



## Student & Family Handbook

### ROBERTS ACADEMY MISSION

Roberts Academy strives to develop inquiring, knowledgeable, caring and active lifelong learners who help create a better and more peaceful world and community through cultural understanding and respect.

### ROBERTS ACADEMY VISION

Roberts Academy will be a preeminent magnet school in Cincinnati that boasts rigorous academics and promotes lifelong learning, attracting learners from diverse backgrounds. As a robust community learning center, Roberts Academy strives to be an integral part of ongoing community revitalization.

### ARRIVAL TO SCHOOL

Student arrival to school is at 8:40am. Staff supervision will begin at 8:40am. To ensure student safety, regulations and policies of the Cincinnati Board of Education, all students must be supervised in the school building. Following arrival time is especially important during inclement weather since the child will have to remain outside until supervision is made possible at 8:40am. Please be reminded that students may not arrive or enter the building before 8:40 am. Students are to report immediately to assigned areas for appropriate adult supervision. Students are not permitted to leave the school grounds without adult supervision or authorization.

### 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.

Students are not expected to attend school if they are seriously ill. Parents must call the attendance hot-line at 363-4603 by 11:00 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.

Due to the Missing Children's Act, the school must attempt to contact a parent if we have not been notified of a child's absence, a written note by the legal guardian, explaining the child's absence must accompany the child when he/she returns to school.

### TARDINESS

It is important that students arrive at school on time, no later than 8:50 a.m. A written note must accompany the student upon arrival stating the reason for tardiness.



### CHRONIC ABSENTEEISM/TARDINESS

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

### EARLY DISMISSAL

We strongly discourage parents from picking their children up from school prior to 3:20 p.m.; this interrupts the education of all students participating in a lesson and could affect your child's number of absences and attendance. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session pursuant to State Ordinance Board Policy 5200, 5201, and 5230. Roberts Academy instructional hours are 8:50 a.m. to 3:20 p.m. Classrooms will not be called for early dismissal after 2:50 p.m.

Before the student is permitted to leave the school property, he/she must be signed out by the parent/guardian. Students may only be picked up by an authorized adult as previously stated on a signed emergency card and/or PowerSchool. Authorization for pick-up cannot be provided via telephone. Students will not be called early to wait in the office for parent/guardian. Students will be called to the office once the parent/guardian has signed-out the child. Office personnel will request to see identification of an individual picking a student up and will check student records to verify adult guardianship or permission. Students may not be picked up by anyone under legal age no matter the relation.

### CHANGE IN PICK-UP

If your student is getting picked up at dismissal at 3:20pm by car instead of riding the bus, you must call the front office before 2:30pm or send a note with your student to give to their teacher.

Teachers and administrators will send all students home their typical way, unless notified by a parent or guardian.

### CAR LINE

To ensure the safety of your child, Roberts Academy is adopting a new method for any student getting picked up in a car. Each family will be assigned a number on a tag that must be present in the window of the car. The tag will then be input into a safe and secure system and the student will be brought to the vehicle. Anyone without a tag will have to park their car and go to the front office to present their ID to verify they are on the contact sheet for that student. If you have lost your car ID or need extras, please contact the front office for a replacement.



### DRESS CODE

During the 6-26-2023 Business Board Meeting of Cincinnati Public Schools, Board of Education, there was a resolution for clarifying Board Policy 5511.01-School Uniforms. Roberts Academy has made the decision to continue the **PAUSE** on implementation of our school uniform policy until the Local School Decision Making Committee (LSDMC) reconvenes in September to survey parents, teachers, staff, and vote on the Uniform Policy. During this pause we are following the Dress Code below.

- Clothing/accessories may not contain images or symbols that are hateful or offensive in nature, or that promote violence, drugs, alcohol or gang activity/affiliation.
- No visible undergarment by, either exposed or through clothing.
- No hoods or brimmed/billed hats may be worn.
- Shirts and blouses will not come above the waistband of the pants or skirts when both arms are fully raised above the head.
- Shirts must be short or long sleeve.
- Shorts, skirts, pants and jeans should not have holes in them.
- Pants should be worn so that the waistband is worn at the waist. No underclothing may be exposed. Skirts, shorts and dresses should be no shorter than mid-thigh in length.
- No pajamas or blankets are permitted unless we have a dress down/spirit wear day.
- Close-toed shoes must be worn at all times for grades K-8 ( no slippers or slides).

### MEDICATION

Non-prescription medications, (i.e. aspirin or cough-drops) cannot be distributed from the office, nurse or any staff. Prescribed medications must be kept in the 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.

