

Chase Elementary



**Whatever you do, do it at the
highest level- Michael Jordan**

**26-27 PARENT/STUDENT
HANDBOOK**

Welcome to Chase!

Dear Students and Families,

Welcome to Chase Elementary School 26-27 school year! We are excited to partner with you as we work together to provide every student with a safe, supportive, and engaging learning environment where success is possible and excellence is expected.

At Chase, we believe that every child has unique gifts and talents. Our mission is to help students discover and develop those talents while providing the academic, social, emotional, and creative experiences necessary for them to thrive. We are committed to fostering a culture of high expectations, strong relationships, and continuous growth.

This Student and Family Handbook contains important information regarding school policies, procedures, expectations, academic requirements, student rights and responsibilities, and available resources. We encourage all students and families to review this handbook carefully and refer to it throughout the school year.

At Chase, we are more than a school—we are a family. Through our commitment to **One Chase, One Family**, we strive to create a welcoming community where every student feels valued, supported, and connected. Success is built through the partnership of students, families, staff, and community members working together toward a common goal.

We encourage every student to take advantage of the many opportunities available at Chase Elementary School, including academics, athletics, the arts, leadership opportunities, extracurricular activities, and social-emotional learning experiences. The more students engage in our school community, the more likely they are to grow academically, socially, and personally.

We are honored to be a part of your child's educational journey and look forward to a successful school year filled with learning, growth, and achievement.

Here's to a phenomenal year,

Principal Ashle Jones

School Mission

The mission of Chase Elementary School is to equip students with the academic and social-emotional tools necessary to become respectful, resilient, and responsible individuals. Through high-quality instruction, meaningful relationships, and a supportive learning environment, we empower students to achieve their fullest potential and become productive contributors to their communities.

Our Vision

At Chase Elementary School, we strive to provide a world-class education that goes beyond mandated curriculum to give our students a culturally rich foundation that inspires them to become lifelong learners and innovative thinkers. We believe that every child should be encouraged to explore their talents, embrace creativity, and develop the confidence to think critically and solve problems.

Through rigorous academic programs and enriching educational experiences, students are exposed to opportunities that promote creativity, diversity, confidence, and academic excellence. We are committed to developing well-rounded scholars who are prepared to succeed in an ever-changing world while remaining curious, compassionate, and courageous in pursuing their dreams.

At Chase, we don't just prepare students for the next grade level—we prepare them for a lifetime of learning, leadership, and success.

School Mascot

Panthers

Parent Information

Visitors

We welcome and encourage family involvement at Chase Elementary School. For the safety of our students and staff, all visitors must report to the main office upon arrival, sign in, and obtain a visitor's badge before entering the building.

Parents wishing to meet with their child's teacher are encouraged to schedule an appointment in advance. Prior notification is greatly appreciated to ensure that teachers are available and instructional time is not interrupted.

All visitors should enter the building through the main entrance.

Kindergarten–6th Grade Arrival

Students in grades K–6 may arrive beginning at 7:20 a.m. Students who are not enrolled in the Champions Before School Program should not arrive before this time, as supervision is not available prior to 7:20 a.m.

Upon arrival, students should enter through the cafeteria entrance (Door 2) and report to the cafeteria for breakfast.

Instruction begins promptly at 7:40 a.m., and we encourage all students to arrive on time and ready to learn.

Preschool Arrival and Dismissal

Preschool students may enter through Door 16 beginning at 7:45 a.m. A parent or guardian must sign students in upon arrival.

At the end of the day, preschool students will be dismissed from the same location. A parent or authorized adult must sign students out to ensure their safety.

We appreciate your partnership in helping us provide a safe, welcoming, and organized start and end to each school day.

Student Supervision and Pick-Up Expectations

For the safety and well-being of all students, children should not be dropped off or left on school grounds or in surrounding areas without adult supervision.

Students may not arrive at school before **7:20 a.m.** unless they are enrolled in the Champions Before School Program or participating in a school-sponsored activity with designated supervision. Likewise, students should be picked up promptly at dismissal and should not remain on campus after **2:30 p.m.** unless they are enrolled in the Champions After School Program or participating in a supervised extracurricular activity.

