

Dear Cheviot Student Leaders and Families:

As your principal, I welcome you to this school year at Cheviot School! My entire staff and I are dedicated to delivering an enhanced educational experience in a safe and caring environment. We welcome you to visit and support your school.

To ensure that we are on the same page, we are providing you and your child with this student handbook for your information and awareness. Please review our Cheviot Elementary student handbook with your family to learn about our mission, policies, procedures, expectations and recognition opportunities.

Inside of our student planners are daily tips to help our students and families to lead more powerful lives through developing personal leadership skills of the 7 Habits of Happy Kids. Planners should be checked and signed each night, by parents.

The 7 Habits of Happy Kids are the heart of The Leader in Me. "The Leader in Me is Franklin Covey's whole school transformation process. It teaches 21<sup>st</sup> century leadership and life skills to student's and creates a culture of student empowerment based on the idea that every child can be a leader."

It will take all of our efforts to ensure that our students are educated, strong and capable of greatness. We thank you, in advance for your positive efforts, support, and presence at Cheviot School.

Yours truly,  
Mrs. Tammy Solomon-Gray  
Principal

## MISSION STATEMENT

***We are a community of leaders. Our strengths and gifts create our greatness! We empower students to change their paradigm to embody leadership qualities in life-long learning and problem solving. We are leaders in life, community and self.***

## VISION STATEMENT

***Cheviot School's vision is to prepare students to be responsible citizens, connected to the world in an empowering and positive way to promote lifelong learning.***

### CHANGE OF ADDRESS

It is very important that you inform us immediately of any change in you telephone number, address or the person we should notify in case of emergency. Please notify the office in advance of a planned move from our school.

### ARRIVAL/DISMISSAL

**The school instructional day begins at 7:45 a.m. and ends at 2:15 p.m.**

Please remember that students should not arrive before 7:15 am due to no supervision.

#### **Arrival –**

**7:15 a.m.** - Buses and students arrive.

Students should report to the following areas in the morning:

- Kindergarten thru 3<sup>rd</sup> grade students – Gym
- 4th grade thru 6<sup>th</sup> grade students – Cafeteria

Students are not permitted to wait outside in the morning due to lack of space. Students need to go to their designated area and sit quietly until the bell rings.

**A.M. Preschool Students** will arrive and dismiss from playground #1 (Roswell Avenue). P.M. Preschool Students and early dismissal must enter the doors leading to the office.

**7:30 a.m.** – 1<sup>st</sup> bell Arrival Begins

**7:45 a.m.** – Instruction Begins

**7:45 a.m.** – Tardy bell rings

- Any students that arrive after 7:50 a.m. should report to the main office to get a late slip before going to their classroom.

### **Entrance to the building limited to the following:**

Front doors: Students in grades K – 6<sup>th</sup>.

Preschoolers and their parents enter through the door to your right off of Roswell Ave.

Upon initial arrival on school property, students are not permitted to leave unless they receive permission from the office or administration.

***Dismissal – Parking is available in marked parking spots, McFarran and Roswell Avenues only. Parking violations are monitored by Cheviot Police and subject to fines.***

#### **2:08 p.m. – Early Dismissal**

- K – 3<sup>rd</sup> grade bus riders escorted to the gym by teachers.

#### **2:10 p.m.**

- 4<sup>th</sup> – 6<sup>th</sup> grade bus riders escorted to the gym by teachers.

#### **2:12 p.m. – 2<sup>nd</sup> Dismissal**

- Walkers, grades K – 6<sup>th</sup> are escorted out of the red doors on Harrison Ave.
- Daycare students are escorted to the lunchroom for pickup by their daycare provider..

#### **2:15 p.m. – Final Dismissal**

- K & 1<sup>st</sup> grade car riders escorted out Preschool door by teachers.
- 2<sup>nd</sup> & 3<sup>rd</sup> grade car riders escorted out to the large playground door.
- 4<sup>th</sup> & 5<sup>th</sup> grade car riders escorted out to the large playground door.
- 6<sup>th</sup> grade car riders escorted down back stairs and to the large playground.
- Students will be picked up on the large playground (McFarran St).
- If a student needs to pick up a sibling, they should have a common meeting point – approved by both teachers.

