Winton Hills Academy

Building a Brighter Tomorrow

Student Handbook 2024-2025

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Welcome!

The administration and staff would like to welcome you to Winton Hills Academy. The information in this handbook has been compiled to help you and your children with their education. Come and share in the vision of excellence in education.

We are Here to Serve You

Please feel free to contact us with any concern you may have. The school phone number is 513-363-6300. Office hours are from 7:15 AM to 3:00 PM. Visit us on the web at: https://www.cps-k12.org/wintonhills.

Vision & Mission

At Winton Hills Academy, it is our vision to achieve academic excellence, enhance our community, and build a brighter tomorrow.

It is our mission to positively impact lives by believing all things are possible.

School Goals… "Building a Brighter Tomorrow"

- High academic achievement
- Excellent attendance
- Positive student behavior
- Strong parental involvement and community relations
- An enriched environment
- A caring community

Daily Schedule

Breakfast starts	7:20 a.m.
Students go to classrooms	7:30 a.m.
School Starts	7:40 a.m.
Dismissal	2:10 p.m.

Please have students arrive at school before 7:30 a.m. so they can start the day with a good breakfast. Students cannot be admitted into the school building before 7:20 a.m.

Calendar for 2024-2025 School Year

Aug 12 District Professional Development Day

Aug 13 Building Professional Meeting Day

Aug 14 First Day of School for Students

Sept 2 Labor Day Holiday - Schools Closed/Central Office Closed

Sept 16 Midterm Week

Sept 23 District Professional Development Day - No Students

Oct 3 Holiday/Break - Only Schools Closed - Records Day

Oct 11 End of First Quarter

Nov 4 Midterm Week

Nov 5 Election Day - Only Schools Closed

Nov 11 Veterans' Day Holiday - Schools Closed/Central Office Closed

Nov 25 Holiday/Break - Only Schools Closed

Nov 26 Holiday/Break - Only Schools Closed

Nov 27 Holiday/Break - Schools Closed – Conference Day

Nov 28 Thanksgiving Day Holiday - Schools Closed/Central Office Closed

Nov 29 Holiday/Break - Staff refer to payroll calendar

Dec 20 End of Second Quarter

Dec 23-Jan 3 Winter Recess - Only Schools Closed (10 days)

Dec 24-25 Christmas Eve and Christmas Day Holiday

Dec 31 Holiday/Break - Staff refer to payroll calendar

Jan 1 New Year's Day Holiday

Jan 6 Schools Reopen

Jan 20 Martin Luther King Jr. Day Holiday - Schools Closed/Central Office Closed

Jan 31 District Professional Development Day - No Students

Feb 3 Midterm Week

Feb 10 Holiday/Break - Only Schools Closed - Conference Day

Feb 17 Presidents' Day Holiday - Schools Closed/Central Office Closed

Mar 3 District Professional Development Day - No Students

Mar 14 End of Third Quarter

Mar 24-28 Spring Break - Only Schools Closed (5 days)

Mar 31 Schools Reopen

Apr 14 Midterm Week

Apr 18 Holiday/Break - Only Schools Closed - Records Day / Weather Make-up Day

May 22 End of Fourth Quarter - Last day for Students

May 23 Teacher Classroom Workday - Last day for Teachers

May 26 Memorial Day Holiday - Schools Closed/Central Office Closed

June 19 Juneteenth Holiday - School Closed/Central Office Closed

July 4 Independence Day Holiday - Schools Closed/Central Closed

School Policies

Attendance

Consistent, on time, attendance is essential for your child's success in school.

Students are expected to be in school every day except in cases of illness or approved absences. Please notify the school if your child will be absent via phone, 513-363-6300, or note. An "Auto Dialer" will call home if your student is tardy or absent. A written note is required upon return stating the reason for the absence.

Students who are frequently tardy and/or absent may be denied extracurricular field trips. They, also, may be referred to Truancy Mediation and/or Children's Services.

Tardy Procedures

Learning time is lost when students arrive late. Please have students report to school on time.

Students who arrive at school after 7:40 a.m. are tardy and must enter through the cafeteria to get a green tardy slip, unless otherwise directed. Children will still be offered breakfast until 8:30.

Please provide a note from home when a child is late.

Early Dismissal

No student will be released to anyone to go home before dismissal (2:10 p.m.) unless the parent reports it to the office. If your student needs to leave school early, please arrange to do this before 1:30 p.m. This is the time students are preparing to dismiss and are in transition throughout the building. Please do not call the school at dismissal time to change pick up plans. We cannot guarantee that we will be able to contact your child without timely notification to the front office. Students must be signed out in the office by a parent or designated adult. Parents are not to be in hallways at arrival or dismissal.

