

Student Handbook

2016-2017



ROTHENBERG PREPARATORY ACADEMY

"Where Learning is Embraced With Love"

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A MESSAGE FROM THE PRINCIPAL

We are so excited about serving the students and families of Rothenberg Preparatory Academy this year. Our school is an inviting and engaging learning facility designed to foster a love of learning. We are also excited to begin our new program focus of student enterprise and entrepreneurship as part of the new Vision 2020 focus for Cincinnati Public Schools. We have also been selected as a GE CPS Smithsonian School which will provide our students the opportunity to have ongoing communication and learning experiences with the Smithsonian Museum. Our rooftop garden and 4-H science program are exceptional enhancements to our science program as well.

The staff of Rothenberg Preparatory Academy is committed to the growth and development of your child. We strongly believe that all children should be treated with respect, understanding, and should be given every opportunity to be successful. The learning environment of Rothenberg Preparatory Academy is creative, innovative and designed to develop a strong mastery of the Common Core Standards for Reading, Writing, Math, Social Studies and Science. We encourage you to become involved in your child's school. We need and want your support to help your child reach the high level of expectations that we have for all students at our school.

The staff is excited about the curriculum and the exciting changes coming our way. The entire Rothenberg Preparatory Academy community is prepared to impart knowledge and change lives for the better. We look forward to working as a dedicated school family to have the greatest impact on our students as we "embrace learning with love."

Amber C. Simpson, Principal

DAILY SCHEDULE

Bus Arrival	7:15 – 7:20am
Breakfast	7:15 – 7:45am
Breakfast Literacy Program	7:30-7:45am
Lunch	10:30am – 1:15pm
Dismissal	2:15pm

STUDENTS ENTERING

Students entering our school for the first time must show proof of residency in the Rothenberg Preparatory Academy district. If the child is new to Cincinnati Public Schools, immunization records and birth verification are required.

STUDENTS WITHDRAWING

Students withdrawing must have a transfer of records requested by a parent or guardian. Records will be forwarded to the receiving school if financial obligations have been met.

HOURS OF ATTENDANCE

7:45 – 2:15

Daily attendance of all students is required by law. Please call the school office at 363-5700 before 9:00 a.m., when your child is ill. A written note signed by a student’s parent or guardian is to be given to the teacher when the student returns to school. Acceptable reasons for absences are personal illness, critical illness in the family, quarantine of the home, death of a relative, or observance of religious holidays. Students arriving late must report to the office for a tardy slip. Tardies are recorded and reported to the school social worker. The principal and/or school social worker will follow through on excessive absences or tardiness with parents and make juvenile court referrals when necessary.

ARRIVAL

For the safety and well-being of the children, students are not to arrive or enter the building before 7:15 a.m. Upon arrival, students are to report as follows: Grades K-2 go to the gym. Grades 3-6 go to the cafeteria.

BREAKFAST

All students receive free breakfast. Grades K-2 will eat breakfast at 7:45am. Grades 3-6 will eat breakfast at 7:15am. Students should eat at the designated tables. Students that arrive after their grade level has eaten breakfast will be given a "grab and go" breakfast so they can report to class.

RECESS

Unless the weather is extremely inclement, we go out to play (32° or higher). Therefore, students should come to school wearing proper clothing. In the winter, this includes coat, hat, gloves, scarf, and boots. Adult supervision is present at all times. Students are expected to:

1. Participate in positive play activities.
2. Report problems that occur to the adult on duty.
3. Remain outside until the class is brought in by the teacher.
4. Line up as directed and be ready for the teacher to pick them up for class.

**On inclement weather days teachers will have recess indoors.

KEEPING CHILDREN AFTER SCHOOL

As per the Cincinnati Public School policy, children at the elementary level may be retained after school for up to thirty minutes. Parents of children riding the bus will be advised in advance of such needs. Parents will need to arrange for the children to get home. Parents of children not riding the bus will be advised in advance of their child's need to remain after school. There is little need for children to stay after school unless they are disorderly or fail to get their assignments completed.

PARENT-TEACHER CONFERENCES

There are quarterly parent conference sessions scheduled throughout the school year. Parents should feel free to call teachers whenever the need arises. Questions and concerns about your child's education are of the utmost importance to us.