Safety: Children are not permitted to play on the playground equipment at dismissal.

**Car Riders** must be dropped off on McFarran Street or in the bus lane after 7:15 a.m. until 7:45 a.m. Students must be picked up from the playground (k-2) or McFarran (3-6).

**Before/After School Program** is through the YMCA, if you sign your students up for this program they can be dropped off as early as 6:30 a.m. here at Cheviot. The after school program begins at 2:15 p.m., when school dismisses and they can stay here as late as 6:00 p.m. Enrollment for this program can be done at the Gamble Nippert YMCA on Montana Ave.

### **STUDENT PLANNERS**

All students in Grades 1 – 6 will be issued a student planner. The student planner is a necessary tool to help students stay organized and for parents and teachers to communicate with each other. Students will be expected to have their planner every day. There are also helpful tips for students and family inside of the planner. **Replacement planners will cost \$5.00.** Please check your child's planner every day for notes, homework or other important information.

### **CELL PHONES**

#### **According to CPS Board Policy 5136:**

A student may possess a cellular telephone or other electronic communication devices (ECD) (paging devices/beepers, personal digital assistants (PDAs), notebooks, laptops and similar devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles (including on school and Metro buses) the cellular telephone or other ECD remains off and stored out of view. Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

**Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed.**

**We will not and are not responsible for lost or stolen phones or electronics.**

### **EARLY DISMISSAL-PARENT REQUEST**

While we encourage parents to schedule dental or medical appointments after school, we know that it is not always possible. A student must bring a note to his or her teacher requesting early dismissal. The note should state:

- Reason for dismissal
- Name of person authorized to sign out student
- Parent's phone number
- Date and time of dismissal

**Please do not sign your child out early for convenience or to "miss traffic". Chronically leaving early is considered a form of truancy.**

**Cincinnati City School District Policy 5230 LATE ARRIVAL AND EARLY DISMISSAL** – *The Board requires that the school be notified in advance of absences by written, personal, or verified telephone call request of the student's parent, stating the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the principal.*

**For your child's protection, we require that you sign your child out in the office and wait there. Teachers are not permitted to release a student from the classroom unless instructed to do so by the office.**

***No child will be released to any person other than the parent/legal guardian or individuals listed on the student's Emergency Medical Card by parents. Frequent and timely updates to these cards are critical.***

### **ATTENDANCE/TARDY**

Regular attendance ensures successful and positive growth. Timed missed equals missed instructional time that cannot be recaptured.

### **ABSENCES**

All absences MUST be reported to the school office at 363-1400 by 8:30 a.m. and verified with a note upon the student's return to school. Absences will be considered "unexcused" until the parent/guardian contacts the school.

Parents may request assignments from the teachers while the student is absent, not tardy. Per Cincinnati Public Schools Board Policy the following absence

and tardy situations will be reported to the Visiting Teacher:

- Students who miss 60 hours of school, must have their parents meet with the Principal prior to being referred to court.
- Students whose unexcused absences exceed 3 consecutive days
- Students who are absent for 10 consecutive days
- Students who are absent for a total of 15 days in a semester
- Failure to attend school within these absence and tardy guidelines will result in parent truancy charges

**Please note students who are late or absent without prior notice will receive an automatic phone call home.**

### **BICYCLES**

Students may ride bicycles to school. They are encouraged to wear helmets and lock their bicycles on the bike rack. For safety reasons, students are not to ride bicycles on the school grounds.

***Skateboards, scooters, heelies, roller-skate or in-line skates are not permitted at school and will not be held at school.***

### **BUS TRANSPORTATION**

The Cincinnati Public School Transportation Office provides bus transportation. Their phone number is 363-0330. Only students who have been approved for transportation are permitted to ride on the bus. The school does not have authority to allow other students and/or parents to board the buses.

If a student's behavior creates a safety hazard on the bus, the student may be deprived of bus riding privileges. Parents will be expected to transport the student to and from school if a bus suspension should occur. The behavior and safety of the student at the bus stop is the parent's responsibility.