School Law

The Ohio Revised Code requires that school be in session with pupils in attendance for not less than 180 days each year. Under the law, children must attend a regular educational or alternative program unless they have graduated from high school. A student shall not be absent/late to class or other properly assigned activities without an excuse approved by the principal or principal's designee. Regular attendance is necessary for maximum school achievement. Excessive absences and/or tardiness may result in legal action against the parent/guardian.

Homework Policy

Homework is an essential part of your child's success in school. All students are expected to do homework nightly. Homework is typically 10 minutes X grade level. Parents need to make sure the assignments are completed and turned in. There will be consequences for not turning in assignments.

Winton Hills Academy Dress Code

In conjunction with Board Policy 5511, the following dress code for students will be strictly enforced at Winton Hills Academy. Students coming to school not in uniform will have to change into a school provided uniform or parents will be called and required to bring the appropriate uniform to school for their child.

- Bottoms – Solid Black, Solid Blue or Solid Khaki
- Tops – Solid Black, Solid Blue, Solid White or Solid Gray

ABSOLUTELY NO WRITING OR PICTURES ON TOPS WILL BE ALLOWED

(Students will not be allowed to be turn tops inside out)

- No Hats, Scarves, Bandanas, Blankets or Durags are allowed to be worn in the school building.
- No Open toe shoes. This includes no flip flops, sandals, Crocs, etc.
- Skirts, shorts must be worn at appropriate length.
- Pants are to be worn at the waist.
- No tops that show skin – including tank tops.
- No coats are to be worn during class.

Visiting the School

Please call the school to make an appointment to visit the school or your child's classroom.

During arrival, except for Preschool rooms, parents are to say goodbye to their children in the front of the building. If a parent would like to meet with a teacher, the teacher can be contacted by office staff and/or a note may be left for the teacher and arrangements made for a conference.

It is crucial that classroom time not be interrupted. For safety and security reasons, parents/visitors may not go to the classrooms during arrival or at dismissal.

Telephone

Class interruptions are made only in an emergency.

Parent calls will be placed in the teacher's voicemail for the teacher to receive when available.

Students will not be allowed to use the phone unless they have proper permission from a staff member.

Students are not to bring cellphones to school. This is a District Policy and State Mandate. If a student does bring a cellphone to school they MUST turn it off and place it in the Yondr bag. Only at the end of the school day or student has early dismissal, will their cellphone be unlocked and returned to them.

Breakfast/Lunch

Breakfast and lunch will continue to be provided free of charge for all WHA students.

Riding the Bus

All bus riders will be put on their scheduled bus each day unless the parent informs the teacher or the office in advance. Please notify the office if relatives or friends will pick up your child. PLEASE DO NOT call the office during the school day to make changes in transportation. The bus company reserves the right to discontinue service to students who do not observe transportation rules.

Severe Weather Policy

Cancellation or delay of school or yellow bus and/or van service is announced over radio and TV stations. Please do not call the school. If you drive your child to school on a morning when the buses do not run, please be prepared to drive him/her home, as buses will not run in the afternoon.

Emergency Procedures

Emergency procedures have been prepared by the Board of Education and are found in a document displayed in the office. In the event of an emergency, the school may have to be relocated to another site. There is a “Shelter in Place” procedure in case of a threat to the community. The local media would be aware of any such condition, but parents/guardians will be contacted as soon as possible regarding any situation that occurs. The health and safety of our students and staff is our first priority. Specific questions or concerns can be expressed by calling the CPS Public Affairs Dept. at 513-363-0000.

Psychological Services

A school psychologist is at WHA three days a week to provide services to support students with academic, social, or behavioral issues.

School Social Worker (SSW)

Our school social worker is at WHA 5 days each week. The SSW supports attendance issues and family/home assistance issues, in addition to academic support.

After School Program

Winton Hills Academy plans to offer an after school program during the week. Students are offered enrichment activities as well as academic support. Please watch your newsletter for information on enrollment.

Student Fees

All CPS students are required to pay an instructional fee to help defray the cost of instructional materials. Parents must submit the fee form during the current school year. Student fees are added to your child's records every year. If you do not take care of the current year's fee, the balance will follow them through graduation at which time they will not be permitted to graduate until all fees are paid.

Cincinnati Public Schools Student Acceptable Use Policy and Internet/Network Safety Agreement

A copy of this agreement will be included in the school forms packet you received prior to the beginning of the school year. This is a required form which you must complete and return to school before your student may use any electronic devices in the school building.

