Mission
Our mission is to create a 21st century learning community that will support, challenge, and empower students to become engaged and prepared citizens and lifelong learners by having an integrated STEM and liberal arts curriculum focused on creating in-class teaching with hands-on projects led by highly-trained and effective educators.

Vision
The Vision of Taft STEM Elementary School is to be the premier STEM-focused elementary school in the country that empowers all students to achieve at their highest potential by developing and implementing high quality STEM-focused curriculum.

Contact Information:
270 Southern Ave, Cincinnati, OH 45219
Main Office: (513) 363-5600; Fax:(513) 363-5620
Dana Jason, Principal
Principal’s Message

Dear Taft Tiger Students & Families,

Welcome to the 2022-2023 academic school year! We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and parents/students. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. Please take the time to read this handbook thoroughly.

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, and conferences, and become an active member of the LSDMC and volunteer program. We are very happy to have you and your child with us at William H. Taft Elementary school, where 'Progress is the Path to Proficiency...and Beyond!'

Sincerely,
Dana Jason, Principal

ARRIVAL PROCEDURES
Student arrival time is 7:30 a.m. For the safety and well-being of the children, students are not to arrive or enter the building before 7:30 a.m. Following arrival time is especially important during inclement weather since the child will have to remain outside until supervision is made possible at 7:30 a.m. Students are to report immediately to assigned areas for appropriate adult supervision.

- Arrival Procedures:
  - **Bus Riders**: Bus riders will enter through the main entrance. There will be a staff member to receive students at the main entrance when the bus arrives at the school. Staff will be positioned at the main entrance to ensure students enter the building in a calm, orderly fashion.
  - **Walkers**: Walkers will enter the building via the main entrance. Staff will be positioned at the main entrance to ensure students enter the building in a calm, orderly fashion.
  - **Car Riders**: Students who ride in cars to school will be dropped off in the lower lot by the playground in a “drive through” fashion. The driveway is located on Young St. (next to the basketball hoop) Staff will be positioned in the lot to direct traffic and ensure students enter the building in a calm, orderly fashion.
  - **Pre-Schoolers**: Pre-school students ONLY will use the entrance attached to the staff parking lot. Families should park their car on Young Street or Southern Ave. and walk their student to
the door. Pre-school staff will be present to receive your student and perform the daily health check.

DISMISSAL PROCEDURES, EARLY DISMISSAL & DISMISSAL CHANGES
Student dismissal time is 2:15 p.m. We value every minute of instructional time, and we will dismiss students at 2:15 p.m. each day.

● Dismissal Procedures:
  ○ Bus Riders: When buses arrive, the routes will be updated on the Dismissal Google Doc and students will promptly be dismissed from their classroom. Staff will be assigned duty positions in the hallway to ensure students remain appropriately distanced as they exit the building. Additionally, a staff member will be stationed outside to help transition students to the bus.
  ○ Walkers: An “announcement” will be placed onto the Dismissal Google Doc, when it is time for walkers to dismiss at 2:15. Walkers will exit through the main entrance.
  ○ Car Riders: Car riders will be dismissed by the lower lot near the playground (entrance to driveway from Young street). Families will stay in their cars in the “drive through line”. Staff will be there to receive student names. Staff members working in the parking lot will communicate with staff inside who will update names on the Dismissal Google Doc and students will be promptly dismissed from their classroom.
  ○ Pre-Schoolers: Pre-schoolers will be picked up from the same door used for drop off attached to the staff parking lot. Families should park their car on Young Street or Southern Ave. and pick up their student from the door.

It is our expectation students remain in school for the entire school day; however, we understand there will be times when an early dismissal is necessary. Please note, new legislation dictates that we now track all early dismissals and indicate the time students are released on attendance records.

● Early Dismissal:
  ○ Students need to be picked up by 1:45 p.m. If you are unable to pick up by 1:45 p.m., you will be asked to wait until 2:15, which is our normal dismissal time.
  ○ Students must be signed out in the “Early Dismissal Book” in the main office by a parent, guardian or other authorized adult as indicated in PowerSchool.
  ○ We request, if possible, that you please call the office to inform us or send in a note so we are aware of any early dismissals so that we can communicate that information with teachers.

