

# *Cleveland Elementary School*

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*Ms. Mims*, Principal  
*Mrs. Roby*, Assistant Principal

## **STUDENT/PARENT HANDBOOK** **2019-2020**



**Home of the Chargers!**





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# **THE CLEVELAND WAY**

**Cleveland Charger Students and Families will adhere to “The Cleveland Way” in order to be the best we can be!**

These are our school-wide expectations.

1. We use the Peace Sign as our hall signal. All students will use this signal in transition: Entry, Restrooms, Arts classes, Lunch, Concerts, Programs, etc.

## ***The Cleveland HallWay***

***“My signal is up in the air, I’m standing straight and tall.***

***My eyes are straight, my lips are sealed, I’m ready for the hall.”***

2. In the hallways, teachers will stop until students are quiet in a single line.
3. All students, families, and staff need to support “The Cleveland Way.”
4. Please read the Student Handbook aloud with your child to ensure his or her success at Cleveland Elementary School.

## ***Positive School Climate***

***The focus of Cleveland is to be responsible, respectful, peaceful, & problem solvers.***

Thank you for your help and support!

## PRINCIPAL'S MESSAGE

Dear Cleveland Families:

Welcome to the beginning of a great new school year! The 2019-2020 school year is full of possibilities for our school and community. Our staff is excited to welcome your children on the first day of school, **August 12, 2019**. As a staff, we have learned new instructional strategies over the summer and have planned standards based and engaging lessons for our students. At Cleveland, it is our goal to develop students academically and socially. Attendance, academic intervention, positive school climate and leadership are all of the utmost importance to us. It is imperative that students make significant academic gains and this effort will take a collective labor by students, teachers, administrators and families in order to be successful.

At Cleveland, we believe effective teaching and learning, at every level of our school, depends on strong partnerships between teachers, students, parents, volunteers, and support staff. The open communication and team spirit of these partnerships help to insure strong academic achievement and the development of leadership skills in our students. I invite each of you to become actively involved in your child's education, so that together we can assure that all students achieve their highest potential. I also encourage you and your child to participate in activities throughout the school year.

I am positive this will be a year of growth and success for your child and we look forward to working with you throughout the 2019-2020 school year.

Please plan to join us at Cleveland on **Thursday, August 8, 2019 from 5:00-6:30 p.m.**, for our annual Open House and Title I Parent Meeting.

Yours in Education,  
**Ms. Mims, Principal**  
Cleveland Elementary School

## SCHOOL HOURS - ARRIVAL AND DISMISSAL

School hours are from 7:10 AM to 2:10 PM each day. Students should NOT arrive earlier than 7:10 AM; there is NO SUPERVISION BEFORE 7:10 AM. Students also should NOT remain in the building later than 2:10 PM unless they are involved in an after school activity. These procedures are designed for the safety and well-being of our students.

### DAILY SCHEDULE

**Arrival:** All students may enter the building at 7:10 AM.

Entry Bell	7:10
Breakfast	7:10-7:25
Tardy Bell	7:25
1st Lunch (PreK & K)	10:00-10:30
2nd Lunch (1st & 2nd)	10:40-11:10
3rd Lunch (3rd & 4th)	11:20-11:50
4th Lunch (5th & 6th)	12:00-12:30
Dismissal	2:10

### BREAKFAST AND LUNCH POLICY

All students attending Cleveland are eligible for free breakfast and/or lunch. Breakfast is served daily, starting at 7:10 AM. All food and drinks must be consumed before leaving the cafeteria.

Special dietary needs can be addressed by contacting the school or Dayton Public School's Nutritional Service (542-3950). The school lunch menu will be given to students at the beginning of each month. While eating in the cafeteria, students are expected to follow established cafeteria rules.



### SCHOOL UNIFORM POLICY

Cleveland students are required to be in uniform while attending school. The school may regulate dress and grooming in the interest of health, safety, and effective instruction. **Forms of dress and accessories which are considered distracting, offensive, or disruptive to the learning atmosphere will not be permitted.** If dress is deemed inappropriate, students will be required to call home so appropriate attire can be brought to the school. **School administrators and/or a designee will handle chronic offenders which may include disciplinary action.**

#### Girls

White or Navy Blue Tops; Navy Pants, Skirts, or Jumpers.