If a student will not be riding his or her regular bus home, we must have written documentation with a phone number to contact you in the office of the alternate means of transportation. Our bus company is First Student 541-0305.

### **PARENT-TEACHER CONFERENCES**

Conferences are an excellent way of keeping you informed of the overall progress of your child in school. Your child's teacher will contact you at least

twice during the school year to schedule a conference.

**Report cards and midterm reports** will be distributed via the child. You may also request a conference at any time you have a question or concern. If you would like to schedule a conference, please call or email the teacher to make an appointment.

All parents and visitors **MUST** sign in at the office.

### **COMPUTER USE POLICY**

Only those students who have turned in a Cincinnati Public School INTERNET ACCEPTABLE USE POLICY, student agreement and parent permission form will be allowed access to the internet.

At Cheviot School, students will have access to a high-speed connection to the internet. Computers must be used correctly. They must not be used to access or create materials that don't belong at school. This includes, but is not limited to images and messages that are sexually explicit, violent, or seek to demean or harass others. Please be aware that the privilege of using computers is dependent on correct and appropriate use. ***Accessing prohibited websites is a category 2 offense per the CPS Student Code of Conduct. Consequences will be administered accordingly.***

### **DRESS**

Cheviot Elementary is a uniform school.

#### **Dress code will be as follows:**

- Shirts and blouses must be long enough to remain tucked in all day.
- Closed toe shoes or gym shoes are permitted and must be properly fastened at all times. Gym shoes are required for gym class.
- No hats, scarves or other headwear may be worn inside the building. Girls may wear plain hair bands or hijabs for religious observance (no scarves attached).

### **Boys' Uniform**

- Pants: Solid color khaki or navy are to be worn. Cargo pants or pants with rivets or patch pockets are not permitted.

- Shirts: Solid color light or dark yellow, navy or light blue polo type shirts with a collar. Button down solid uniform shirts in the above colors is also allowed. **No White Shirts**

### **Girls' Uniform**

- Jumper/Skirts: Solid color khaki or navy uniform jumper or skirt may be worn. The hem of the jumpers and skirts must touch the top of the knee cap.
- Decorative knee socks are prohibited.
- Tights and leggings must be yellow, navy or brown. Leggings are for cold weather layering under dresses only.
- Slacks: Solid color khaki pants or navy are to be worn. Cargo pants with rivets, patch pockets and or knit slacks (stretch/exercise are not permitted).
- Blouse: Solid light or dark yellow, navy or light blue blouses or polo type shirt with a collar. **No White Shirts**

### **Warm Weather Uniform**

- During the months of August, September, May and June students have the option of wearing the regulation uniform with solid khaki walking shorts. No knit, spandex, lycra or multi-layered shorts are permitted. All other clothing must meet the regulation uniform code. At the principal's discretion, shorts may be deemed appropriate in other months due to unseasonably warm weather.

### **Cool Weather Layers**

- Non-print navy or yellow cardigans or Cheviot logo non-hooded sweatshirts may be worn to keep students warm.

### **Cheviot Ram Spirit Days – To be announced**

- Cheviot T-shirts, sweatshirts, hometown sports teams (Cincinnati Reds/Bengals) can be worn with neat jeans or khakis, on dates announced by flier only.
- Monogrammed Cheviot School polos can be purchased from the Cheviot PTA and School Resource Coordinator. Please contact via email at [collieo@cps-k12.org](mailto:collieo@cps-k12.org) for more ordering and pricing information.

### **Where can school uniforms be purchased?**

- School Belles of Cincinnati – 5718 Harrison Ave, 45248, 513-921-3417
- Target – 6150 Glenway Ave, 45211, 513-719-1076
- Wal-Mart – 2322 Ferguson Rd, 45211, 513-922-8881
- Meijer's – 6550 Harrison Ave, 45247, 513-598-2000

### **MEDICAL EXCUSES**

All students are expected to participate in outdoor activities and physical education classes unless the school has a written note from a doctor requesting that the student not participate.