● Dismissal Changes:
  ○ Dismissal changes (i.e. student is normally a bus rider, but will be picked up) must be communicated to the main office by 1:30 p.m.
After 1:30 p.m. we cannot guarantee that the message will reach the teacher/student and do not want to take a chance on miscommunication. If we are not notified prior to 1:30 p.m., the student will follow their normal dismissal routine.

ATTENDANCE

It is critical for students to attend school every day on time to be successful learners. It is important for students to learn at an early age the responsibility of being on time and daily attendance.

Parents must call the school at 513-363-5600 by 8:15 a.m. if a child is going to be absent. Please indicate the date, child’s name, your name and relationship to child, reason child is going to be absent and a phone number where you can be reached if necessary.

In the event that your child is absent, you will receive a robocall from the school stating that your child is absent. If you receive this call and you have not already notified the office of the reason for your child’s absence, please contact our main office at 513-363-5600.

Under recent amendments to the Ohio Revised Code, families of children who are excessively absent, whether the absences are excused or unexcused, will be notified of the child’s excessive absenteeism. A student is considered “excessively absent” when they miss 38 hours of instruction in a month or 65 hours of instruction in a year. This is with or without a legitimate excuse. Missed hours of instruction also includes tardies.

- TARDINESS:
  It is important that students arrive at school on time, no later than 8:00 a.m.

- CHRONIC ABSENTEEISM/TARDINESS:
  If the number of times a student is absent or tardy becomes excessive, regardless of the reason, the student is subject to disciplinary actions. Possible actions include, but are not limited to: parent contact, parent conference, and referral to a social worker and/or citation to court.

STUDENT RESPONSIBILITIES

William Howard Taft Elementary students are expected to make school their top priority. They are expected to:

1. Attend school daily, on-time.
2. Be prepared for instruction by having all materials and supplies daily -- this includes their district assigned laptop/iPad and the charging cord.
3. Complete all assignments and turn in on time.
4. Demonstrate positive behavior and actively and appropriately participate in all school activities.
5. Follow all class, team, school, and district rules and procedures.
6. Demonstrate respect toward all adults and students within the school community.
7. Make sure all home/school information is delivered promptly to their parent/guardian.

PARENT RESPONSIBILITIES
William Howard Taft Elementary parents are expected to make their child’s education a top priority and to help their child do his/her best.
They are expected to:
1. Send their child to school each day on time and ready to learn.
2. Ensure that their child is well-rested, properly nourished, and appropriately dressed.
3. Monitor their child’s completion of homework school assignments.
4. Monitor their child’s academic and social progress with their child’s teachers regularly.
5. Utilize Powerschool and Class Dojo apps to monitor academic and behavioral progress.
6. Attend scheduled parent-teacher conferences, activities, functions, and events.
7. Update contact information regularly with the school office and/or teacher.
8. Instill in their child a respect for others, their property and all procedures and rules.
9. Read and periodically review school expectations with their child.
10. Communicate with school staff with any questions or concerns that arise.

STAFF RESPONSIBILITIES
William Howard Taft Elementary staff members are expected to make each student’s education a top priority and to help each student do his/her best.
They are expected to:
1. Provide a clean, safe, and orderly learning environment.
2. Consistently and fairly enforce district, school, team, and class rules and procedures.
3. Provide meaningful learning activities for all students by implementing district initiatives.
4. Monitor and document student academic progress and behavior.
5. Communicate regularly with parents and students regarding student progress using data.
6. Provide encouragement and positive reinforcement for all students.
7. Encourage and provide opportunities for parent involvement.
8. Instill in their students a respect for others, their property, and all procedures and rules.
9. Read and periodically review the school and team expectations with the students.
10. Support and monitor dress code.

STUDENT DRESS CODE
School uniforms are not mandatory at Taft Elementary. If you choose for your student not to wear a school uniform, the dress code outlined below, must be followed. Our school dress code is in accordance with the Cincinnati Public School 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 education may include a reasonable dress code, or establish a school uniform to be worn by the students attending one or more district schools.
The dress code at William H. Taft Elementary outlines:

- Shirts and blouses will not come above the waistband of the pants or skirts when both arms are fully raised above the head.
- Hats, bandannas, kerchiefs or other headgear, including hoods of sweatshirts, are not to be worn in the building.
- Shirts and blouses with spaghetti straps or tank tops may not be worn to school.
- Pants shall be worn so that the waistband is worn at the waist and not below the waist. No underclothing may be exposed.
- Skirts, skorts, shorts and dresses shall be no shorter than mid-thigh in length.
- Shoes must cover the child’s entire foot. Shoes exposing the toes or large portions of the foot will not be permitted.

