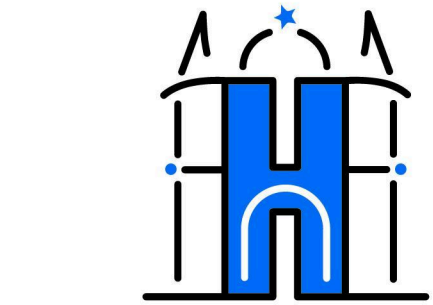


Parent Handbook
2025-2026

3401 Edwards Road
Cincinnati, Ohio 45208
513-363-2800

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Hyde Park School Profile

Hyde Park School's Vision

Hyde Park School is a community school that nurtures the whole student, giving them the opportunity to achieve exceptional results through its Personalized Learning program.

Hyde Park School's Mission

To develop compassionate, engaged students who are HAPPY to be at school.

Local Decision-Making Committee (LSDMC)

The LSDMC is the primary governing body for Hyde Park School. This committee gives insight and input into important decisions that greatly impact students' lives and shape their educational experiences. The committee is composed of community members, parents, support staff, teachers, and administration. The meetings are held the 3rd Tuesday of the month at 2:30 pm and are open to the general Hyde Park School population. The LSDMC Chair is Ed Paff. For more information you can email him at edpaffjr@gmail.com

Instructional Leadership Team (ILT)

The ILT is a shared leadership committee that supports decision-making in school climate, curriculum and instructional design. The committee is composed of administration, teachers, support staff, and parent representatives. Its monthly meetings are not open to the general Hyde Park population.

Parent Teacher Organization (PTO)

The PTO is a volunteer group made up of parents, teachers, and interested community members. Through membership and fundraising opportunities, PTO supports school events, enrichment learning opportunities, etc. For more information, go to the PTO website at http://hpspto.org/.

Arrival and Dismissal Procedures

Breakfast

Free breakfast is available to all students from 7:15-7:40 am daily in the cafeteria. Students can go to the cafeteria for breakfast or report directly to their classrooms if arriving after 7:30 am.

Arrival

Students should arrive at school between 7:30-7:40 am. All students must be in their classroom by 7:40 am. If your child is late, he/she should enter the main entrance doors to get a late pass. If students arrive after 7:40 they will be marked tardy. We will investigate excessive tardiness or absenteeism as defined by state and local laws as well as school district policies for attendance.

Car Riders

The neighborhood surrounding Hyde Park School is a high-traffic area. Please help us ensure your child's safety. Do not allow your child to exit your vehicle anywhere other than the designated drop off area.

For everyone's safety and to keep the carline moving, please stay in your car, stay alert and keep both hands free for driving your vehicle. Please have your child organized and ready to exit the care promptly.

All car riders should be dropped off in the Edwards Avenue entrance car line loop from 7:30-7:40 am. If you arrive earlier, your child will be directed to the cafeteria for breakfast. **During car pick up dismissal, families should not arrive before 2:00 pm. Please put the car tag with your child's name on the front left dashboard of your car. This will help our staff identify your car.**

Bus Riders and Walkers

Bus riders and walkers should enter the doors on Observatory Avenue between 7:30-7:40 am. Dismissal is at the same location at 2:10pm. DOGS ARE NOT PERMITTED on school property, including the fenced in area on the Observatory Ave. side of the building. Students must have a note from their parent or guardian if their transportation changes. No student can change their bus route or stop on any given day without prior district paperwork being completed (pink Deviated Bus or yellow Space Available form) and change approval received. Please see the office for the appropriate forms. Deviated bus requests will only be considered for long-term childcare purposes. Daily bus change requests cannot be honored. Please contact the bus company if you have questions about your child's route. They can be reached by contacting the Transportation Department at 513-363-RIDE.

Dismissal

Dismissal for all students is at 2:10 pm. We must have a note or email from their parent or guardian if their transportation changes. This note must be presented to the teacher the morning of the intended change. Students who have not been picked up by 2:30 pm will be brought to the office to wait for their parents. If a child is left and we are unable to locate a parent or guardian by the time the office closes (3:00 pm), 241-KIDS will be called and a social worker will see that the child's parent or guardian is located.