Follow-up will be conducted by the school social worker with the families of students who regularly arrive before **7:20 a.m.** or remain at school after **2:30 p.m.** without appropriate supervision.

Students who are dropped off before supervision is available or left on campus after dismissal without arrangements may be considered unsupervised. In such cases, the school may be required to contact **241-KIDS** to ensure student safety and compliance with district expectations.

It is the responsibility of parents and guardians to ensure that students are dropped off and picked up on time each day. We appreciate your partnership in helping us maintain a safe and secure environment for all Chase students.

Early Dismissal

To minimize disruptions to instruction and ensure student safety, parents or guardians should provide written notification whenever a student needs to leave school before the regular dismissal time.

The note should be given to the student's teacher upon arrival at school and should include:

- The student's name
- The reason for the early dismissal
- The time the student will be picked up
- A phone number where the parent or guardian can be reached

Because teaching and learning are our primary focus during the school day, last-minute changes to dismissal plans cannot be guaranteed. Whenever possible, changes should be communicated in writing or by phone **before 1:30 p.m.**

For the safety of our students, parents or guardians must report to the main office and sign the student out before leaving the building. Students will only be released to individuals authorized by the parent or guardian.

We appreciate your cooperation in helping us maintain a safe and orderly learning environment.

Transportation

Bus Riders

Students who ride the bus will be dropped off in front of the school each morning upon arrival. At dismissal, students will report to their designated bus area where staff will assist them in boarding the appropriate bus safely.

Breakfast

Cincinnati Public Schools proudly offers **FREE breakfast** to all students each day. Breakfast is served from **7:20 a.m. to 7:40 a.m.** and provides students with a nutritious start to their day, helping them arrive in class ready to learn.

Lunch

All students are welcome to enjoy a hot, nutritious lunch each day through Cincinnati Public Schools' Food Services program. Our lunch program offers balanced meal options designed to support student health, wellness, and academic success.

Health, Attendance, and Communication Information

Medication

For the safety of all students, written authorization from both a physician and a parent/guardian is required before any medication—prescription or non-prescription—can be administered at school. This includes inhalers, EpiPens, and other medical devices.

Authorization must be completed on a **Cincinnati Public Schools Medical Authorization Form**, which is available in the school office or health office.

Unless specifically authorized by both the physician and parent/guardian, students may not carry or administer their own medications. All medications must be stored in the Health Office or another designated secure location.

Emergency Cards and Medical Forms

It is imperative that current emergency and medical information be kept on file for every student. Parents and guardians are responsible for updating the school whenever there is a change in address, phone number, emergency contacts, medical conditions, or other important information.

Accurate emergency information allows us to respond quickly and appropriately should a medical or emergency situation arise.

First Aid and Medical Emergencies

The school is responsible for providing immediate first aid only. In the event of a serious accident or medical emergency, school personnel will:

- Contact 911 if necessary
- Notify the parent/guardian immediately
- Arrange for transportation to the hospital listed on the student's emergency medical form

The Cincinnati Board of Education does not assume responsibility for medical or hospital expenses resulting from accidents occurring at school.

If your child requires medication during the school day, please notify the school nurse and main office immediately. A completed Medical Authorization Form signed by a physician must be on file before medication can be administered.

Contact Information

Maintaining current contact information is essential. Parents and guardians must ensure that the school has updated phone numbers, addresses, emergency contacts, and any other necessary information.

If the school is unable to reach a parent or guardian due to outdated contact information, our school social worker may follow up with the family to ensure student safety and compliance with school procedures.

Phone Calls

Students may use classroom phones with teacher approval when necessary. Because instructional time is valuable, calls to classrooms during the school day should be limited to emergencies whenever possible.

Families are encouraged to leave voicemail messages for teachers and staff during school hours. Staff members will return calls as soon as their schedules permit.

Attendance

Regular attendance is critical to student success. Students are expected to attend school every day and arrive on time, ready to learn.

Absences

When a student returns to school following an absence, a written excuse from a parent/guardian or physician should be provided. The note should include:

- Student's name
- Date the note was written
- Date(s) of absence
- Reason for the absence
- Parent/guardian phone number

- Parent/guardian or physician signature

Consistent attendance helps students stay connected to classroom instruction, discussions, collaborative activities, and hands-on learning experiences that are often difficult to replicate outside of school.