Unacceptable Attire → Students may not wear clothing, jewelry, buttons, haircuts, tattoos, hats, scarves or other attire or markings that are offensive, suggestive or indecent, such as:

- Clothing associated with gangs.
- Clothing encouraging the use of drugs, alcohol or violence.
- Clothing associated with discrimination on the basis of age, color, handicap, national origin, marital status, race, religion or gender.
- Clothing exposing the torso or upper thighs such as see-through garments, mini-skirts or mini-dresses, halters, backless dresses, tube tops or tank tops without an over-blouse or shirt, bare midriff outfits, or shirts or blouses tied at the midriff.
- Clothing not properly fastened or with tears that are indecent.
- Clothing with outer garments traditionally designed as undergarments such as boxer shorts, bloomers, tights or hosiery or pajama bottoms.
- Clothing or footwear that is construed by the principal, teachers and/or school security as hazardous or dangerous to the health of the student or others, such as flip-flops, roller skates, heelys, high platform shoes, Crocs or open-toed shoes.
- Shorts that are spandex-style “bicycle” shorts, cut-off jeans, frayed jeans or pants, cut-off sweatpants, short shorts (not mid-thigh in length), running shorts and see-through boxer type shorts are not to be worn to school.
- Large pieces of jewelry such as thick chains and large pendants may not be worn around a student’s neck or hanging from their clothing. Large bracelets and long dangling earrings may not be worn to school.

Students who come to school in these clothing choices will be asked to change, which may result in a phone call home.
STUDENT CELL PHONES & PERSONAL ELECTRONICS POLICY

Cell phones and personal electronic devices are not necessary for school. All devices must be turned off and put away upon entering the building. All devices that are seen during the school day, will be taken from the student and given to the office to be held until the end of the school day. Repeated infractions may result in disciplinary action. Students bring cell phones and other electronic devices at their own risk. Cell phones or other electronic devices that are lost, stolen, broken or damaged while in school are NOT the responsibility of William H. Taft Elementary.

CPS STUDENT DEVICES & TECHNOLOGY

It is a privilege that all students in Cincinnati Public Schools are assigned a device that they are to bring to and from school each day. All actions done using CPS computers are being monitored by Cincinnati Public Schools. It is critical that district-adopted tools and devices and the Internet are for educational use only. All students must follow the “Student Acceptable Use Policy and Mobile Device Agreement”:

- The AUP Policy means that you agree to only do “acceptable” things when you are using Cincinnati Public Schools computers. The Cincinnati Public School district has rules that all students have to follow when they use the internet.
  - I will use technology for educational purposes only.
  - I will be a responsible digital citizen. I will not cyberbully or sext.
  - I will follow the Code of Conduct while using technology.
  - I will protect myself by not posting personal information.
  - I will be polite and use appropriate language.
  - I will notify an adult if an internet/security issue is identified.
  - I will treat my equipment with care and respect.

- The Mobile Device Agreement means that you agree to handle devices in a safe and secure manner. This agreement states the following: may cause you to be charged with repair or replacement costs of your mobile device:

  - Damage caused as a result of horseplay in the vicinity of the mobile device.
  - Damage caused by the spilling of liquid or food on the mobile device.
  - Damage caused by closing the monitor on an object (e.g. pen, pencil, calculator, paper clip, etc.).
  - Theft of the mobile device resulting from inadequate security precautions.
  - Missing or lost mobile device.
All students will sign that they have read, understand, and agree to the Cincinnati Public Schools' Student Acceptable Use Policy (AUP) and Mobile Device Agreement (MDA) at the beginning of the school year after completion of the Digital Citizenship course on Schoology.

Parent Powerschool Account Creation

We strongly encourage all families to create a Powerschool account in order to keep track of their student’s academic progress and performance.