Early Dismissal of Students

Dismissal is at 2:10 pm. Please make every effort to avoid taking your child out of school before then. It is important for your child to be in school all day and to avoid unnecessary classroom interruptions. For early dismissal, the person picking up the student must sign out the student in the office. Please send a note or email in advance so that the pick-up will be expected. As a safety measure, we will not release a student for pick up without the proper authorization and identification. Parents must submit changes in transportation plans in writing. Without written notification of a change, children will be sent home by the usual arrangements. If an emergency arises, please contact the office as soon as possible. **Calls are not accepted after 1:45 pm.**

Attendance

Please call the main office at 363-2800, if your child is going to be absent from school for any reason. You may also submit your absences at: https://hydepark.cps-k12.org/contact/attendance-report
If we do not receive a call by 8:30 am the day of the absence, the absence will be recorded as unexcused. Family vacations are also marked as unexcused absences. Chronic absenteeism will be investigated by the School Social Worker at the discretion of the principal. Parents that fail to improve a child's poor attendance may be cited to court and a judge may assign corrective measures.

Etiquette

School Etiquette
Visitors entering the school must immediately report to the school office and obtain a visitor badge. **SMOKING IS PROHIBITED AROUND CHILDREN, EITHER AT SCHOOL FUNCTIONS OR ON FIELD TRIPS.** Adults should use appropriate language around children at all times. Adults can help set a good example and reinforce the good behavior of the student body by observing these general school rules while on school grounds.

Office Etiquette
The school office will be open from 7:00 am - 3:00 pm Monday through Friday. Our office staff is available to answer any questions that you may have regarding Hyde Park School. No one will be allowed to interrupt learning in the classroom. If you would like to talk with a teacher, please make an appointment via email or phone. Items such as forgotten homework, lunches, water bottles and school supplies should be brought to the office and a staff member will deliver them to the classroom.

Our office is a very busy working environment. We ask that parents remind small children who accompany them to the office to use quiet voices in the office, refrain from talking in school hallways and stay with their parents at all times. We thank you for being courteous to our staff who answer the telephones and help many people within the school.

Building Security

It is our job to keep your children safe while in school. In order to do this all parents, visitors, and guests sign in and out in the office before and after going to a classroom. Once signed in you will be asked to wear a badge while in the building. These badges let all staff members know that you have stopped in the office and have an appointment to visit a classroom. Please understand if a staff member asks you to return to the office for a badge. They are required to do this as part of our safety plan.

Inclement Weather

The announcement of school closing or delay of yellow bus service on days of inclement weather conditions is made over most radio and television stations and is posted on the CPS website. https://www.cps-k12.org/families-students/alert-policies. We will either be on a two-hour delay for bus service, or the school will be closed. Please follow TV/radio information.

There are two possible procedures for severe weather:

1. **School is Closed** – School, all extra-curricular and CRC is cancelled.
2. **2 Hour Delay** – School and CRC will start at normal time. **All non-bus riders should arrive to school when it is safe. School instruction will start at 7:40 am, but new material will not be introduced until 9:40 am.** Bus riders will not be penalized for the delay.

On clear days when the temperature is 32 degrees or above, students will go outside for recess. Please make sure your child is dressed warmly. Gloves, hats, and appropriate footwear are required.

Breakfast and Lunch Procedures

The Cincinnati Public School district offers Universal Breakfast to every student, every day, at no cost to students. Research has shown that students that eat breakfast perform better in school. The menu will meet the district's Healthy Foods Guidelines. All families are encouraged to participate.

Lunch is also available for students. At the designated lunchtime, students will come to the cafeteria with their class. Menus can be found on the district's website. Children who pack lunch may purchase milk and snacks. Prepaid lunch accounts are available through School Café:
https://www.schoolcafe.com/CINCINNATIPUBLICSCHOOLS.
Applications for free or reduced lunch are sent out at the beginning of each school year. The approval process usually takes about two weeks.

The full price of a paid lunch is $1.75. Student milk is $.50

Children will sit at the tables designated for their class. All children are responsible for taking up their trays, removing all trash and wiping off their table. Children are asked to use an "indoor voice" while in the cafeteria. Paraprofessionals will monitor the children at lunch and on the playground.

