value our partnership with you, and will work with you to continue it. If you have questions, call us at 363-7900. Have a great math and science-filled year!

Sincerely,

Renee Crawford  
Principal

## Important School Dates

<b>August 19</b>	<b>Monday</b>	<b>Schools Open- Students Report</b>
<b>September 2</b>	<b>Monday</b>	<b>Labor Day Holiday – Schools Closed</b>
<b>September 9</b>	<b>Monday</b>	<b>Midterm Week</b>
<b>October 11</b>	<b>Friday</b>	<b>End of 1st Quarter – Students Report</b>
<b>October 21</b>	<b>Monday</b>	<b>Conference Comp. Day No Students</b>
<b>November 5</b>	<b>Tuesday</b>	<b>Election Day/Conference Day No Students</b>
<b>November 11</b>	<b>Monday</b>	<b>Veteran’s Day Holiday Schools Closed</b>
<b>November 1</b>	<b>Tuesday</b>	<b>Midterm Week</b>
<b>November 27</b>	<b>Wednesday</b>	<b>Conference Day No Students</b>
<b>November 28-29</b>	<b>Thursday-Friday</b>	<b>Thanksgiving Holiday. Schools Closed</b>
<b>December 20</b>	<b>Friday</b>	<b>End of 2<sup>nd</sup> Quarter – Students Report</b>
<b>Dec. 23—January3</b>	<b>Winter Recess 2 weeks</b>	<b>Schools Closed</b>
<b>January 1</b>	<b>Wednesday</b>	<b>New Year’s Day Holiday Observance –Schools Closed</b>
<b>January 6</b>	<b>Monday</b>	<b>Schools Reopen – Students Report</b>
<b>January 20</b>	<b>Monday</b>	<b>M.L. King Jr. Day Holiday – Schools Closed</b>
<b>February 3</b>	<b>Monday</b>	<b>Teacher Learning Teams No Students</b>
<b>February 10</b>	<b>Monday</b>	<b>Midterm Week</b>
<b>February 17</b>	<b>Monday</b>	<b>President’s Day Holiday Schools Closed</b>
<b>March 13</b>	<b>Friday</b>	<b>End of Third Quarter – Students Report</b>
<b>March 23-27</b>	<b>Monday-Friday</b>	<b>Spring Recess – Schools Closed</b>
<b>March 30</b>	<b>Monday</b>	<b>Schools Reopen – Students Report</b>
<b>April 20th</b>	<b>Monday</b>	<b>Midterm Week</b>
<b>May 21</b>	<b>Thursday</b>	<b>End of 4<sup>th</sup> Quarter Last Day for Students</b>
<b>May 22</b>	<b>Friday</b>	<b>Last Day for Teachers</b>
<b>May 25</b>	<b>Monday</b>	<b>Memorial Day Holiday</b>
<b>June 1—June 26</b>	<b>Monday-Friday</b>	<b>Elementary Summer School (20 days)</b>

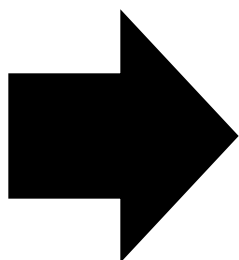


## SCHOOL DAY

**\*The school day is 8:00 a.m.—2:30 p.m. Breakfast is served from 7:30 a.m. – 8:00 a.m.**

**Arrival** All students eating breakfast should go directly to the cafeteria. All other students should go to their assigned areas in the Gym and sit quietly before school starts. All students are encouraged to bring a book to read or to recheck homework before school. Students are not permitted to walk around the building.

**Dismissal** Students will not be permitted to stand around school grounds or remain around school unsupervised. Students attending after-school programs should report to the cafeteria after school, and no student will be permitted to return in the school without permission from an adult.



**PLEASE NOTE: \*Students are not to arrive before 7:30 AM.**



## ATTENDANCE POLICY

### **Absences/Tardiness:**

*Students and parents alike are reminded of the strong correlation between regular school attendance and academic success. Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program, and to develop habits of punctuality, self-discipline, and responsibility.*

### **Absence from School:**

Continuity in the learning process is seriously disrupted by excessive absences and tardiness. In most situations, the school work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades and enjoy school more. Parents/Guardians should call school (513-363-7900) between 7:00 a.m. and 7:30 a.m. each day to report the student's absence.