Follow the directions below to create a Powerschool account:

1. From the PowerSchool Student/Parent login page: https://powerschool.cps-k12.org/public/

2. Click on the Create Account tab.

3. Click Create Account.
4. Enter information into all fields under Parent Account Details.

![Create Parent Account]

5. Enter information into all fields under the Link Students to Account. **If you do not have the Access ID and Password associated with your student, contact your school or the Family Technology Service Desk at 513-363-0688.** The Access ID and Password are case sensitive and must be typed exactly as in the letter or email.

**Link Students to Account**

![Link Students to Account]

6. Click Enter.

7. You will be taken back to the login page. Enter the unique username and password that you created and click Sign In.
GRADING POLICY
At Taft Elementary, the Instructional Leadership Team has created school-wide grading procedures that will be followed by all teachers.

- Classwork (weight 50%) - Assignments completed independently; students w/IEPs must be given their accommodations/modifications
- Tests (weight 30%) - Curricular summative assessments; teacher created summative assessments
- Quizzes (weight 10%) - Curricular formative assessments; teacher created formative assessments
- Participation (weight 5%) - 1 weekly participation grade
- Homework (weight 5%) - Can be daily or weekly as determined by the teacher

Other Important Notes:
- At least 3 assignments (homework, participation and classwork) should be assigned and graded each week
- Tests and quizzes should be entered within one week of giving the test or quiz

HOMEWORK
Homework is a vital part of the educational process. It provides opportunities for students to reinforce skills, gain a better understanding of the subject matter, and extend their thinking through application. Homework helps students hone their work habits and organizational and study skills; it helps them to increase independence and responsibility. In addition, homework connects parents/guardians with what their children are learning in school. Homework assignments will be sent home daily Monday - Thursday or teachers may choose to send home weekly homework packets at the beginning of the week. Friday homework is optional. Students must turn in homework assignments in order to receive their weekly homework grade.

REPORT CARDS
Report cards and mid-term reports will be distributed quarterly. Please contact your child’s teacher if you have questions or concerns.

CONFERENCES
At the mid-term of each academic quarter, an evening is set aside to hold parent teacher conferences. This is a great opportunity to discuss academic progress, behavior, attendance, social-emotional needs and overall student performance in the classroom. Conferences are held in the evenings and may take place virtually, over the phone or in-person at a time determined by the parent/guardian and the teacher. Each teacher may spend up to a half-hour of this time in conferences with parents. We strongly encourage all families to take advantage of these opportunities to engage with teachers about student progress and performance.

COMMUNICATION FOLDERS
All students will receive a green Taft Communication Folder. This folder is to be taken to and from school each day to communicate important information between home and school. Please check your child’s folder daily. If a student loses their folder they may purchase another folder for $2 in the main office.
**POSITIVE SCHOOL CULTURE**

To maintain a positive environment, students are expected to conduct themselves following the four school-wide expectations:

- I will be kind.
- I will be responsible.
- I will be safe.
- I will be a scholar.

**RESTORATIVE PRACTICES**

Cincinnati Public Schools takes a positive approach to discipline that creates a learning environment where students are held accountable for their actions and words but also coached to make improvements in their behavior. Restorative Practices are specific strategies that consist of positive interventions to improve behavior. In addition to encouraging improved behavior, Restorative Practices promote:

- Self-accountability and reflection of misbehavior
- Conflict resolution among students and between students and adults
- Development of better, more effective teacher and student relationships

Restorative Practices are research-based strategies that require training to properly implement, and work best when the adults and students are willing to engage in repairing relationships.

All students will exhibit the following actions/behaviors to demonstrate their contributions to creating a positive learning environment while meeting the school-wide behavior expectations in accordance with the student behavior matrix:

<table>
<thead>
<tr>
<th></th>
<th>Be Kind</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Be A Scholar</th>
</tr>
</thead>
</table>
| **Hallways** | • Be mindful and aware of others around you  
• Allow others to pass when needed  
• Respect student work displays  
• Wave quietly to friends  
| | • Follow adult directions the first time asked  
• Voice Level 0  
• Stay in a single file  
• Go directly to your assigned area  
| | • Use walking feet  
• Take one step at a time on stairs  
• Walk on the right side of the hallway  
• Keep hands, feet and objects to yourself  
| | • Finish your business quickly and return to class  
• Read hallway displays to learn something new  
| | **Classroom** | • Appreciate personal differences  
• Encourage others to do their personal best  
• Use respectful language  
• Work collaboratively with your classmates  
| | • Be an active learner, participate in classroom activities  
• Follow adult directions the first time asked  
• Complete coursework and homework on time  
• Keep an organized and clean workspace  
| | | • Keep hands, feet and objects to yourself  
• Stay in your classroom unless you have permission from an adult  
• Follow adult directions the first time asked  
| | | • Do your personal best every day  
• Do your own work  
• Ask questions when you don’t understand  
• Be open to new and difficult challenges  
<p>|</p>
<table>
<thead>
<tr>
<th>Location</th>
<th>Be Kind</th>
<th>Be Responsible</th>
<th>Be Safe</th>
<th>Be A Scholar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Restroom</strong></td>
<td>- Be mindful and aware of others around you</td>
<td>- Flush the toilet</td>
<td>- Wash your hands with soap and water</td>
<td>- Finish your business quickly and return to class</td>
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<td></td>
<td>- Patiently wait your turn</td>
<td>- Clean up after yourself</td>
<td>- Keep water in the sink</td>
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<td></td>
<td>- Respect others’ privacy</td>
<td>- Report any problems to an adult</td>
<td>- Keep hands, feet and objects to yourself</td>
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<tr>
<td><strong>Cafeteria</strong></td>
<td>- Include others in your conversations</td>
<td>- Raise your hand if you need help</td>
<td>- Follow adult directions the first time asked</td>
<td>- Read the healthy eating posters</td>
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<td></td>
<td>- Use respectful language</td>
<td>- Stay in designated spot</td>
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<tr>
<td></td>
<td>- Have friendly conversations with the person next to you</td>
<td>- Move only when an adult gives you permission</td>
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<td></td>
<td></td>
<td>- Voice Level 2</td>
<td></td>
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<tr>
<td><strong>Playground</strong></td>
<td>- Share the equipment with others.</td>
<td>- Line up the first time when the whistle is blown.</td>
<td>- Stay in designated area at all times.</td>
<td>- Report unsafe behavior to an adult</td>
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<td></td>
<td>- Take turns.</td>
<td>- Use equipment only as it is intended.</td>
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<td></td>
<td>- Include everyone in play.</td>
<td>- Return playground equipment to designated location</td>
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<tr>
<td></td>
<td>- Use respectful language</td>
<td>- Respect all recess materials</td>
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<tr>
<td><strong>Main Office</strong></td>
<td>- Use respectful language</td>
<td>- Wait your turn in the designated area</td>
<td>- Keep hands, feet and objects to yourself</td>
<td>- Speak clearly</td>
</tr>
<tr>
<td></td>
<td>- Voice Level 1</td>
<td>- Ask office staff before using the phone</td>
<td></td>
<td>- Finish your business quickly and return to class</td>
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<tr>
<td></td>
<td>- Be mindful and aware of others around you</td>
<td>- Only come to office with permission or a note from your teacher</td>
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<tr>
<td><strong>Field Trips</strong></td>
<td></td>
<td>- Follow adult directions the first time asked</td>
<td>- Voice Level 1</td>
<td>- Be attentive</td>
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<td></td>
<td>- Actively listen to the speaker</td>
<td>- Report any problems to an adult</td>
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<td>- Be ready to participate</td>
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<tr>
<td></td>
<td>- Respect property</td>
<td></td>
<td>- Keep hands, feet and objects to yourself</td>
<td>- Ask appropriate questions</td>
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<tr>
<td></td>
<td>- Voice Level 1</td>
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</tr>
<tr>
<td><strong>Emergency Procedures</strong></td>
<td>- Be mindful and aware of others around you</td>
<td>- Follow adult directions the first time asked</td>
<td>- Keep hands, feet and objects to yourself</td>
<td>- Actively listen to directions</td>
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<td></td>