Field Trips/Permission Slips

Field trips are an important part of instruction in a particular area of knowledge or experience. Students MUST submit a permission form signed by the parent before the date of the trip. Students are expected to be on their best behavior. All school rules/district policies are in effect during field trips. For indoor trips, students must wear uniforms. For outdoor trips, uniforms are not required, but students must dress appropriately. Students who display inappropriate behavior or have excessive absences or tardies may be excluded from field trip activities. All students must have a signed Emergency Medical Authorization form on file to participate in trips.

LSDMC

The Local School Decision Making Committee (LSDMC) is a vital part of Winton Hills Academy. Members consist of teachers, other staff, parents and community members. A chairperson conducts these meetings, which are held monthly. Major decisions regarding the school are made by this committee. Please call the school if you have questions and/or would like to be a member.

Celebrations

School-wide or classroom celebrations will occur throughout the year. We view Thanksgiving, Christmas, Hanukkah, Martin Luther King Jr. Day, Kwanzaa, Veteran's Day, Black History Month, etc., as opportunities to celebrate historical events. Please notify the teacher if you do not want your child to participate in any of these events. Birthday celebrations are limited to lunch time only. Please be sure to talk to your child's teacher in advance.

Books

Textbooks/library books must be handled carefully.

Lost textbooks/library books must be paid for by the student.

Students will pay a fine for damaged books/calculators/computer devices to help replace or repair the item.

Obligation notices will be issued for owed money. All books must be turned in by May 9, 2025.

Reimbursement for lost books/calculators/computer devices may be required before a student goes on a field trip.

Health & Mental Health Services

Injury/Illness

Please refer to the Cincinnati Public Schools Too Sick for School letter.

Though we desire attendance in school every day, please keep your child home from school if:

1. If your child has had one of the below symptoms, we request they be free of those symptoms for at least 24 hours without the use of medications before they return.
    a. Fever over 100.4
    b. Vomiting
    c. Diarrhea
2. If your child has a respiratory illness, it's important to have them evaluated for flu and COVID-19.
3. If your child has symptoms of a fever, sore throat, nausea or vomiting, or difficulty swallowing food or water, it is recommended your child be evaluated for strep throat. Treating strep can reduce your child's duration of illness, relieve symptoms and prevent complications. If your child is being treated for strep throat, we request your child be on antibiotics for 24 hours and bring a note from a provider before coming back to school.
4. If your child is diagnosed with head lice, ringworm, scabies, pink eye, or other highly contagious illness, we recommend they return to school once the recommended treatment is complete.

Communicable Diseases

The school may send a student home if it appears that they may have a contagious illness. The parent may be asked to provide a doctor's note indicating the symptoms have been evaluated before the student is allowed to return to school. The Ohio Department of Health Communicable Disease Chart serves as the guidelines for determining recommendations for the student. Please refer to the Cincinnati Public Schools Communicable Disease Response Plan for more information.

In some instances, the Guidelines for Keeping Students Home listed above are modified

to prevent or contain an illness outbreak in a school.

Please call your doctor or school nurse if you have any questions or concerns, or if your child does not seem to be getting better.

GOOD HAND WASHING PREVENTS THE SPREAD OF ILLNESS

Medications

Requirements are very specific for the administration of medicines at school. The parent should get the form for “Dispensing Medication at School” from the office and have it completed by the physician. When the prescribed medication is brought to school, it must be brought to the office immediately, along with the form signed by the parent and physician. Students may not carry medication to or from school.

Immunizations

Certain immunizations are required for a child to be accepted into the school. Students who do not produce evidence of the required immunizations must eventually be excluded from school attendance for the protection of all our students.

Health Services

Health services are provided by a school nurse five days a week. Winton Hills Medical Center provides health/dental services through our Fast Track Program. Parents need to sign all appropriate forms. This is a valuable program and we encourage parents to sign up.

Mental Health Services

Best Point provides therapists at school five days a week. The therapists can provide counseling, information about mental health concerns, on-going therapy, anger management training and other services. If you are interested in information about our mental health services, let your child’s teacher or the office know.

Positive School Culture Plan

At Winton Hills Academy, we want to promote a positive school culture and we do so in various ways. We have adopted the “Bee Attitudes” to help create a positive school culture by reminding the students to be responsible, positive, respectful, safe, and prepared. Our students have opportunities to get “Bee Bucks” for positive behavior throughout the school. Every Friday, students are chosen to go to the library to get a popcorn treat.

Teachers have incentives and rewards to promote positive behavior within the classroom and throughout the school. Some teachers use a “ring” system that promotes good behavior and participation. Some classrooms have Fun Friday for students who have turned in homework, were on time every day, and had positive behavior for the week. In each classroom the rules and consequences are clearly posted. Each classroom has the opportunity to elect a “Student of the Month” for modeling positive behavior. We also host regular school wide Fun Friday events for students to earn.