Fees and Fines

Each Hyde Park School family is asked to pay a classroom fee of $15 to help pay for subscriptions and/or consumable classroom materials. Please take care of this obligation at the beginning of the school year.

Fines are charged when a student loses or damages any books, textbook or device assigned to him/her. The amount varies according to the original cost of the item, the condition, age and extent of the damage. Fees that accumulate over the years will continue to be charged to students. High School records will not be released until fees are paid in full.

Health Rules and Procedures

Health Procedures and Rules
If for any reason your child cannot take part in any regular play or physical activities, a note of explanation from the parent is necessary. Please do not send a child to school that has a fever, severe cold, sore throat, inflamed eyes, nausea, vomiting, or diarrhea. It is unfair to other children to expose them to illness. Your child must be vomit and fever-free for 24 hours before returning to school.

There may be times when we have to exclude a child from school until medical attention is received. The law is very specific regarding these exclusions. You will be required to send a note from your physician or clinic stating that your child is permitted to return to school.

Head Lice
It is very common for a few cases of head lice to surface during the school year. Our school health aide will do their best to check all students in classrooms where reports of head lice occur. Children who are sent home with lice are to remain home for at least 24 hours and be treated for the condition before they can return to school. A parent must accompany the child to school for a head check before the child can be readmitted. All live bugs and nits must be removed in order for the child to be allowed to return to class.

Medicines at School
Cincinnati Board of Education policy (5141.3) requires signatures of the parent or guardian and physician before medication can be given to a child by school personnel. A special form for this purpose is available in the school office.

No medication will be given by school personnel unless complete instructions are received from the parent and physician in writing. This policy includes all over-the-counter medicines and inhalers. Inhalers can be kept with the classroom teacher for K-2nd grade students. Students in 3rd-6th grade can be responsible for their own inhalers. All other medicine is kept and administered by the school health aide or office staff.

Dress Code

Students at Hyde Park School are expected to dress in a manner that is not distracting to the learning process. We ask that all parents review the following guidelines with their children and ensure that they come to school properly dressed.

- Hats, bandanas, kerchiefs or other headgear is not to be worn in the building.
- Spaghetti straps, tube tops or any shirts that expose the midriff area are not allowed.
- Shorts that are an appropriate length can be worn during warm weather.
- Pants must be held up with a belt at the waist. Undergarments cannot be showing.
- Make-up, excessive jewelry; tattoos or other items that are distracting to learning are discouraged.
- Clothing with profanity or violent messages is prohibited.
- Shoes should be comfortable and enable the student to walk safely about the school grounds. No flip-flops, slides or school wheelies are permitted.
- Students must keep dangerous objects out of school. Students must not possess, handle, transmit or use as a dangerous weapon an instrument capable of harming another person.
- Toy guns and knives, and any and all mock weapons, are not allowed on school property.
- Cell phones and electronic communication devices carried by students must remain turned off and out of sight.

Lost and Found

Please label all of your child's personal items. Lost and Found is located in the cafeteria. Please check there if your child has lost something. Small, valuable items such as eyeglasses, cell phones, wallets, jewelry, etc., will be turned into the office and can be claimed there. All lost and found items are discarded at winter break, spring break, and at the end of the school year.

Emergency Form and Procedures

Emergency Form
Every child must have an updated emergency form on file in the school office. This form is by far the most important information regarding your child's safe care. In the event that you or a designated emergency contact person cannot be reached during an emergency, this form gives us the consent to seek medical attention for your child. Parents must provide at least three working telephone numbers on the emergency cards. These forms are included in the "Back to School" folder. Please fill out the form and return it to your child's teacher. Also, it is important for you to update the form if any information changes.

Emergency Procedures
In the event of a crisis in which staff and students must be evacuated from the building, students and staff will walk to Knox Presbyterian Church on Observatory Avenue. In the event of a lock-down situation within the building, the entire building will be secured and no one will be permitted to enter under any circumstances. The public affairs department of the Cincinnati Public Schools will provide all communication. Contact that department in the event of a crisis.