<td>- Help others if needed</td>
<td>- Voice Level 0</td>
<td></td>
<td>- Practice with a purpose</td>
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<td></td>
<td>- Voice Level 0</td>
<td>- Move at a safe and quick pace</td>
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<td>- Voice Level 0</td>
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<tr>
<td>Activity</td>
<td>Be Kind</td>
<td>Be Responsible</td>
<td>Be Safe</td>
<td>Be A Scholar</td>
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<tr>
<td><strong>Arrival</strong></td>
<td>Be mindful and aware of others around you</td>
<td>Wait your turn in breakfast line</td>
<td>Use walking feet</td>
<td>Finish your business quickly and return to class</td>
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<tr>
<td></td>
<td>Greet others with a smile and a morning hello</td>
<td>Voice Level 0</td>
<td>Keep hands, feet and objects to yourself</td>
<td>Follow adult directions the first time asked</td>
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<tr>
<td></td>
<td>Use respectful language</td>
<td>Choose food that you are going to eat</td>
<td>Get all breakfast items before entering class</td>
<td></td>
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<tr>
<td><strong>Dismissal</strong></td>
<td>Be mindful and aware of others around you</td>
<td>Follow adult directions the first time asked</td>
<td>Use walking feet</td>
<td>Dismiss from your classroom promptly</td>
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<td></td>
<td>Keep hands, feet and objects to yourself</td>
<td>Keep all belongings away during dismissal</td>
<td>Keep hands, feet and objects to yourself</td>
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<tr>
<td></td>
<td>Stay in designated classroom</td>
<td></td>
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<tr>
<td><strong>Bus</strong></td>
<td>Use respectful language</td>
<td>Follow adult directions the first time asked</td>
<td>Back on back, feet on the floor, bottom in the seat and hands in your lap</td>
<td>Report unsafe behavior to the bus driver</td>
</tr>
<tr>
<td></td>
<td>Touch only your own belongings.</td>
<td>Stay in assigned seat</td>
<td>Wait for bus at assigned stop</td>
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</tr>
<tr>
<td></td>
<td>Help younger students getting on and off the bus.</td>
<td>Keep belongings inside the bus</td>
<td>Watch for cars once off the bus</td>
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<tr>
<td></td>
<td></td>
<td>Save food and drinks for home</td>
<td>Voice Level 0</td>
<td></td>
</tr>
<tr>
<td><strong>Assemblies</strong></td>
<td>Keep hands, feet and objects to yourself</td>
<td>Sit with legs crossed</td>
<td>Stay with your class.</td>
<td>Raise your hand to ask and answer any questions</td>
</tr>
<tr>
<td></td>
<td>Actively listen to the speaker</td>
<td>Enter and exit in a straight and silent line.</td>
<td>Report unsafe behavior to an adult</td>
<td>Speak clearly when called on</td>
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<td></td>
<td>Clap at the appropriate time</td>
<td>Voice Level 0</td>
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<td>Use the restroom before the assembly begins</td>
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<tr>
<td><strong>ALC</strong></td>
<td>Use respectful language</td>
<td>Use your calming strategies</td>
<td>Stay in designated area at all times</td>
<td>Do your best work</td>
</tr>
<tr>
<td></td>
<td>Look at the person when you speak</td>
<td>Get permission before speaking</td>
<td>Keep hands, feet and objects to yourself</td>
<td>Complete your assigned work</td>
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<tr>
<td></td>
<td></td>
<td>Get permission before leaving your desk</td>
<td>Always be visible to your teacher</td>
<td>Ask for help when you need it</td>
</tr>
<tr>
<td><strong>Calming</strong></td>
<td>Use respectful language</td>
<td>Check in</td>
<td>Stay seated at your desk</td>
<td>Use the calming space only when necessary</td>
</tr>
<tr>
<td>Space</td>
<td>Wait your turn</td>
<td>Leave materials as you found them</td>
<td>Keep your materials in your area</td>
<td>Finish your business quickly and return to class</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check out</td>
<td>Stay with an adult at all times</td>
<td></td>
</tr>
<tr>
<td><strong>SHA &amp; Clinic</strong></td>
<td>Read the door to check the status</td>
<td>Be respectful of others privacy</td>
<td>Only open closet doors or go behind desk with permission</td>
<td>Finish your business quickly and return to class</td>
</tr>
<tr>
<td></td>
<td>Voice Level 1</td>
<td>Wait your turn in the designated area</td>
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</tbody>
</table>
At Taft Elementary, we follow our school wide Positive Behavior Intervention Plan. A part of that plan dictates that all teachers implement the same system for managing student behavior. All teachers are expected to use ClassDojo as their primary tier 1 intervention tool. Additionally it is expected that all teachers communicate expectations to students and parents, implement research based classroom management strategies, implement cooperative learning strategies, and monitor and document student behavior through the pyramids of intervention.