#### Boys

White or Navy Blue Tops; Navy Pants, and Belts.

#### Both

**Sweaters:** White or Navy Blue ONLY. **Socks:** White, Blue or Black only.  
**NO HOODIES, SANDALS OF ANY TYPE, or OPEN TOE SHOES**

The following information should guide appropriate wear:

- *Slacks and shorts are to be worn at the waist. No sagging or oversized pants!!*
- *Shorts/skirts length is defined as 2" above the knee or the garment's hem touching the longest finger tip of the extended arms and hands of the individual student – whichever is longer!*
- *Shirts should cover shoulders, upper arms, and torso (stomach), even when arms are raised.*
- *Coats and jackets are not to be worn during the school day.*
- *No writing across the rear end of any garment.*
- ***No nightwear or pajamas are to be worn in school unless requested in school sponsored activity.***
- *No cut up or holey clothing.*
- *No clothing with inappropriate writing, logos, or pictures.*

***Shoes:*** *Flat heeled shoes and tennis shoes are preferred footwear. Some footwear can be very hazardous, so sandals, and shoes or boots with higher than normal heels are not permitted.*

- ***Absolutely No Flip Flops, Open Toed, or Heelies.***
- ***All shoes should be properly laced and tied.***
- ***Gym shoes are required for Physical Education Classes.***

***Out of uniform days*** are always announced and parents will be notified.

## ATTENDANCE/TARDINESS

**Daily attendance is required of all students.** We want all students to be successful at school and research informs us that the most successful students are those with good attendance.

When a student is absent from school, the parent or guardian should call the school at **(937) 542-4340** and state the reason for absence.

Upon returning to school, the student should present to their teacher a note from home and/or the doctor explaining the reason for the absence. The note should include date(s) of absence, students' full name, homeroom number, and the reason for absence with the parent/guardian's signature. An excused absence is one due to illness, court appearance, an appointment, or a death in the family. All other absences are unexcused.

We ask parents to call the school office at **542-4340** before 7:30 AM when a student is absent for any reason.

***All tardy students must come into the office and receive a tardy pass before going to class.***

## HABITUALLY TRUANT STUDENTS

Attendance Officers and designees will file truancy charges with the Montgomery County Juvenile Court (M.C.J.C.) on students who are habitually truant. These are the students who have:

- Five (5) consecutive, unexcused absences. Students will be referred to Student Services and they will refer the student to M.C.J.C.*
- Seven (7) unexcused absences in one month. Any days absent in the month that are not excused absences, students will be referred to the Student Service Department.*
- Twelve (12) unexcused absences in one school year. We will forward student absent referrals to the Student Services Department.*

## SCHOOL POLICY: VISITS TO THE SCHOOL

Visitors are welcome to the Cleveland and are required to come to the office first to make an appointment. There is a sign-in book located in the office which requires ***all visitors, including volunteers***, to log times in and out and destination. A pass will be given to you. ***NOTE: Teachers are involved with students during the day and cannot leave them unattended to speak with parents. If you wish to speak with your child's teacher, please complete the appointment form, located in the office, which will be given to the teacher to set up and/or confirm the appointment.***

## ARRIVING TO AND DISMISSING FROM SCHOOL

All students waiting to enter the school will line up in front of their entrance door in an orderly manner.

- PreK students will enter the building in the morning through the door on the parking lot side of the building.
- Kindergarten - 6<sup>th</sup> students will enter the building in the morning through the main entrance using the door on the left side.

The school parking lot is the location site for ALL students being dropped off and picked up from school. Please remember that students are NOT to be dropped off or picked up in front of the school building on Pursell Ave. Once students are dropped off from the parking lot, they are to walk to the main entrance. All students will immediately walk to their home, car, or bus. All students are required to go directly home. Playing on the playground equipment at this time is not permitted for safety reasons. If a student's dismissal needs to change, please write a note to the teacher.