Before scheduling vacations or other non-emergency absences during the school year, families should carefully consider the impact that missed instructional time may have on student learning.

Tardiness

Students arriving after **7:40 a.m.** are considered tardy and must report to the main office before going to class.

Students should obtain a tardy slip from the office before being admitted to class.

Tardiness may be excused when accompanied by a written note from a parent/guardian explaining the reason for the late arrival. School personnel will determine whether the tardy is excused based on district guidelines.

Arriving at school on time each day helps students begin their day successfully and maximizes instructional opportunities.

Make-Up Work

Students are expected to make up all assignments, classwork, and assessments missed during an excused absence.

To allow teachers adequate time to gather materials and prepare assignments, families should provide at least 48 hours' notice when requesting make-up work. Requests should be made in writing whenever possible.

Please keep in mind that some classroom activities, discussions, group projects, and hands-on learning experiences cannot be fully replicated through make-up assignments. Therefore, regular attendance remains essential to student success.

We appreciate your partnership in helping students stay current with their learning and academic responsibilities.

Searches

Student desks, lockers, and other school-issued storage areas remain the property of Chase Elementary School and the Cincinnati Board of Education. These areas may be searched at any time in accordance with Cincinnati Board of Education Policies 5144.1, 5144.3, and 5144.4.

Lost and Found

Lost items are placed in the school's designated Lost and Found area, currently located in the main hallway. Students and families are encouraged to check the Lost and Found regularly for missing items.

Items that remain unclaimed for more than 30 days may be donated to a charitable organization.

Homework

Homework is a shared responsibility among students, families, and teachers. Parents and guardians play an important role in supporting student success by providing a quiet place to study and monitoring the completion of assigned work.

Regular completion of homework helps students reinforce classroom learning, develop responsibility, and build strong study habits. Failure to complete assigned work may negatively impact a student's academic progress.

Families are encouraged to establish a consistent homework routine. If your child reports having no homework, consider one of the following enrichment activities:

- Read a book independently for enjoyment.
- Read aloud to a parent, sibling, or family member.
- Review and rewrite class notes.
- Write in a journal.
- Create vocabulary flashcards.
- Practice math facts and basic skills.
- Study spelling words.
- Teach a family member something learned in class.
- Proofread and revise writing assignments.
- Create educational games or puzzles.
- Organize binders, folders, and book bags.
- Begin planning a science project or independent inquiry.
- Write a letter to a friend, family member, or community leader.
- Utilize teacher-recommended educational websites and resources.

Parents are encouraged to contact their child's teacher for additional learning activities and resources.

Lost or Damaged Property

Students are encouraged to leave valuable items at home. The school cannot assume responsibility for the loss, theft, or damage of personal property, including but not limited to:

- Electronic devices
- Musical instruments
- Expensive clothing or jewelry
- Large sums of money

Any loss or damage to personal property remains the responsibility of the owner.

Bus Transportation and Procedures

Transportation services are provided in accordance with Cincinnati Public Schools transportation guidelines. Riding the school bus is a privilege, and students are expected to conduct themselves in a safe and respectful manner at all times.

Students must:

- Follow the directions of the bus driver.
- Remain seated and keep hands, feet, and objects to themselves.
- Use appropriate language and behavior.
- Respect the safety and well-being of all passengers.

The school bus driver is responsible for student supervision while students are being transported.

Misconduct on the school bus may result in disciplinary action, including the loss of transportation privileges.

School administrators may suspend or revoke bus privileges when student behavior jeopardizes the safety of others.

Parents and guardians will be notified of serious or repeated bus misconduct.

Bus Discipline Procedures

The following consequences may be applied for repeated bus misconduct. Administrators reserve the right to adjust consequences based on the severity of the incident.