**\*Excused and Unexcused Absences and Tardiness:** an absence from school for the following reasons will be considered **excused**;

- 1. Personal illness: All illnesses must be verified by a doctor's excuse, a parental/guardian note or telephone call.**

- 2. Illness or death in the family
- 4. Observance of religious holiday

- 3. Family calamity
- 5. Court of Law hearings

A student is considered truant if the student is absent or tardy without legitimate excuse. UNEXCUSED absences and tardiness include but are not limited to:

- 1. Missed Bus; 2. Overslept; 3. No Parent/Guardian written note.

Notes regarding all absences are to be submitted to the office on the morning the student returns to school.

#### Tardiness

When a student arrives after the first period bell has rung, the student is considered tardy and must report to the attendance table or office to receive an admittance slip. Tardiness is often caused by legitimate factors (car trouble, problems at home, alarm clock, road conditions, etc.). However, excessive tardiness will be cause for disciplinary action. Parents will be cited to court if their children are chronically late to school.

#### Absences from Class

A student who is in attendance at school but who fails to attend one or more regularly assigned classes (cutting class) will be subject to disciplinary action.

#### Early Dismissal

**\*Parents are encouraged to make all personal and professional appointments involving their children (i.e., doctors, dentist, etc.) outside of the school day.** If it becomes a necessity to make such appointments during the school day, the parents or guardians must submit a written notice explaining the date, time, and with whom such appointments are to be held. Such notes are to be submitted to the office no later than 8:00 a.m. on the day in question. Upon returning, students are to report to the office and receive a pass to class. Each note must include the parent's work or home telephone number in order for us to verify your request. **DO NOT CALL THE OFFICE WITH VERBAL MESSAGES. THEY MUST BE IN WRITING WITH YOUR WORK & HOME NUMBERS.**



#### Illness at School

Any student who becomes ill during the school day should secure a pass to the nurse from a teacher and report to the Health Clinic. If the nurse is not available, they should report to the main office. If the school nurse or the principal or the designee determine the student should go home, such official must first contact the student's parents or guardian (at home or work) and seek permission to release the student and arrange for transportation. **Only persons whose names appear on the student's Emergency Medical Form will be accepted in lieu of contacting the parents.**

Release to Other Relatives/Guardians

**\*PLEASE DO NOT SEND RELATIVES OR FRIENDS TO PICK UP CHILDREN WITHOUT FIRST NOTIFYING THE SCHOOL OFFICE OR THE TEACHER. THE OFFICE MUST BE NOTIFIED BY NOON OF ANY CHANGES.**

**SCHOOL VISITATION  
POLICY**



- Parents are strongly encouraged to be active participants in their child’s education by visiting their child’s classroom.
- Parents are required to check-in at the office and to receive a visitor badge before going to classrooms. We request that parents avoid conferencing/ visiting with the teacher during the school day, but rather schedule a conference for a mutually acceptable time. Unscheduled parent conferences interfere with the learning and teaching taking place.
- Please remember to be respectful of the learning environment while visiting the classroom. Inappropriate communication and/or behavior will not be tolerated during school visits.



**LUNCH / BREAKFAST**

**To receive free lunch a new application must be submitted each school year.** If your child received free lunch last school year; he will automatically receive it for the first 30 school days. After your new application has been submitted and approved, you will receive notification in writing. **DO NOT ASSUME BECAUSE YOUR CHILD RECEIVED FREE LUNCH LAST YEAR, THAT HE/SHE WILL BE APPROVED THIS YEAR.**

**Lunch Cost: No Cost**

**Breakfast Cost: No Cost**

**Milk: No Cost**

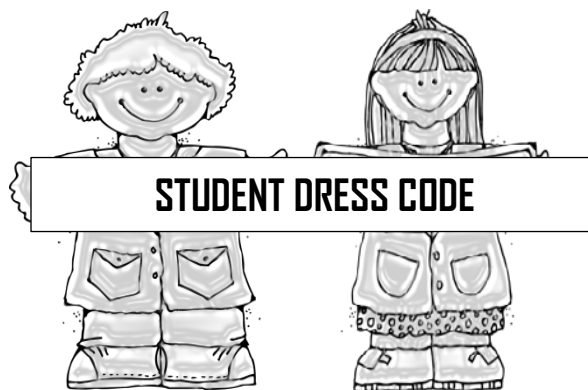


## TEXTBOOKS AND TECHNOLOGY

All basic textbooks and certain electronic devices are loaned to students for their use during the school year. Textbooks and laptops are to be kept clean and handled carefully. **Parents will be required to pay for lost or damaged books or technology that is destroyed intentionally.** It is the student's responsibility to take care of school property.