### **HEALTH AND MEDICATION**

Parents should bring special health concerns to the attention of teachers, the school nurse and the office. It is extremely important to keep the emergency cards complete with the person to be called in case of emergency, physician's name and any special health concerns such as epilepsy, asthma, allergies, diabetes, etc.

Before any prescription medication is dispensed, we must receive a completed "Parent/Physician request for the dispensing of Medication/Asthma Inhaler Permission Form". All medication must be in the **original container** labeled with the child's name, drug name, dosage, time to be given and physician's name.

Over the counter medications such as Tylenol, Advil, cough drops or Tums can be administered by school personnel with the "Authorization for Administration of Over-the-Counter Medications at School" form filled out completely and turned in to the main office.

Please help us not expose other students to illnesses. Do not send a child to school that has a cold, sore throat, skin rash, inflamed eyes, cough, swollen glands, fever or other symptoms of illness.

If a student evidences a contagious condition or illness, the parents will be notified and the child sent home. It is recommended that a child who has had a fever stay at home 24 hours after the temperature has returned to normal.

**REMEMBER:** It is very important that we have all current immunization records in your child's school

health record. Please send a copy of updated immunization records each time your child is immunized (booster shots). Your child can be removed from school if immunizations are not up to date.

### **INCLEMENT WEATHER**

Listen in the morning to local TV or radio stations for school closing announcements. You will either hear:

- "Cincinnati Public Schools – closed"
- "Cincinnati Public Schools – Open – Two-hour Delay/No Yellow Bus Service, preschool cancelled"

Cincinnati Public Schools also has an app that you can access either on your Iphone or an android phone.

### **LUNCH/BREAKFAST**

Universal free breakfast and lunch is offered to all students. Additional milk is available for 50¢.

### **MESSAGES TO STUDENTS**

If parents or guardians have reason to contact a student while they are in school, they must do so by first contacting the office. In all non-emergency cases a message will be given to the student as soon as possible. In cases of serious emergencies, the student will be called to the telephone. To ensure that a student receives messages by the end of the day, please call **prior to 1:30 p.m.** Messaging students via personal cell phones is not advised, as per policy, they are to be powered off, during the school day.

### **CONTACTING STAFF**

If you wish to talk to a staff member, please call either before or after school. **During the school day, you will be transferred to voicemail. Staff members have up to 24 hours to return a phone call.**

### **PERSONAL CHECKS**

Cincinnati Public Schools Board Policy does NOT permit the school to accept personal checks as payment for school related fees. We will gladly accept cash or a money order. We regret any inconvenience this policy may cause you and appreciate your understanding.

## SCHOOL SUPPLIES AND FEES

All students are charged an Instructional Materials Fee. You will receive a letter concerning this fee with the first day packet. Board policy requests that all **student fees be paid in full by early October**. Unpaid fees CAN impact student's participation in school related activities. Please fill out the fee form and return to school. In some cases fees are waived based on household information.

Supply lists were mailed during the summer and available in the school office. From time to time, your child's classroom supplies may need to be restocked. Your child's teacher may make personal requests for special items during the school year for your child's classroom.

## WALKING STUDENTS and The CPS Walking School Bus

Student conduct and safety on the way to and from school should be a matter of concern to parents. Parents should discuss the safest route to school emphasizing the use of sidewalks and not trespassing on private property. **Students are under the Cincinnati Public Schools Code of Conduct while on the way to and from school.**

We are proud participants of The Allegiance Project Walking School bus. The Allegiance Project is a grant based pilot program funded by the National Institutes for Justice. Our program combines a Walking School Bus with a prevention program call The Good Behavior Game.

- **Mission** – To be a community based asset that provides a fun, reliable, and safe transportation choice for our kids who walk to school and their families.
- **Vision** – “Committed to making sure our kids are at school, on time, to say the pledge of allegiance everyday.”
- **Core Values** – “Connected, Capable, Contributing”

Visit their website at [walkingschoolbus.cps-k12.org](http://walkingschoolbus.cps-k12.org).