Also every month, there are positive incentives for good behavior. Every student will have the opportunity to go to the “Bee Store” to purchase items with their Bee Bucks. For having no marks on behavior charts, Kindergarten through Grade 2 students have the opportunity to earn “Snack and Story Time with the Principal.” 3rd through 6th grade students can earn “Chillin’ with the Principal” where they will have the opportunity to relax and enjoy a treat with each other and Principal Fulton. We encourage positive school culture with our anti-bullying programs. Each classroom is expected to have anti-bullying meetings weekly to discuss issues and problems that students are experiencing.

- WE ARE A BULLY-FREE COMMUNITY - (Be Positive & Be Prepared)
- WE WILL HELP STUDENTS WHO ARE BULLIED - (Be Responsible)
- WE WILL INCLUDE STUDENTS WHO ARE LEFT OUT - (Be Respectful)
- WE WILL TELL AN ADULT AT SCHOOL AND AT HOME OR IN THE COMMUNITY WHEN SOMEONE IS BEING BULLIED - (Be Safe)

At Winton Hills Academy, it is important for us to promote a positive school culture so that the students feel safe and respected. Our school motto, “Bee” Attitudes, and positive incentives all encourage positive and respectful behavior.

Winton Hills Academy Discipline Plan – 2024-2025

Winton Hills Academy is a school of excellence where children and adults work together in a safe and orderly environment. In a respectful environment, individuals respect themselves, each other, the staff and the rules of the school and district. Togetherness is the key. Working together; students, staff, and parents create a school of excellence in which all can excel.

The following rules and procedures have been established to create an environment in which all people can work together in a respectful atmosphere. Together, our positive school culture and anti-bullying program and the school "Bee-Attitudes" reinforce school rules. Please discuss these with your child.

Behaviors Prohibited at Winton Hills Academy

Cellphones, "Smart" watches, and other electronic devices must be turned off and out of sight between the hours of 7:20 a.m. and 2:10 p.m. Students must not carry the device on their person.

These will be confiscated and the parent will have to come to school to retrieve them at designated times. Winton Hills assumes no responsibility for lost or stolen items.

1. No electronic games or players are permitted.
2. No toys or trading cards are to be brought to school.
3. Known gang activities, including clothing and signals (signs) are NOT permitted.
4. Chewing gum/candy is not permitted.
5. No littering is permitted.

Consequences of Misbehavior

Students are expected to conduct themselves in an appropriate manner at all times. It is important that all students have the right to learn and no student will be allowed to disrupt the learning environment for the other students. No bullying of any kind will be tolerated at Winton Hills Academy and the school community. Failure to follow school rules, the code of conduct, classroom rules, or district rules will warrant disciplinary action. This action may include the following:

- Warnings
- Loss of privileges/recess
- Reflection
- Time out in the classroom or another classroom
- Call to parent/letter home
- Conference with parent
- Removal from school pending parent conference
- Detention
    - 24 hr. notice will be given to parent/guardian
    - Failure to serve without written excuse will result in removal pending parent conference
- Removal to The Promise Center (A to S)
- Out of School Suspension or Expulsion

In addition to our school rules, students are expected to follow the District's Code of Conduct, which will be distributed separately. It is the parents' and students' responsibility to read and be familiar with both the District's and School's Code of Conduct.

Random Search Policy

The Cincinnati Public School District is committed to providing a quality education for students in an environment that is conducive to learning and protects the health and safety of the entire school community. Since 1994, when the CPS Board approved a policy on the use of security devices including metal detectors, the district has found that searches have drastically reduced the number of incidents of weapons in our schools. To protect your child's rights, these searches are conducted:

1. Random or systematic searches – These are conducted in a random and systematic manner, without suspicion, to keep students from bringing contraband or weapons to school. The method of the search is predetermined and random in nature, prohibiting race and gender bias. Once the random method is selected and the search has begun, it is not changed unless reasonable suspicion is aroused, then the action listed below under "Reasonable Suspicion" will be taken.
2. Reasonable suspicion – This type of search is conducted when there is

reasonable evidence pointing to a specific individual(s) who may be in violation of criminal statutes or school rules. The following types of searches are examples: Lockers and cubbies, personal, limited clothing, pat-down, request to empty pockets, purses, backpacks, boxes, etc.

School administrators and security personnel are fully trained in the proper use of metal detection equipment. All searches are conducted within the guidelines of the law and the Board of Education's policy, "Right of Privacy." If students fail to cooperate with a search, they will be subject to the appropriate disciplinary action. Your understanding and support of searches in our schools to enhance a safe environment is greatly appreciated.