EARLY DISMISSAL

If, for some reason, your child must leave school before our regular dismissal time, **send a dated note to the teacher in the morning**. State the time and reason for the early dismissal. The child may then be picked up in the office and his/her departure will be recorded. Chronic early dismissal requests will be referred to the school social worker for investigation. **No student will be released for early dismissal after 2:00pm as students are already in transition to dismissal locations.**

VISITING SCHOOL

All parents and guests are to report to the main office. Should you desire to visit a classroom, please contact the teacher ahead of time to schedule a mutually convenient time. You are always welcome, but **you must sign-in using the Lobby Guard system in the office and wear a badge while in the building.**

CELEBRATIONS

Please check with your child's classroom teacher about his/her policy before making plans or sending treats. Classroom parties may be held for special days/holidays as organized by the teacher and/or school administration.

FIELD TRIP PERMISSION

Before a student is permitted to go on a field trip, a signed permission slip must be returned to the teacher. If there is a fee for the trip it must also be paid. Please be aware of the rules of your child's classroom teacher and/or the school regarding behavior and completion of school work for attendance on field trips. Additionally, if a student demonstrates poor behavior in class, is placed in ISS or removed from school prior to a field trip, field trip money **WILL NOT BE REFUNDED.**

LOST AND FOUND

Articles are placed in the blue bin in the cafetorium. Please check the lost and found for your child's missing articles. Put your child's name and room number on all of his/her belongings.

INCLEMENT WEATHER

When necessary, the Superintendent determines that the weather is too severe to operate yellow bus and/or van service or the conditions warrant a school closure or delay. An announcement is made over radio and television to this effect. PLEASE DO NOT CALL THE SCHOOL. We receive the information at the same time and from the same radio and television stations as everyone else does. If you drive your child to school on a morning when the buses are not running, please note:

1. The buses will not run that afternoon.
2. You need to make specific plans for your child's transportation home.
3. You should write this information down and send it to the office. Please do not call the office with verbal messages. This is for your child's safety.

PUPIL RIGHTS

Each child has the unquestioned right to be given the opportunity to acquire an education. In the process of obtaining this education, children have certain other basic rights while they are enrolled at Rothenberg Preparatory Academy. These rights are as follows:

1. Each child has the right to fair treatment. An adequate effort must be made by involved staff members to determine the facts, which relate to any given situation. Consequent action by staff members should be based on the known information.
2. Each pupil has the right of privacy. All pupil records should be kept confidential and used in a professional manner for the benefit of the pupil.
3. Each pupil has the right of freedom of expression. Pupils will be able to express ideas, reactions, and opinions unless they violate the rights of others. Such expression must be made in a responsible manner.
4. Each pupil has the right to expect an immediate and appropriate adult response to an expressed and apparent emergency. Children should feel free to inform the teacher in cases of sickness, injury; need to be excused to restroom, etc.
5. Each pupil has the right to express concerns and grievances. A child should be able to speak to a teacher or principal regarding problems he/she has in school. If results from their consultation do not show improvement in the situations, children have the right to request parents to contact the school on their behalf.

(Continued)

6. Each pupil has the right to be safe from mental and physical abuse. A child should feel safe in the school environment, and should not suffer injury from the intentional actions of other pupils. Actions of other children or adult staff members should not cause a pupil unnecessary mental stress or anguish.

7. Each child has the right to a classroom atmosphere, which enhances the learning process. Classrooms should be free of unnecessary disturbances. Teachers are to make every effort to assure pupils of a pleasant and tranquil classroom atmosphere.

PUPIL RESPONSIBILITIES

Pupils have certain responsibilities while they are enrolled at Rothenberg Preparatory Academy. Most children react to their responsibilities in a cooperative and positive manner. However, some children behave to disrupt the learning processes, friendly atmosphere and well-being of other pupils attending Rothenberg Preparatory Academy. The responsibilities listed below must be accepted by all Rothenberg Preparatory Academy pupils. Pupils will be held accountable for the satisfactory discharge of the following responsibilities:

1. Each pupil must follow instructions given by adult staff members. Rules and regulations are made to provide safety and comfort for the children. The discipline of following instructions results in the well-being of every child.
2. Each pupil must complete classroom assignments to the best of his/her ability. Children are expected to make a sincere effort, within their ability to do satisfactory school work and to complete assigned homework.
3. Each pupil has the responsibility of being a good school citizen. Children must avoid any activity, which would cause injury to other children or to themselves. All children must avoid willful damage to their property and the property of others.
4. Each child must show respect for the rights of other pupils. Children should practice kindness and friendliness in their relationships with each other. They are expected to be accepting of each other, to work cooperatively, and to be very aware of the feelings of others.
5. Each child has the responsibility of taking care of their own property and of public school property. Children are expected to see that books and materials issued to them are not damaged. Pupils are encouraged to safeguard his/her own articles of clothing and books.
6. Each pupil is to avoid any activity, which could endanger his/her own health and safety of others. This is a very important responsibility and should be accepted daily.
7. Each pupil should arrive at school well groomed, clean, and rested. Parents are urged to help their children in activities related to this responsibility.