## STUDENT PLANNERS AND PARENT NEWSLETTERS

\*To facilitate communication between home and school, all students are required to have a "Student Planner". Each student will be given a book at the beginning of school. **(There will be a fee of \$5.00 for lost assignment books.) It is important for students to record homework assignments each day and parents are asked to sign the planner each day indicating that they have reviewed their child's homework assignments.** Please check your child's book bag daily for notes, messages, and other important information. There will be a parent newsletter that goes out monthly with lots of school news and info, also.



\*All Bond Hill Academy of Math and Science Discovery students are required to dress for academic success by wearing their school uniform every day. **School colors are dark blue, khaki or black uniform-styled pants, skirts, shorts, or jumper with a white, dark-blue, or light-blue collared polo shirt.** Students will also be provided a lab coat that must be worn to math and science classes.

**Note:**

Extremely short shorts, short skirts, tank tops, blouses exposing midriff, or blue jeans are not permitted.

Students are not permitted to wear oversized t-shirts, oversized pants and both pant legs must be pulled down at all times. No drooping pants or exposure of undergarments are permitted and all students must wear their pants around their waist with a belt.

Students may not wear clothing with inappropriate words or pictures alluding to drugs or sex. Students are not permitted to write or draw on themselves at school.

Children may not wear coats, hats, scarves, do-rags, bandanas, flip flops, house shoes, gang paraphernalia, excessive jewelry (large earrings, a large number of bracelets, etc.) or any item considered disruptive to learning in the school building, hallways, classrooms, etc. during the school day.

**NOTE: Students who choose to dress inappropriately will be subject to disciplinary action.**



**FIELD TRIPS**

Field trips are planned as an important part of instruction in a particular area of knowledge or experience. Students are expected to submit a permission slip signed by a parent before the date of the trip. When on a field trip, students are expected to be on their very best behavior for their own safety and because they are representatives of the school. All school rules and district policies are in effect during field trips. At the teacher's discretion, students who exhibit chronic disruptive behavior in the classroom will not be permitted to take part in field trips unless accompanied by a parent. ALL students must have a signed permission and Medical Authorization Form on file to participate in field trips. All students will be required to wear school uniforms unless stated otherwise on permission slip (i.e.: environmental or recreational field trips).

**BOND HILL ACADEMY'S CODE OF CONDUCT TO BE YOUR BEST!**

The following rules and code of conduct have been established to create an environment in which all students can work and study together in a respectful atmosphere. Students can expect consistent enforcement of school policies and fair administration of consequences for failure to follow rules. The staff encourages parents to monitor their child's behavior at school on a regular basis.

### **\*Policy Regarding Cell Phones and Electronic Devices**

**Students are not permitted to have cell phones, pagers, CD players, electronic games or devices at school. These types of electronic devices interfere with the educational process.** If

students need to make phone calls, phones are available in the main office and every classroom. All electronic devices will be confiscated for parent retrieval. The following time line will be used for confiscated cell phones and other electronic devices (1<sup>st</sup> offense – 10 days, 2<sup>nd</sup> offense – end of quarter, 3<sup>rd</sup> offense – end of year). Bond Hill Academy will not be held responsible for lost and/or stolen electronic devices.

### **CONSEQUENCES**

Students are expected to conduct themselves in an appropriate manner at all times. Failure to follow school rules, the code of conduct, classroom rules, or district rules will warrant disciplinary action. This action may include the following:

- loss of privileges including field trips and incentive programs
- writing assignments
- time out in the classroom
- time out in another classroom
- loss of recess
- call to parents
- conference with parents
- placement in In-School Suspension (ISS)
- removal from school
- detention
- bus suspension
- out of school suspension
- removal to alternate school placement center
- expulsion



### **POSITIVE BEHAVIOR SUPPORT PROGRAM**

The students at Bond Hill Academy who continuously follow the Bond Hill Academy rules are entitled to become eligible for incentives. These incentives may include the following: field trips, awards assemblies, raffles, and various honors and privileges.



## CLASSROOM BEHAVIOR

All students must have a respect for the classroom environment, because every student has the right to learn in a safe and orderly environment. Inappropriate behaviors that disrupt the classroom and the teaching process will not be tolerated. These behaviors include talking while the teacher is teaching, distracting other students, throwing objects, and the failure to complete classroom assignments. All students are here to learn and that is what is expected of them in the classroom.



## HOMEWORK

Students can expect homework on a regular basis. All students are expected to complete their homework assignments on a nightly basis. It is the student's responsibility to get missed homework assignments when absent.