## WRITTEN COMMUNICATIONS

Notes, newsletters, flyers and other printed school information will be sent home on a daily basis.

## PERFECT/GOOD ATTENDANCE

### **Perfect Attendance**

- No tardies or absences for the entire quarter

### **Good Attendance**

- 1 or 2 absences or tardies or a combination of the two for an entire quarter.

## Ram-tastic Citizenship

- Can be awarded by any classroom teacher
- 2 students per quarter, per homeroom can receive this award for conscientious students who exemplify positive school culture traits.

## Caught Being a Leader

- Students who earn 4 caught being good certificates get to shop in the Principal's Treasure Chest.

## RECOGNITION

### **“A” Honors Award**

- “A” Average on Progress Report (3.6-4.0 average) includes all subjects
- No “C”, “D”, or “F” in any subject

## LEARNING IS COOL

The Marvin Lewis Foundation sponsors a program for Cincinnati Public School's student grades 1 – 6 called Learning is Cool. If a student is on the Honor Roll for at least two quarters during the school year they are eligible to attend a celebration with Mr. Lewis and possible some of the Cincinnati Bengals. Encourage your student to work hard and be eligible to attend this event.

## STUDENT RIGHTS

Students of Cheviot School have the right to a safe and orderly environment where they are respected and are able to learn without disruption. Students must show *RESPECT* for others. *ALWAYS* address school adults and peers with *RESPECT* and appropriate language.

## STUDENT LEADERSHIP PLEDGE

As a student of Cheviot School, I pledge:

I pledge to be a leader, proactive in every way, I will learn all I can and think win-win today. I will work

first, play later, I know it starts with me, I will live the Seven Habits it's my destiny.

It is the *RESPONSIBILITY* of the student

#### **While at school to:**

- Remove hats upon entering the school building, unless it is a medical problem.
- Do NOT consume candy or food in the hallways or on the playground.
- Leave toys, audio equipment and electronic games at home, unless they are to be brought for a specific classroom activity.
- Keep cell phones and all electronic devices off and stored away throughout the entire school day. **These items will only be returned to the parent.**
- Spinners are prohibited unless prescribed in student's IEP,

#### **PARENTS RIGHTS**

Parents of Cheviot School students have the right to clear, concise information in reference to their child and the opportunity to have input on the educational program available to their children. Parents have the right to expect the school to be safe and orderly as well as conducive to learning.

#### **PARENT RESPONSIBILITIES**

It is the *RESPONSIBILITY* of the parent to:

- A. *RESPECT* school policies, procedures and staff, in actions and choice of words.
- B. Read the LOCAL SCHOOL BEHAVIOR PLAN and ensure your child understands his/her rights and responsibilities.
- C. Return the LOCAL SCHOOL BEHAVIOR PLAN tear-off, which will be sent home the first week of school.
- D. Attend conferences, parent organization meetings, Family Nights and Open Houses.
- E. Understand that it is our goal that parents, teachers and administration will work cooperatively to improve the behavior of all students, thus benefiting the total student body.

- F. Provide the classroom teacher and the office with current phone numbers and addresses and pay all student fees.

#### **POSITIVE SCHOOL CULTURE LOCAL SCHOOL BEHAVIOR PLAN**

Please be sure that you and your child become familiar with the Cincinnati Public Schools Code of Behavior. The teacher is the front line authority in the scope of discipline. Students and teachers should try to handle problems first through their team or classroom procedures, prior to seeking help from school administration.

#### **BUILDING WIDE CONSEQUENCES**

The following is a list of examples of interventions the staff and administration can use when a child does not follow the Local School Behavior Plan in conjunction with the Cincinnati Public Schools Code of Conduct:

- Verbal reminder/warning
- Writing assignment
- Loss of privileges (i.e., detention, or loss of recess)
- Parent contact (phone, note or conference)
- Child sent to office
- Conference with parent, teacher, principal and student
- Work detail (recess/after school)
- Parent picks up child
- Referral Services/Intervention Assistance Team
- Time Out
- In-School Suspension
- Alternative to Suspension
- Alternative to Expulsion
- Counseling/Testing
- After School Detention