## EARLY DISMISSALS

### Procedures for picking up your child prior to dismissal time

We encourage parents to schedule trips, appointments, etc. so as to minimally interrupt the normal school day. However, if your child must leave school before the regular dismissal time, *the parent/guardians need to report to the office with photo I.D. to sign the student out. Students will only be released to the parents, legal guardians or to persons to whom parents have granted permission. Students are not allowed to leave school with anyone but parents/guardians or designated person listed on the Emergency Medical/Contact form on file. We will not release your child to any other person.* The cut off time for early dismissal is **1:45 p.m.** Please understand that dismissal is a very busy time and last minute requests take time to process and communicate to all responsible and impacted individuals.

***Reasonable attempts will be made by phone to the parents/guardians for confirmation for individuals not listed on the Emergency Medical/Contact Form who are seeking release of or attempting contact with students. In the event no parents/guardians can be reached, the child will be released in the normal manner and no contact with student will be permitted. In an emergency, a verifiable telephone call/or written note will be necessary.***

Appropriate ***legal documentation*** (custody given by court or accredited agency) ***regarding people prohibited from having contact with a child must be kept on file in the office. There can be no exceptions to this policy.*** Please make sure you have provided up to date contact information on file for your child.



**Parents are not permitted to go to the classroom to pick up students, without prior consent from the office. Students are to be signed out and picked up in the office area. This is for your child's protection and will be strictly enforced.**

**Excessive early dismissals will be counted towards your child's attendance and subject to referral to the Student Service Department and the Montgomery County Juvenile Court (M.C.J.C.).**

## **BUS DISMISSAL**

Students are escorted to their designated buses and supervised while boarding the buses. Any change in a student's address or daycare must be made by notifying the school office who will then notify the transportation department.



**PLEASE DO NOT MEET AND ATTEMPT TO TAKE YOUR CHILD OFF THE BUS AS STUDENTS ARE BOARDING. MAKE ARRANGEMENTS AHEAD OF TIME. THIS IS IMPERATIVE TO ASSURE STUDENT SAFETY.**

Appropriate bus behavior is reviewed with students and they are expected to act accordingly. Disorderly pupil behavior will be reported to the principal. The principal will follow the school-wide discipline plan.

## **BUS PROCEDURES**

- 1. Parents are to supervise students at their bus stops. If a problem develops, please call the Transportation Department at 937-542-4010. Students should be at the bus stop at least ten minutes prior to their pick up time.**
- 2. If your kindergarten student rides the bus, someone must meet the bus.** Bus drivers are not permitted to drop kindergarten students off at a bus stop, unless there is an adult to meet them.

**These Safety Rules and Student Responsibilities are from the Ohio State Dept. of Education:**

- Load and unload from the bus at designated stop in an orderly manner.
- Ride only regularly assigned bus and unload at the regular stop.
- Eating and littering are not permitted on the bus.
- There must be absolute silence at railroad crossing and other places of danger as designated by the driver.
- Noise on the bus should be kept to a minimum. The same behavior is expected on a school bus as in the classroom. Students may talk quietly if the driver permits.
- Students must sit in their assigned seats and remain seated at all times.
- Students should not change seats while the bus is in motion.
- Any student traveling to school by means of DPS transportation is expected to remain courteous and well mannered.
- Students must not hang any objects or any part of their body (hands, arms, head, etc.) outside the windows.
- Students are not to throw any object(s) either inside or outside the bus.
- Any students who misbehave shall be denied the privilege of riding the bus by the proper authority.
- The students must cross the street at least ten feet in front of the bus and upon signal from the driver.
- Students are not permitted to transport animals or pets on the bus.
- Students should go promptly to the bus when dismissed from school.
- When discharged from the bus, they should go directly to their homes.

- Positively no smoking allowed on the bus.

Please go over these safety rules with your child. Violations may result in suspension of bus privileges.

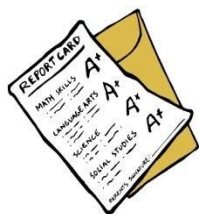
If a student is to ride a bus other than his/her assigned bus, the parent must provide the teacher and the office with a written request. The written request must have a phone number where the parent can be reached for verification.