Incident	Possible Consequence
First Bus Incident	Incident report and parent contact
Second Bus Incident	Incident report, parent contact, and suspension of bus privileges for one (1) school day or equivalent disciplinary action
Third Bus Incident	Incident report and suspension of bus privileges for three (3) school days or equivalent disciplinary action
Fourth Bus Incident	Incident report and suspension of bus privileges for five (5) school days or equivalent disciplinary action
Fifth Bus Incident	Incident report and suspension of bus privileges for ten (10) school days or equivalent disciplinary action
More Than Five Incidents	Parent conference and review of transportation privileges; possible long-term or permanent loss of bus privileges

Maintaining a safe transportation environment requires the cooperation of students, families, drivers, and school staff. We appreciate your support in helping ensure that every student arrives at and leaves school safely each day.

Immediate Bus Suspension

The principal may immediately suspend a student from riding the school bus for any behavior that jeopardizes the safety of the student, other passengers, the bus driver, or the public.

Because the school bus is considered an extension of the school environment, violations of the school's Code of Conduct while riding the bus may also result in school disciplinary consequences, including suspension or expulsion from school, in accordance with Cincinnati Public Schools policies and procedures.

Student safety is our highest priority, and all students are expected to demonstrate respectful, responsible, and safe behavior while being transported to and from school.

District Wide Code of Behavior K-8 **Code of Suspension, Expulsion and Removal**

<u>Category I</u>	<u>Category II</u>	<u>Category III</u>
Possible Suspension	Student Behaviors that Lead to Suspension	Student Behaviors that Lead to Expulsion
Unruly Conduct Disorderly Conduct Inappropriate Communication Smoking Fraud/False ID Trespassing Gambling Electronic/Communication Devices Cheating	Fighting Profanity &/or Obscenity Toward Staff Stealing Violent Disorderly Conduct Defacement of Property Destruction of Property Ethnic Intimidation Sexual Misconduct Sexual Harassment	Alcohol & Drugs Physical Assault Breaking & Enter Dangerous Weapons False Fire Alarm/Bomb Threat Tampering with Fire Alarm System Sexual Assault Robbery Extortion Starting a Fire Fireworks/Explosives

Positive School Culture and Student Success Mission

The purpose of Chase Elementary School's discipline plan is not to control or punish student behavior, but to guide and nurture students as they develop the skills necessary to become self-disciplined, responsible, and respectful members of our school community.

We believe that positive behavior is best achieved through a partnership among the school, the student, and the family. Each plays a vital role in helping students learn accountability, make positive choices, and develop the social-emotional skills necessary for success in school and beyond.

Our approach emphasizes teaching, support, restoration, and growth while maintaining a safe and orderly learning environment for all students. When a student struggles to meet behavioral expectations, school staff will intervene with appropriate supports and consequences designed to help the student learn from the experience and make better choices in the future.

At Chase, we are committed to fostering a culture where students are encouraged to be respectful, resilient, and responsible while developing the character and self-discipline needed to thrive as lifelong learners and productive citizens.

Chase Elementary Code of Conduct

At Chase Elementary School, we are committed to creating a safe, respectful, and productive learning environment where all students can thrive. Students are expected to demonstrate positive behavior, respect for others, and responsibility for their actions at all times.

Social Behavior Expectations

Students are expected to:

- Follow directions from all adults the first time they are given.
- Treat others with kindness, respect, and courtesy.
- Use appropriate language and gestures at all times.
- Refrain from verbal abuse, threats, extortion, bullying, harassment, and insubordination.
- Avoid name-calling, teasing, or put-downs.
- Keep hands, feet, and objects to themselves.
- Resolve conflicts peacefully; fighting, hitting, and physical aggression are prohibited.
- Remain in assigned or designated areas.
- Maintain appropriate noise levels and remain quiet when instructed.

Food, Toys, and Personal Items

- Food, snacks, and candy may only be consumed in the cafeteria or other designated areas with staff permission.
- Toys, balls, games, trading cards, electronic devices, and other personal items should not be brought to school unless specifically approved by a teacher for an educational purpose.
- Unauthorized items may be confiscated and held until a parent or guardian retrieves them.

Dress Code

Chase Elementary is a uniform school. Students are expected to arrive dressed appropriately and in accordance with the school dress code.