Homework

Homework is a responsibility that Hyde Park School students must take seriously in order to be successful in their studies. The quantity of homework varies from grade to grade. Generally speaking, grades K-2 may have up to 30 minutes of homework each night. Grades 3-6 may have up to 60 minutes of homework each night including long-term projects. If the homework demands seem inappropriate for your child, please contact the teacher so that modifications can be made. Students are responsible for completing and turning in the assigned task on time. Not all homework is in written form. Often students are asked to do research, read, or study without doing a written assignment. Parents can help children learn that this type of work is just as important as written assignments by monitoring the amount of time children spend on these types of tasks. Focus is the gradebook of record.

a. For unexcused absences, students should check Canvas for work assignments they can complete remotely. All work is due when they return to school.
b. For excused absences, students will have an extra day for each absent day to complete work.

Communication

Parent Communication
Communication with parents is extremely important to the staff at Hyde Park School. We will use several opportunities to communicate. Please make sure the office has your current email. Most information and notices will be sent electronically. Below are the ways Hyde Park School will support on-going communication:

- Student planners (grades 4-6) – Students are responsible for writing assignments in planner. Teachers will also send home notes to parents as needed. Parents should check planner daily and sign in pen.
- Tuesday Folders – Please look for the blue folder on Tuesdays with important information. Return folder with any required information.
- Parent Teacher Conferences – Held once each semester. In addition, parents can also request a meeting with the teacher via phone and email.
- School website with calendar of events
- Weekly electronic school-wide PTO newsletter. Please make sure to sign up through the PTO with a current email.
- Grades and Report Cards are available on Focus. These reports give important information on how well your child is progressing. Any questions or concerns about the child's progress should be directed to the teacher.
- Focus is the district-wide computer accessed information system that will allow you to view your child's grades and progress. Parents can create an account in Focus at this website: focus.cps-K12.org/focus/auth/ You will need your child's student ID number to do so. This can be obtained by calling the school office @ 513-363-2800.

Telephone Messages and Phone Usage by Students
All classrooms at Hyde Park School are equipped with a telephone that has voicemail. The teachers will not be able to receive incoming calls during the school day. Calls made to the teacher during the school day will be sent to the teacher's voicemail. The teacher will return the telephone call as soon as it is convenient. **Messages for children may be given to the school office 363-2800**. The message will be placed in the teacher's mailbox or directed to the teacher's voicemail. Please remember that no classroom will be interrupted to deliver a message to a child except under an emergency situation. Students must have the teacher's permission before using the telephone.

Cell Phones & Electronic Communication Device (ECD)
Students are discouraged from bringing electronic communication devices to school. Hyde Park School is not responsible for lost, stolen or damaged cell phones or ECDs that the students bring to school. Cell phones and ECDs (including apple watches) carried by students must remain off and in student backpacks during all instructional time, unless otherwise directed by the teacher for educational activities. Violation of this policy or any other disruptive use or misuse of a cell phone or ECD will result in confiscation of cell phone or ECD and disciplinary action.

Addressing Concerns
If your child comes to you with a complaint or concern with how an incident involving them directly has been handled, please follow these guidelines:
- Discuss the incident thoroughly and objectively with your child.
- If you have questions about the incident, or are dissatisfied with how the situation was handled, make an appointment to discuss the incident with your child's teacher.
- After multiple communications with the teacher if the situation is still unresolved, make an appointment to discuss the incident with the principal and teacher. The administrator will decide the next step.

Observing Classrooms or Volunteering

Observing/Visiting Classrooms
Visitors are always welcome at Hyde Park School. Upon entering the building, all visitors must report to the office to explain the purpose of their visit to sign in and obtain a visitor's pass. We are proud to share our student's work. In order for the educational process to proceed smoothly, please follow these guidelines:

- Please make an appointment to observe or volunteer at least one day in advance. Too many observers can be disturbing to the children and the teacher will need time to prepare work for you that will be beneficial to the children and enjoyable for you.
- Stop at the office first and sign in at the front desk indicating your destination. You will be given a badge to wear while you are in the building.
- In the classroom, enter quietly and sit in the space designated for you by the teacher.
- Do not interrupt children and staff while they are working. Wait until an appropriate break to ask the teacher any question you might have.
- Remember that as an observer or volunteer, you are bound by the same code of ethics as any other adult at Hyde Park School. You are not free to discuss any child's behavior or personal information with anyone else. Please do not ask staff members questions about children other than your own.
- If you would like to discuss your observation or a classroom issue with the teacher, please request a conference time or a phone call. The teacher will not be able to engage in a lengthy discussion during the school day.
- To minimize distractions during the school day, forgotten items (homework, lunch etc.) or needed supplies/notes must be delivered to the office.