It also requires the signature of the principal prior to the student loading the bus. This will only be allowed on a limited basis.

***Violations of bus rules will result in the following: (Revised)***

- Fighting on the bus and other serious offenses can be an immediate suspension of up to 10 days.
- 1<sup>st</sup> Referral- Warning: Parent will be notified and the referral will be sent home.
- 2<sup>nd</sup> Referral- Conference with student, parent phone calls, and suspension
- 3<sup>rd</sup> Referral- 3-day bus suspension
- 4<sup>th</sup> Referral- 5-day bus suspension
- 5<sup>th</sup> Referral- 7-day bus suspension
- 6<sup>th</sup> Referral- 10-day bus suspension
- 7<sup>th</sup> Referral- 10-day bus suspension and recommendation for expulsion from the bus.

## PROGRESS REPORTS/PROMOTION/RETENTION/REPORT CARDS



Progress reports will be issued to parents four (4) times each year. The report will indicate the learning level of the student, the effort put forth, and the student's achievement. Progress reports show student growth in academic and school adjustment areas and exhibits readiness for work at the next level when promoted to the next grade. Parents are encouraged to discuss the report with their child.

Interim reports are distributed at the end of each quarter of the school year to inform parent(s) of the most current progress of student's attitude and performance. When the possibility of retention exists, the parent(s) shall be notified in writing as early as possible. Cleveland will be using the DPS Home Access Center (HAC) grade and assignment portal to allow parents to regularly monitor student academic progress.

([www.dps.k12.oh.us/students-and-parents/home-access-center.html](http://www.dps.k12.oh.us/students-and-parents/home-access-center.html))

***Grading scale for 1<sup>st</sup> - 6<sup>th</sup> graders***

<b>A</b>	<b>100% - 90%</b>
<b>B</b>	<b>89% - 80%</b>
<b>C</b>	<b>79% - 70%</b>
<b>D</b>	<b>69% - 60%</b>
<b>F</b>	<b>59% and below</b>

Superintendent Scholars are those receiving straight A's within a single quarter. Preschool and kindergarten classes do not use the grading scale, but parents will receive reports on their child's progress.

## HOMework

Homework which may include special assignments, research projects, reading and/or written assignments or other assigned tasks directly related to a particular subject(s), shall be considered an extension of and reinforcement to classroom activities and is to be done on the student's own time, outside the regular classroom environment. Students should be assigned homework on a regular and consistent basis according to the following guidelines.

Grades 1-3      approximately 30 minutes maximum daily

Grades 4-6      approximately 45 minutes daily

## PARENT-TEACHER CONFERENCES



We strongly encourage good communication between home and school. One of the most effective means of communication is the Parent/Teacher Conference. Conferences allow parents to have an opportunity to help teachers better understand their child and teachers can explain in greater detail and clarity, the kinds of experiences that the child is having in school.

An appointment to talk with your child's teacher during district parent/teacher conferences can be done by completing the parent/teacher conference form that will be sent home by your child's teacher.

There will be two parent/teacher conferences during the school year. Conferences will be held October 2019 and February 2020. Exact times will be sent home prior to each date. We encourage all parents to attend the parent-teacher conferences that are scheduled during the school year.

Parents can also contact teachers during the school year to discuss concerns regarding their child. If you wish to have a conference with your child's teacher, please contact your child's teacher to schedule a conference at a **mutually agreed upon time**. **Teachers cannot leave their students unattended during instructional time which is from 7:10 a.m. to 2:10 p.m. for parent conferences.**

## SCHOOL BEHAVIOR EXPECTATIONS

- ***Be Safe.***
- ***Be Respectful.***
- ***Be Responsible.***
- ***Accept Responsibility for your own actions.***
- ***Follow all classroom and school rules.***
- ***Follow all rules listed in the Dayton Public Schools' Code of Conduct.***