IMMUNIZATIONS

Certain immunizations are required of all pupils enrolled in school. Children who do not have the necessary shots by a certain date are to be excluded from school attendance. Please visit your local health clinic or family doctor for the appropriate vaccinations. If a child has not been vaccinated and is older than the recommended age, the vaccination is still needed. Your child's health depends on it!

BUILDING WIDE RULES AND CONSEQUENCES

We believe that a school must maintain a safe and orderly environment where students can learn and grow. To ensure student safety and success in a positive learning environment the following rules and consequences are enforced by all staff daily.

- All students will be recognized for accomplishment.
- Classrooms will celebrate good news via newsletter memo or phone call (teacher discretion)
- Students will be rewarded for behavior and academic excellence.
- Gum should not be chewed in the building.
- Hats are to be removed in the building unless it is a medical problem or for special day, ie. "Hat Day."
- Candy is not to be consumed in the hallways or on the playground.
- Toys, audio equipment and electronic games will be left at home unless brought for a specific classroom activity.
- Smoking by parents/staff on the school premises is not permitted.
- Cell phones are not permitted during the school day for personal use. The school is not responsible for lost, damaged, or stolen cell phones. **Phones must be turned off and given to the homeroom teacher for safe keeping until dismissal.**

The classroom teacher will follow progressive consequences for misbehavior as follows:

- 1 – Verbal warning
- 2 – Loss of privilege
- 3 – Refocus (timeout) to a buddy teacher
- 4 – Parent contact by note, phone call or conference
- 5 – Detention
- 6 – Office referral

(These steps do not apply to offenses covered by mandatory suspension/expulsion under CPS Code of Conduct) All staff will address students for Appropriate and/or Inappropriate Behaviors CODE OF SUSPENSION, EXPULSION AND REMOVAL FOR GRADES K-6.

Category I Possible Suspension

1. Unruly Conduct
2. Disorderly Conduct
3. Inappropriate Communication
4. Smoking
5. Fraud/False Identification
6. Trespassing
7. Gambling
8. Electronic/Communication Devices
9. Cheating
10. ISS, Emergency Removal (72) hrs.

Category II Suspension

1. Fighting
2. Profanity or Obscenity Toward Staff
3. Stealing/Possession of Stolen Property
4. Violent Disorderly Conduct
5. Defacement of Property
6. Destruction of Property
7. Sexual Misconduct
8. Sexual Harassment
9. Ethnic Intimidation
10. 5-10 Days

Category III Expulsion

1. Alcohol and Drugs
2. Physical Assault
3. Dangerous Weapons, Instruments or Objects
4. False Fire Alarms or Bomb Reports, Tampering
5. Sexual Assault
6. Robbery
7. Extortion
8. Starting a Fire
9. Fireworks, Explosives
10. Breaking and Entering
11. 5-80 Days

Administrators have the right to conduct random and unannounced searches of lockers, desks, etc. which are the property of CPS. Students failing to cooperate with the search will be disciplined.

Bullying

Cincinnati Public Schools has a very strict policy against bullying and other forms of aggressive behavior. Please review the policy which is included in your opening school year information, with your child.

SCHOOL DISCIPLINE PLAN

Discipline in the school building and on the playground is the shared responsibility of all adults with whom the children come in contact. *Discipline* - may be defined as the training effect of experience that develops or improves skill – behavior. Each of us is responsible for correcting any child who deviates from reasonable behavior.

Studies have shown that parental and teacher involvement in cases of persistent misbehavior will cause student behavior to improve. Open communication is imperative between parents, teachers, and school administrators. Establishing this communication and building positive relationships with students and parents at the start of the school year is essential. Effective interventions for student misbehavior can and should be agreed upon and implemented by the parent(s) and the teacher(s) prior to involving school administration.