## HALLWAYS

Talking in the hallway is not permitted because other students are in class. Children are to walk on the right side of the hallways and stairs at all times. All students must have a hall pass and permission from an adult to be in the hallway.

## PARENT CONTACT INFORMATION

To improve parental communication between home and school, a working and emergency phone number is a must for each student. Please notify the school immediately of changes in phone numbers.

## HEALTH AND WELLNESS

If, for any reason, a student would be restricted from physical activity, physical education, etc., a note of explanation must be sent to the school. Do not send children who have severe colds, sore throats, rashes, pink eye, ringworm, coughs, swollen glands, fever, nausea, vomiting, diarrhea, or other symptoms of illness. Students do not get better once they are at school. There are times when we must exclude a child from school for not having proper immunization or when he/she contracts a contagious disease or disorder. The law is very specific regarding exclusion. You must have a doctor's statement that your child is permitted to return.

## EMERGENCY FORMS

These important forms must be filled out for every child. In the event that you or an emergency contact person that you designate cannot be reached during an emergency, these letters give us your consent to seek required medical assistance.

Please fill this form out completely and return it to your child's teacher the next day. Without this permission from you, we are powerless to act on your child's behalf. A working phone number and emergency phone number is a must for each student.

### DISPENSING MEDICATION



A medical form must be completed by your doctor and signed by you before we can administer any medication to a student. This medical form is available in the school office. Students may not take any medicine in school without a signed medical/permission slip. This includes aspirins and any forms of over the counter medicine.

### IMMUNIZATIONS

It is strongly recommended that your child's "shot" records are current. When receiving immunization shots, please have your doctor or clinic complete the proper forms with an authorized signature and return them to school as soon as possible.

For students without up-to-date immunization shot records, the Centers for Disease Control's policy (CDC) states that if there is an infectious disease outbreak, your student would have to be out of school for 28 days.

### SEVERE WEATHER POLICY

On rare occasions, the Superintendent determines that the weather is too severe to start school on time. An announcement will be made over radio and television stations regarding school delays and/or closings. **PLEASE DO NOT CALL THE SCHOOL.** We receive information at the same time that you do. If you drive your child to school on a morning when the bus is not running, please be prepared to drive your child home because the bus will not be running in the afternoon.

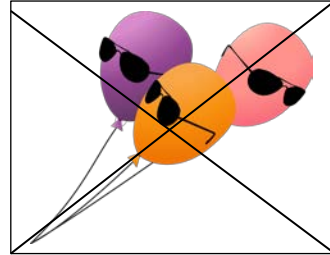
### EMERGENCY EVACUATION PROCEDURES (Away from School)

If it is necessary to relocate to a temporary site away from the school, all students and staff will be moved to a safe and secure area. The school principal or designee will supervise the evacuation. Please listen to your local media for additional information.

## CULTURAL CELEBRATIONS

School-wide or classroom celebrations will occur throughout the year. We view Thanksgiving, Christmas, Hanukkah, Martin Luther King Jr. Day, Kwanza, Veteran's Day, Black History Month, etc. as opportunities to celebrate and learn about cultural diversity. Please notify the teacher if you do not want your child to participate in any of these events.

**In addition, we respectfully ask that you do not bring birthday food, balloons, etc. to school as it is disruptive to the learning process. Please celebrate birthdays at home with your student.**



## LSDMC

The LSDMC (Local School Decision-Making Committee) is a vital part of the Bond Hill Academy of Math and Science Discovery. Membership consists of school staff, parents and community members. A chairperson conducts these meetings and they are held on the first Tuesday of each month.

## PTO

The PTO (Parent Teacher Organization) provides an opportunity for parents to make a positive contribution to the success and improvement of our school. Monthly meetings are held on the second Tuesday of each month. Plan to join and to become an active member of PTO.

## VOLUNTEER OR CHAPERONE

There is a process to get a Volunteer Badge through Cincinnati Public Schools to volunteer or chaperone. You may stop by the FamiliesFORWARD Parent Center or contact Mrs. Nettles at 363-7925, or Mr. Henry at 363-7928 to get this information.

**PLEASE SIGN AND RETURN BOTTOM PORTION TO SCHOOL**



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***As 2019-2020 Bond Hill parents and students, we have received and read over the student handbook and pledge to follow the policies and procedures listed there.***

\_\_\_\_\_ ***Student's Name*** \_\_\_\_\_ ***Grade***

\_\_\_\_\_ ***Teacher's Name***

\_\_\_\_\_ ***Parent/Guardian Signature***

\_\_\_\_\_ ***Working Phone Number***