If students’ behavior is not in alignment with school expectations and/or the Cincinnati Public Schools Code of Conduct, consequences may be given. Consequences may include, but are not limited to: parent/guardian contact, writing assignments, time outs, detentions, loss of privileges or other logical consequences related to instruction. Only administration or a member of the discipline team, which is a subcommittee of the PBIS Committee, has the ability to assign students to the Alternative Learning Center (ALC), a one day Emergency Removal or submit a recommendation for the Promise Center (Alternative to Suspension/Alternative to Expulsion).
**CODE OF CONDUCT**

Per the Cincinnati Public School Code of Conduct, the following outlines the three categories to classify student offenses:

<table>
<thead>
<tr>
<th>Category I</th>
<th>Category II</th>
<th>Category III</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Disobedience</td>
<td>1. Fighting</td>
<td>1. Alcohol and Drugs</td>
</tr>
<tr>
<td>2. Disruptive Behavior</td>
<td>2. Profanity or Obscenity</td>
<td>2. Physical Assault</td>
</tr>
<tr>
<td>3. Inappropriate Communication</td>
<td>3. Stealing or Possession of Stolen Property</td>
<td>3. Serious Bodily Injury</td>
</tr>
<tr>
<td>5. Fraud/False Identification</td>
<td>5. Violent Disorderly Conduct</td>
<td>5. Firearms</td>
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<tr>
<td></td>
<td>10. Depictions of Prohibited Conduct</td>
<td>10. Robbery</td>
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<tr>
<td></td>
<td>11. Counterfeit Currency or Documents</td>
<td>11. Extortion</td>
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<tr>
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<td>12. Starting a Fire</td>
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<td></td>
<td></td>
<td>13. Breaking and Entering</td>
</tr>
</tbody>
</table>

*To find a detailed description of each of the student offenses outlined, please see the Cincinnati Public School Code of Conduct:


- All Category 1 offenses will be corrected by the teacher/team/supervising adult in the setting where the misbehavior occurs.
- Category II and Category III infractions will be addressed by a member of the Discipline Team, which is a subcommittee of the PBIS committee.
BUS DISCIPLINE POLICY
For the safety of all students and personnel, students are expected to follow bus and district transportation policies. Bus drivers submit all bus conduct reports to the school and these reports are processed by our school resource coordinator, Mrs Cone. Bus conduct reports will result in disciplinary action, including possible suspension from the yellow bus. We will implement a progressive discipline approach when it comes to a student receiving multiple bus conduct reports over a period of time:

- Conduct Report # 1 - Verbal Warning to Student
- Conduct Report # 2 - Parent Phone Call
- Conduct Report # 3 - In School Consequence
- Conduct Report # 4 - Bus Suspension - 3 Days
- Conduct Report # 5 - Bus Suspension - 5 Days
- Conduct Report # 6 - Bus Suspension - 10 Days

The number of days a student is suspended from the bus will continue to increase after the 6th conduct report. If bus conduct issues continue, a student may be suspended from the bus for the remainder of the school year. The school does maintain the right to assign a consequence not in alignment with the progressive discipline outlined above if the reported behavior is severe and/or repeated.

Please note, a bus suspension is not a school suspension. Students and parents are expected to arrange other transportation while a student is temporarily suspended from yellow bus services. Students are expected to attend school while on bus suspension. Absences due to bus suspension are not excused absences from school.

VISITOR’S POLICY
William Howard Taft Elementary staff welcomes and encourages parents/guardians to visit school. If parents/guardians are requesting to meet with a teacher or observe in a classroom, we do ask that parents/guardians schedule a time with the teacher at least 24 hours in advance of the visit. This is to ensure classroom instruction or teacher planning is not interrupted. To ensure all student and staff safety, parents and all visitors must always enter through the main doors, report immediately to the main office and sign in to receive a visitor’s pass before going to a classroom or through the building. Visitors will be required to use the office Lobbyguard. All visitors must sign in and out when visiting to ensure the safety of all. No loitering or trespassing is permitted on the school grounds to ensure the safety of all Taft Elementary students and staff. This procedure is part of the Cincinnati Public Schools Board Policy Section 11.17 and applies to all visitors.