Progressive Discipline

Rothenberg Academy follows a progressive discipline plan where discipline begins at the least intrusive and lowest level and works up to more restrictive and punitive levels for students who continue to repeat poor behavioral choices. Our discipline plan reflects and considers the District and School Mission Statements and the Positive School Culture (PSC) Code of Conduct. The educational needs of our students and how learning will impact their adult lives, as well as the creation of a safe and orderly school environment are at the core of our discipline plan.

Levels One to Four

- **Level One**
This is the lowest level. These are minor Category I offenses or behaviors that are handled by the teacher and the team. These behaviors are not referred to the office. The teacher **may choose** to make a **Log Entry** in PowerSchool to record the infraction and any consequence given.
- **Level Two**
These are behavioral issues that are moderate in nature but can nonetheless not be left unchecked. These behaviors would be under Category I of the PSC Code of Conduct. The consequences are developed by the teacher and the team as in Level One. The teacher **makes** a **Log Entry** in PowerSchool to record the infraction and the consequence given.
- **Level Three**
These are moderate to serious offenses that would be under Category I on the PSC Code of Conduct. Like Levels One and Two, these consequences are developed by the teacher and the team. Primary students can be assigned to refocus for up to 30 minutes. Intermediate students can be assigned to refocus for up to one hour, or one class period. **A refocus slip must be given to the student.** When the refocus is completed, students return to the classroom. If refocus slips are given to individual students daily, additional or separate consequences may need to be

implemented to ensure the student is not acting out in order to escape the classroom. The teacher **makes** a **Log Entry** in PowerSchool to record the infraction and the consequence given. Chronic Category I offenders may be referred to in-house or outside social service agencies.

- **Level Four**

Level Four includes all Category II and III offenses. When teachers and teams have tried all discipline methods with no success, the student is to be referred to the principal. The teacher **makes** a **Discipline Log Entry** in PowerSchool to record the infraction. When describing the infraction, teachers may include a reference to see Log Entries, but must describe the offense. The hope is that students will resolve their problems at the classroom level and not require an office referral. However, once referred to the principal, one of several more stringent consequences may be assigned.

1. Emergency Removal w/ mandatory parent conference
2. A2S
3. A2E

Level System

The discipline cycle for primary students (grades K-3) gives them a clean start and returns them to Level One each day. The discipline cycle for Intermediate students (grades 3-6) returns them to Level One each week.

Consequences

Levels 1-3 consequences are determined by teams. Level 4 are determined by an administrator. Consequences and rules are to be taught and not assumed. Teachers will direct and explain, check for understanding, and practice the knowledge of rules and guidelines at the beginning of the school year and again at the start of each quarter. Lesson plans for teaching rules, guidelines, and consequences should be provided by the Positive School Culture Committee (PSC) using the “Time to Teach” curriculum.

LUNCHROOM

Breakfast and lunch is served each day school is in session. All students receive breakfast and lunch free of charge. **Snacks are available for purchase in the cafeteria during the students' lunch time only. Students may only purchase one (1) food snack item and/or one (1) drink item to have with their lunch.** Children are not permitted to leave the school grounds at lunchtime.

Rules: (Lunchroom)

1. Maintain an orderly atmosphere
2. Talk softly to friends sitting near you.
3. Keep hands to yourself.
4. Food is to be eaten only in the lunchroom.
5. Students are to raise hands to get up from their seats.
6. Throw all garbage away before you leave the lunchroom.

(Playground)

1. Keep the playground neat and clean.
2. Glass breakage should be reported to the teacher on duty.
3. Play/socialize on the blacktop area or grass, except the hill and trees.
4. Follow the rules of good sportsmanship and fair play.
5. Line up promptly when the bell rings.

DRESS CODE

Student dress should be clean, neat and appropriate for learning and not a distraction to education.

Uniforms are required:

	Girls	Boys
Tops	Short or long-sleeve, white, navy blue, or light-blue polo shirt or button down shirt/blouse with a collar A plain, white or Navy blue cardigan sweater, fleece pullover or <u>unhooded</u> sweatshirt may be worn**	Short or long-sleeve, white, navy blue, or light-blue polo shirt or button down dress shirt with a collar A plain, white or Navy blue cardigan sweater, fleece pullover or <u>unhooded</u> sweatshirt may be worn**
Bottoms	Khaki or navy blue slacks, skorts, jumpers, capris, or Bermuda length shorts	Khaki or navy blue slacks*** or Bermuda length shorts***
Shoes	Shoes with a rubber bottom are recommended for school. <u>Flip flops may not be worn.</u>	

***Parents will be notified in advance of any no uniform days**

****Classrooms can be very cool during the school year. Only uniform sweaters, pullovers and/or unhooded sweatshirts may be worn in class. Coats and jackets may not be worn in class.**

*****All pants must be worn properly on the waist. Belts must be worn if pants are oversized in the waist.**

This uniform policy will be strictly enforced beginning the first day of school. No exceptions.