Uniform Expectations

Students may wear:

- Khaki, navy blue, or black pants, shorts, skirts, jumpers, or skorts
- White or navy blue collared shirts
- Navy blue or white sweaters, sweatshirts, or jackets
- Official Chase Elementary spirit wear

Hooded sweatshirts and jackets may not be worn in classrooms.

Out-of-Uniform Fridays

Students may participate in Out-of-Uniform Fridays for a \$2 donation. Funds support school-sponsored activities and events for students and families.

Even on Out-of-Uniform Days, students may not wear:

- Revealing clothing
- Clothing with rips or holes
- Clothing containing inappropriate language, images, or messages
- Hooded jackets or sweatshirts

Additional Dress Code Expectations

The following are not permitted:

- Hats, caps, skull caps, bandanas, or head coverings unless approved for religious or medical purposes
- Tank tops, muscle shirts, spaghetti straps, undershirts worn as outerwear, or see-through clothing
- Tight-fitting tops or bottoms
- Clothing displaying profanity, obscenities, sexual content, alcohol, tobacco, drug-related messages, or offensive language
- Gang-related attire or symbols
- Sagging pants or clothing that exposes undergarments or the midriff
- Jewelry shaped like weapons

Footwear

For safety reasons, students should wear shoes appropriate for school activities.
The following are strongly discouraged:

- High heels
- Backless shoes
- Roller-skate shoes (Heelys)
- Other footwear that may create safety concerns during recess or physical activity

Students may bring a change of shoes for recess or physical education activities if necessary.

Cell Phone Policy

To minimize distractions and protect the safety and privacy of all students, Chase Elementary has implemented the following cell phone procedures:

- Students must turn in their cell phones upon arrival each morning.
- Devices will be secured using a designated school process.
- Cell phones will be returned to students at the end of the school day.

If a student is found in possession of a cell phone after being directed to turn it in:

- The device will be confiscated.
- A parent or guardian will be required to retrieve the device from the school.

These procedures help ensure that students remain focused on learning and that instructional time is protected.

At Chase Elementary, we believe that respectful behavior, personal responsibility, and positive decision-making contribute to a safe and successful learning environment for everyone.

Study Habits and Student Responsibilities

Developing strong study habits is an important part of academic success.
Students are expected to:

Be Prepared

- Arrive to class with the necessary materials, including paper, pencils, pens, textbooks, and other required supplies.
- Complete and submit assigned classwork and homework on time.
- Stay focused and actively participate in learning activities.
- Take responsibility for their learning and academic progress.

Parents and guardians are encouraged to support student success by reviewing folders, planners, and school communications regularly and providing signatures when requested.

Classroom Expectations and Consequences

At the beginning of each school year, classroom rules and expectations will be developed collaboratively between teachers and students and posted in each classroom. These expectations will align with the Cincinnati Public Schools Code of Conduct, Chase Elementary's Code of Conduct, and our schoolwide expectations.

When behavioral concerns arise, staff will implement appropriate interventions and consequences designed to teach, support, and redirect students toward positive choices.

Examples of interventions and consequences may include, but are not limited to:

- Redirection and problem-solving conferences with the student
- Parent or guardian notification
- Loss of privileges or participation in incentive programs and special events
- Assignment to Alternative Learning Center (ALC) support
- Parent-teacher conferences
- Meetings involving the student, parent/guardian, teacher, and administrator
- Referral to the school social worker or outside support agencies
- Out-of-school suspension and/or placement in a CPS Alternative Support Center when warranted

Support for Students with Ongoing Behavioral Concerns

For students demonstrating chronic behavioral concerns, additional supports may be implemented, including:

- Development and monitoring of a behavior intervention plan
- Monthly support meetings with the school's behavior and intervention team
- Consideration of a Functional Behavioral Assessment (FBA) review
- Additional interventions and supports designed to address student needs
- Parent conferences to review progress and establish next steps

Our goal is always to help students develop the skills necessary to become respectful, resilient, responsible, and self-disciplined members of the school community.