Badges for Volunteers
One of our primary concerns is the safety of our students. As a result, we require a visitors' pass for anyone who is in our buildings. One-time visitors receive a temporary pass. Individuals who are in our school on a regular basis or accompanying students on field trips need a district security badge, which requires a background check. Please call the office to start the process.

Hyde Park School Climate and Culture

Cincinnati Public School's Code of Conduct
Positive School Culture, a District-wide Code of Conduct booklet is sent home to parents. It states the district's rules and the consequences that will result from breaking those rules. Teachers discuss and teach lessons from the District-wide Code of Conduct with their students during the month of August and revisit these lessons throughout the year as necessary. Parents are asked to discuss the information contained in the booklet with their children as well.

All communication in the school is to be conducted with respect. Bullying will not be tolerated. Bullying is defined as any repeated written, verbal, graphic or physical act that a student or group of students exhibit toward another particular student or students, and the behavior both:

A. Causes mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of personal property, and
B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Hyde Park School PBIS Plan can be found at this link: Hyde Park PBIS Plan 25-26
Please review the information with your child.

Discipline
Our goal at Hyde Park School is to provide fair, consistent discipline for all children. Hyde Park School has implemented a PBIS (Positive Behavioral Interventions and Supports) model of behavioral interventions and supports to ensure that our students can engage in a safe and productive learning environment.

Hyde Park School PBIS plan is available on our website or a hard copy can be picked up in the office. Please review this information with your student.

Bus Conduct

Bus Rules
- Remain seated at all times.
- Use "inside voices" while on the bus.
- Always obey the bus driver.
- No fighting/pushing/tripping/hitting.
- All body parts must remain inside of the bus.
- Don't throw objects in or out of the bus.
- Objectionable language is prohibited.
- No littering.
- No eating or drinking on the bus.

Consequences for Bus Misconduct
- First incident report - warning, and phone call to parent by the office.
- Second incident report - warning, and phone call to parent by the office.
- Third incident report - bus-riding privileges suspended for three (3) days. Suspension letter is sent home and a school administrator makes parent contact. Teacher is notified of suspension.
- Fourth incident report - bus-riding privileges are suspended for five (5) days. Suspension letter is sent home and a school administrator makes parent contact. Teacher is notified of suspension.
- Fifth incident report – bus riding privileges are suspended for a period of up to 10 days, parent meeting required before returning to the bus. Teacher is notified of suspension.
- Over five incident reports – Child risks suspension from the bus for the remainder of the year. Mandatory parent/administration meeting required before returning to the bus.

*Suspension from the bus is not suspension from school. Parents are responsible for transporting their child to and from school under bus suspension.

Intervention Assistance Team (IAT)

The Intervention Assistance Team is available for the staff to consult. It consists of the administration, school psychologist, school social worker and can access other specialists, such as the occupational therapist, physical therapist, speech therapist, intervention specialists, and counselors, as needed. The team designs alternative strategies for students who may be having difficulty meeting academic or behavioral school expectations.

Class Placement

It is our school's responsibility to align current resources to best meet the learning strengths and challenges of all students. Classrooms are heterogeneously grouped. The school educational team will determine the class placement of students. Parents are asked to trust our educational team to advocate for EVERY child within this process. Every effort will be made to meet individual learning needs for **all** students. If parents have certain aspects of their child's learning or preferred qualities within a learning environment that they wish to be considered during the class placement process, they are asked to communicate this in writing to Principal Sunderman no later than May 1st. The teacher will act on behalf of all his/her students to advocate for their future learning needs within our internal placement conversations and processes. Class placement change requests are not typically granted. If current placement concerns arise, parents are expected to follow the outlined chain of command, starting with the current classroom teacher to brainstorm viable solutions.