VOLUNTEERS
We are always welcome to have community members come and volunteer at the school! Any volunteer who supports classroom activities by working directly with children will be required to complete a background check and obtain a district badge. If you plan to, or think you may work with the children in your child’s classroom, help with parties, go on fieldtrips, help in the lunchroom, or any other PTO functions, you must have this completed. Once this background check is completed, it is good for two years. Please see
Elizabeth Cone, our school’s Resource Coordinator, or call the main office for more information. Remember, if you have a badge you don’t have to wait in long lines at the lobby guard machine to get a pass!!

**MEDICATION**

Non-prescription medications, (i.e. aspirin or cough-drops) can be distributed from the school nurse, so long as there is an “over-the-counter” permission form on file at the school (which is a part of the enrollment packet). Prescribed medications must be kept in the nurse’s office, in the original container, clearly labeled with the child’s name, type of medication and dosage information. An “authorization to dispense medication” form must be on file before medication will be accepted for dispensing to a student.

Our Health Center provides Nurse Practitioner Services for students and families. Please fill out a consent form for your child to use this service or call 513-363-5624.

**SNOW EMERGENCIES/CANCELLATIONS OF SCHOOL**

In some cases, school will be canceled or delayed due to inclement weather. All major radio and TV stations will carry the announcement of school cancellation. Listen for “Cincinnati Public Schools,” or “Cincinnati Public School District.” Notification of school cancellations or delays can also be found within the CPS App or on the district website.

**FIELD TRIPS**

William Howard Taft Elementary teachers provide valuable opportunities for our students to attend field trips for academic enrichment or as behavioral/academic incentives. Necessary costs are paid by the students to cover admissions and/or transportation with the understanding the funds are non-refundable. All payments must be made in cash or money order (written to William H. Taft Elementary). Parents and students must understand that if a student is unable to attend a field trip for any reason (i.e., illness, in-school suspension, A2S, A2E or excused or unexcused absence) field trip money cannot be returned to the student and/or parent.

**LOST & FOUND**

Lost articles are kept in the lost and found until the end of the semester. All items left at the end of the semester will be donated to a charitable organization.

**CLASS PARTIES/BIRTHDAY CELEBRATIONS**

We have increasing numbers of students with food allergies and other conditions that make certain foods dangerous to them. Food items may be sent if they are in individual packages (for example Little Debbie cakes, individual bags of chips, etc.) and/or a clear list of ingredients can be seen. In an effort to minimize instructional interruptions, while creating a safe and caring environment, please notify your student’s teacher if you will be sending in treats to celebrate your student’s birthday. Thank you for helping your child celebrate his/her birthday in a manner that protects the health/wellness of all of our students.
PARENT PHONE CALLS (DURING SCHOOL DAY)
Students will not be permitted to leave class to take phone calls in the office (unless it is an emergency). Furthermore, please do not send texts to students or call on their personal cell phones; this is a violation of our cell phone policy. If there is something that needs to be addressed please come to the school or call the school and leave a message with the office staff and we will have your student come down to the office to speak with you/call you back. Disruptions to the classroom affect the entire class and we need to keep all interruptions to a minimum to ensure that students have an environment conducive to instruction.

HALL PASSES
Students are not permitted to be out of the classroom or their designated area without a hall pass. Written hall passes should always state the time, date, person issuing the pass and the students’ destination. A student will be returned to class and/or receive disciplinary action if they are in the hall without a pass. Students may not be in the hallway without a pass unless they are with an adult.

PHOTO RELEASE FORM
There are many exciting events that happen throughout the year where photos may be taken by school and/or district personnel. However, in order for pictures of students to be shared on school/district websites, social media etc., we must have a Photo Release Form on file in the main office. Please ensure to sign and return this form when completing all back to school paperwork.

RANDOM STUDENT SEARCHES
In order to ensure the safety of all students and staff, random searches are conducted throughout the school year collaboratively by the Principal, building security, and district security team. All students are subject to being searched on their person and belongings. In addition, if we suspect that a student may have, in possession, anything that is illegal or threatens the safety of students and staff, that student and their belongings are subject to a search. Any student who refuses to comply will be immediately removed from the building and subject to disciplinary action. Searches are scheduled in advance, but will remain a surprise to students. This is in alignment with “Search and Seizure” Cincinnati City School District Policy #5771.