Student Rights at Chase Elementary

Every student at Chase Elementary has the right to:

- Receive a free public education through sixth grade
- Learn in an environment free from disruptions caused by inappropriate behavior
- Be treated with dignity and respect
- Be free from discrimination based on race, color, religion, sex, national origin, ancestry, disability, age, or medical condition
- Receive due process in disciplinary matters
- Learn in a safe, supportive, and inclusive environment

Hallway Expectations

To maintain a safe and orderly school environment, students are expected to:

- Walk in a straight line when traveling through the building
- Stay close to the wall
- Move quietly and respectfully
- Follow staff directions at all times

Students may not be in the hallways during instructional time without a hall pass from a staff member.

Cafeteria Expectations

The cafeteria is an extension of the learning environment, and students are expected to demonstrate good citizenship and appropriate behavior.

Students should:

- Use appropriate table manners
- Follow adult directions
- Clean up after themselves
- Return trays and utensils to designated locations
- Dispose of trash properly

To ensure consistency and minimize disruptions, families are strongly discouraged from bringing fast food meals or arranging food deliveries for students during the school day.

Recess Expectations

Recess provides students with opportunities for physical activity, social interaction, and fun. Students are expected to follow playground rules, demonstrate good sportsmanship, and respect the safety of others.

Students will be dismissed to recess by designated staff members and must remain in supervised areas at all times.

Field Trips

Students participating in school-sponsored field trips must have a signed permission form on file before attending. Students are expected to follow all school rules and behavioral expectations while participating in off-campus activities.

Student Use of Telephones

The school telephone system is intended primarily for school business and emergencies.

Students may use classroom or office phones only with permission from a teacher or office staff member. Emergency calls will be handled on a case-by-case basis.

Schoolwide Expectations

Chase Elementary's Schoolwide Expectations provide students with consistent procedures, guidance, and behavioral expectations throughout the building.

These expectations help create a safe, respectful, and positive learning environment where all students can succeed academically, socially, and emotionally.

Parents and students are encouraged to review these expectations regularly throughout the school year and work together to support positive behavior and student success.

At Chase Elementary, we believe that every student can succeed when high expectations are paired with strong support, meaningful relationships, and a commitment to continuous growth.

LOCATION	EXPECTATION # 1	EXPECTATION # 2	EXPECTATION # 3
	SELF	OTHERS	ENVIRONMENT
Arrival/Dismissal	❖ Arrive on time using the designated door. ❖ Meet your parents outside at dismissal. ❖ Report to designated area/location.	❖ Hold the door for the person behind you. ❖ After school/early dismissal plans must be given to the office or teacher in the morning.	❖ Walk on the sidewalk. ❖ Remember safety rules when walking home. ❖ Observe traffic signals.

Assemblies	❖ Keep hands and feet to yourself. ❖ Sit with bottom on either the seat of the chair or the floor.	❖ Be good listeners. ❖ Respond with appropriate applause.	❖ Keep voices silent during presentations.
Cafeteria	❖ Keep hands, feet & food to yourself. ❖ Remain seated. ❖ Raise hands to be dismissed or for assistance.	❖ Use kind words and a quiet voice. ❖ Eat only your own food.	❖ Clean your table area. ❖ Leave all food in the cafeteria. ❖ Keep the area clean.
Hallways	❖ Walk with quiet feet and quiet voices. ❖ Face forward in a straight, single file line. ❖ Carry a hall pass when not with an adult.	❖ Leave a space between you and the person in front of you. ❖ Respect the learning environment of classrooms.	❖ Walk to the right of the hallway. ❖ Keep hands and feet to yourself. ❖ Look with your <i>eyes only</i> at the wall displays.
Recess	❖ Follow playground rules. ❖ Follow adult instructions. ❖	❖ Invite others to play. ❖ Share equipment. ❖ Use kind words. ❖ Find an adult to settle disputes.	❖ Return equipment at the end of recess. ❖ Line up quickly and quietly
Restrooms	❖ Wash your hands and turn off water. ❖ Carry a hall pass when not with your teacher.	❖ Knock on stall doors. ❖ Give others privacy. ❖ Use quiet voices.	❖ Flush toilet when finished. ❖ Throw towels in trash.



Please Sign and return this page to your child's homeroom teacher.
Acknowledging that you have received the Student Parent Handbook

I _____ the parent/guardian of

_____ Acknowledge that I have received
the Chase Student Parent Handbook