PARENT CONTRACT

As we believe parental involvement is critical to a child's success in school, we have implemented a Parent Contract. Please read & sign the document, indicating how you can help the school.

FALCON SUCCESS CHECKLIST

All students will be given a Falcon Success Checklist to keep at home and they will also be posted outside each classroom. The Falcon Success Checklist will list the tools and attitude required for daily success.

CELL PHONE POLICY

Cell phones are not permitted during the school day for personal use. **All phones should be turned off and given to the classroom teacher during the school day. The teacher will return all phones prior to dismissal. Phones will be confiscated for a parent to pick up if the rule is violated.**

The school is not responsible for lost, damaged, or stolen cell phones.

ADDITIONAL SERVICES

The following additional services are provided to our students:

- School Nurse
- School Psychologist
- Parent Center
- Tutors
- Speech/Language Pathologist
- Counseling Services
- Mentoring

VOLUNTEERS

Volunteers are important to our school and our children. We encourage you to sign up to help, for whatever time you can give. The LOCAL SCHOOL DECISION MAKING COMMITTEE (LSDMC) Advises in order to perpetuate teamwork without duplication of roles; priorities needs for disbursement of funds; annually conducts goal setting and program evaluation activities.

SCHOOL WEBSITE AND FACEBOOK PAGE

Rothenberg maintains a school website (Rothenberg.cps-k12.org) and a Facebook page to keep parents and community members informed about school events and progress. Please like the Facebook page to receive updates and visit the school website often.

NEWSLETTER

A monthly newsletter is published to help keep all members of our school community well informed. Please be sure to read the monthly newsletter to keep up with important information and dates.

OPEN HOUSE

Each year, an Open House is held in each Cincinnati Public School. We offer our program for all grade levels. We encourage each family to take advantage of this opportunity to meet your child/children's teacher and other school personnel.

HOMEWORK

Homework is given every day. Please see that your child completes the homework, including Reading 30-60 minutes each night. **Please contact your child's teacher immediately if your child is not bringing homework home to complete.**

TELEPHONE MESSAGES

The school telephones are business telephones. Please be sure to communicate with your child's teacher concerning special programs, times, etc., and make arrangements ahead of time for transportation, etc. All communications must be in writing! The phones are NOT for making arrangements to go home with a friend.

SCHOOL FEES

The Cincinnati Public Schools assess each child an annual fee to help defray the cost of special materials purchased centrally. The fees are assessed on a sliding scale based on family income, grade level of the student, and the number of children in the Cincinnati Public Schools. Each student receives a form with information concerning these fees. Cash or money orders should be returned with the form to the school secretary. Please make every effort to pay school fees as soon as possible. Other fees may be assessed if a student damages or loses books or materials. Waiver forms for school fees must be submitted and approved.

POWERSCHOOL

Regular access to student grades, attendance, progress, and discipline incidents is provided through the online management system called Powerschool. Every parent and student is granted access to this information by Cincinnati Public Schools. All students and parents **must** obtain account information from the main office so that student progress and other information can be communicated through Powerschool. An app is also available for Powerschool use on a smartphone.

ILLNESS

If a student becomes ill or injured at school, parents or other designated persons will be contacted. Fortunately, we have the services of a school nurse five days per week. **It is imperative that we have updated emergency information for every child.** Children returning to school after an absence due to communicable diseases should bring a note from their physician. Please do not send an ill child to school.

DISPENSING MEDICATION

Medication can be dispensed at school only if the procedure listed below has been followed. The document listed must be on file in the school office. A completed form from the doctor listing the name of the medication, prescription number, and dosage, duration of dosage, possible side effects, physician's signature and his/her telephone number. Parent must also sign this form. The medication must be in pill or capsule form in a container clearly marked from the pharmacist.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the instructions in each classroom (posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to the designated areas.