## DISCIPLINE AND THE STUDENT CODE OF CONDUCT

Dayton Public School students are, as a whole, well mannered, responsible citizens of their school and community. It is with a sense of urgency that Dayton School Officials, assisted by parents and community representatives, have revised the conduct code to curb the actions of those few students who would interfere with the education or safety of the responsible majority. The primary goal of the code at the elementary school level is to improve or change behavior, not retribution. ***All students will receive a copy of the Student Code of Conduct.***

Dayton Public Schools and the Cleveland staff believe that strong parental support is a prerequisite for effective discipline in the school. Parental support must be strengthened through involving parents more actively with the school and improving communication between home and school. When families accept the responsibility for student behavior, parents, as well as the school, will be held accountable for inappropriate actions.

*This is especially true in areas of:*

- Daily attendance
- Respect for teachers and other adults
- Self-discipline
- Homework
- School supplies
- Respect for the rights of others

A primary task of each Dayton school is to create a stimulating, safe learning environment for all students. Within such a setting, students learn to exercise the rights and assume responsibilities as a citizen of their school community. Students must also learn to recognize and accept the consequences of their actions. Each student has the right to an education without disruption and a responsibility not to deny this right to other students.

This Code of Conduct serves to aid students in making responsible decisions about their own behavior and to inform students and parents of the sanctions, which will be applied when these rules are disregarded (See **Student Handbook Contract**).

It applies to student conduct while on school property, buses, and field trips and at school sponsored activities.

## **MEDICAL/HEALTH CONCERNS-Elementary School**

Students should **rarely** miss school. If your child has a chronic health condition, please contact the school nurse. The nurse is able to provide help and resources so that your child can attend school regularly. A parent/guardian or other designated adult will be contacted if the school nurse determines that a child needs to go home. Children going home ill must be signed out in the main office. Elementary students who are ill are not allowed to walk home during the school day without an adult. This is a Dayton Public Schools Board policy.

The Ohio Department of Health determines the immunizations required for school attendance. The school nurse will notify you if your child does not meet the requirements. Parents are responsible to provide written documentation promptly whenever shots are given. Failure to provide written documentation will result in your child being excluded from attending school.

***Unless a routine medication is time-specific (during school hours) it should be given at home. All medications to be administered at school must be accompanied by the Medication Authorization form (primary healthcare provider order) and signed by the parent. This includes over the counter medication as well. We do encourage students with asthma to have a rescue inhaler and spacers for use at school. Older, responsible students who are self-carrying their inhalers or epinephrine auto-injectors must have physician approval. Forms can be found on the DPS website under Health Services or from the school nurse. New forms are needed each year.***

Health screening is done by the school nurse for students in preschool, kindergarten, first, third, fifth grades and those new to DPS. For most grades this includes vision, hearing and dental. If you do not want your child to participate in the health screenings, you must send a written not to the

school nurse. You will be informed in writing if your child needs a medical evaluation for a possible problem.

**Can we reach you by telephone in case of an emergency?** Please be sure the school (office, teacher and nurse) always has current phone numbers and contact names.

## **HEALTH/MEDICAL**

Cleveland has a full time nurse and a designated employee to dispense medication. ***The staff is prohibited from providing or administering any medication, including aspirin, to any student.*** Students needing occasional medications, such as penicillin, etc. for colds, earaches, and sore throats, are to take these medications at home, if possible. Medication that is prescribed three (3) times daily can be given before school, after school, and again at bedtime.

When a student first enters school parents are asked to complete an Emergency Contact Information form, which gives information about how to contact a parent in case of an emergency, as well as designated people who are willing to pick up the child at school if it is necessary. Parents are also responsible for updating information on the Emergency Contact form if any of the information should change. Only those individuals listed on the Emergency Contact form as authorized may pick up a child from the school ***with photo I.D.***

### **Becoming Sick or Injured at School**

If a student becomes ill at school, we will contact the parent so they can make arrangements to pick up their child. If we are unable to reach the parents, we will follow the directions specified on the student's Emergency Form. Parent(s) or persons appointed by the parent must report to the office and sign the student out with photo I.D.