### SNOW EMERGENCIES/CANCELLATIONS OF SCHOOL

In some cases, school will be canceled. All major radio and TV stations will carry the announcement of school cancellation. Listen for "Cincinnati Public Schools," or "Cincinnati Public School District."

### FIRE AND EMERGENCY DRILLS

There is a different siren sound for all emergency situations. Drills for each type of emergency will be held regularly throughout the school year. Never assume there is not a real emergency. Wait in assigned areas



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quietly for further instructions. Parents/visitors are required to follow school emergency procedures if they are on property of time of emergency.

### VISITOR'S POLICY

Roberts Academy staff welcomes and encourages parents/ guardians to visit school. We believe in an "open door" policy. To ensure all student and staff safety, parents and all visitors must always enter through the main doors and 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 safety of all. No loitering or trespassing is permitted on the school grounds to ensure the safety of all Roberts Academy students and staff. This procedure is part of the Cincinnati Public Schools Board Policy Section 11.17 and applies to all visitors.

### TEACHER CONFERENCES

Teachers are available to confer with parents when home or school needs exist. Such conferences should be arranged in advance at a mutually agreeable time. Under no circumstances should visitors expect to discuss an individual student's academic or social progress during instructional time. All staff may be reached through classroom telephone voice mail and school website.

### FIELD TRIPS

Roberts Academy teachers provide valuable opportunities for our students to attend field trips for academic enrichment. 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. 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 for two weeks. All items left at the close of school will be donated to a charitable organization.

### VALUABLES

Students should not bring valuables, electronics or large amounts of money to school.

### CELL PHONE POLICY



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Students in grades PK – 8th grade at Roberts Academy are to follow the Cincinnati Public Schools District Cell Phone Policy in the Student Code of Conduct and Roberts Academy's Cell Phone Policy.

Cell phones are to be stored out of sight and on silent or off during instructional hours. If cell phones are out or in use, students will be asked to put it away. Refusal or continual usage will result in disciplinary action in alignment with the District Code of Conduct.

In the event of a family emergency, please call the Roberts Academy Main Office Line at 513-363-4600 stating the need to speak with your child due to an emergency.

Please note the following from the Cincinnati Public Schools District Code of Conduct:

"Students have no expectation of privacy in cell phones or other electronic devices brought to school. If there is reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched by administration or designee, including searching calls, emails, contacts, texts, and other communications or Internet access."

### INCOMING CALLS

To avoid interruption of the learning process, only emergency information will be conveyed to the students during school hours.

### EMERGENCY CONTACTS

If a student becomes ill or injured, every effort will be made to notify the parents promptly. It is important that any changes in emergency numbers be reported to the school office in writing immediately.

### TEXTBOOKS/TECHNOLOGY/SCHOOL EQUIPMENT/PROPERTY

All textbooks/equipment used by the students of Roberts Academy are furnished by the Board of Education at no charge. Each student is responsible for the care of the items issued to him/her. Any student whose item is damaged beyond normal wear and tear will be subject to a fine. Items that are lost, stolen or damaged beyond repair remain the responsibility of the student to whom they were issued and must be paid for at the purchase price.

### PROGRESS REPORTS/ASSESSMENTS

Progress Reports are issued four times a year for grades K-8. This report gives information about the students' academic progress. Midterm reports are issued mid-way into each marking period. Assessments are administered throughout the instructional year to monitor student progress and ensure we are teaching to individual student needs. Parents are encouraged to use "PowerSchool" to communicate with teachers and monitor student progress on a continuous basis.



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### ATHLETIC/ACADEMIC ELIGIBILITY

All students who wish to participate in athletics and/or extra-curricular activities must maintain a 2.5 GPA. All courses will be counted in the average, and quarterly eligibility is independent of the eligibility status of previous quarters. All students will be required to sign an extra-curricular contract and follow it daily to be eligible to participate. All student fees and other obligations must be paid for a student to be eligible to play.

### BUS DISCIPLINE POLICY

For the safety of all students and personnel, students are expected to follow bus and district transportation policies. Continued incident reporting will result in disciplinary action, including possible suspension from the yellow bus. REMEMBER, 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.

### POSITIVE SCHOOL CULTURE

To maintain a positive environment, students are expected to conduct themselves with respect towards their classmates and staff. Willful disobedience by a student will result in the CPS Code of Conduct being enforced. Examples of disobedience include, but are not limited to: shouting, using a rude or disrespectful tone of voice, back talking a staff member, walking away from a staff member who is speaking to the student, use of profanity or other inappropriate language, and use of obscene or unacceptable gestures toward or in the presence of a staff member. Positive conduct is expected by every member of the learning community – students, staff, parents and visitors – to ensure a rewarding experience for everyone.