Students are instructed to report all injuries occurring at school to a teacher or to the clinic/office. If medical attention is required, the school will follow the school's emergency procedures. Minor injuries (little scrapes, bumps, etc.) are treated with Band-Aids or ice packs. When injuries are more serious, we will follow the same procedure as outlined under Illness at School. When serious injuries demand immediate attention, the school office will call 911, the Command Center and notify the parent/guardian.

### **Student Health & Safety Records**

The school nurse keeps a health folder on each child. This folder contains all necessary immunization records as required by the State of Ohio Department of Health. It also contains the results of screening, (i.e. visual, hearing, speech) or any other information pertinent to the health and physical well-being of the child.

### **Immunization Requirements, Physical Examinations and Health Screenings**

Each student has immunization requirements. The Ohio Revised Code has detailed immunization requirements for all school children. The type, number of doses, spacing and age criteria for immunizations is covered under this code. All students must follow these requirements. Please call the school or ask your medical provider if you need detailed information.

**Any student who is out of compliance with immunization requirements shall not be permitted to attend school until they are met.**

## **Management of Chronic Illness or Other Condition**

The child must have a Health Care Plan on file for emergency medical needs. The parents/guardians must supply any necessary medications or treatments to the staff.

If an injury or illness restricts your child's participation in physical education or other school activities for an extended period of time, a physician's excuse stating the reason should be sent to the office.

## **Student Health Guidelines**

- **Every day counts toward academic success.** Students should rarely miss school. If your child has a chronic health condition, please contact the school nurse. The nurse may be able to provide help and resources so that your child can attend school regularly.
- Please complete an Emergency Medical Authorization form each year.
- Your child's immunizations must be kept up-to-date according to the requirements of the Ohio Department of Health. Provide the school nurse with an updated immunization record whenever your child receives immunizations. Children whose immunization records are not "complete" will receive an exclusion notice and have two weeks to comply.
- Unless a routine medication is time-specific, it usually can be given at home. We must have orders from your child's healthcare provider for any medication to be given at school. This includes over-the-counter medication. Students are not allowed to self-carry medication without a healthcare provider order.
- Minor injuries will be treated in the health office and the student will return to class. Parents or designated adults will be contacted for more serious injuries and illnesses. It is best practice for a parent or designated adult to pick up their child if the school determines that the student should not remain at school due to illness or injury. 911 and the parent/guardian will be called for emergency situations.
- Health screening is done for students in preschool, kindergarten, first, third, fifth, seventh and ninth grades. For most grades this includes vision, hearing, and dental. Scoliosis screening is done in sixth grade. If you do not want your child to participate in the health screenings, you must send a written note to the school nurse. Parents will be informed in writing if their child needs to have a medical evaluation for a possible problem.
- Students who are suspected of having a contagious disease will be excluded by the school nurse.
- Please do not hesitate to contact the school nurse for questions or concerns.

## **LOST AND FOUND**

A lost and found area will be identified in the building. Students will be asked to check that area periodically for missing articles. All unclaimed lost and found articles will be donated to a clothing charity at the start of Winter break, and at the end of the school year. Please encourage your child to look for lost items in a timely manner. They are also requested to take those objects, which have been found, to this area, except for jewelry, wristwatches, money, keys and glasses, which should be turned in to the office.

## USE OF TELEPHONE

Children are not permitted to use the telephone in the office, or classroom without permission from school authorities, and then it will be given only in the case of necessity.

***Normally, children will not be called to the telephone, unless there is an emergency.*** All messages should be called into the office or classroom, and the teacher or office staff will see that the child gets the message. Forgetting such things as homework, permission slips, or supplies does not constitute necessity unless otherwise determined by the child's teacher.

A voice mail system has been programmed for each teacher. Please call the office at **542-4340**, if you wish to leave a message for the principal or any of the teachers.

***The use of student cell phones during the school day is also prohibited. Cell phones that are used or ring in class will be taken to the office and returned only when a parent picks it up from the school.***

## ASSEMBLIES

Student assemblies are planned periodically during the year. The conduct of the student body at an assembly is an important indication of the cultural level of the school. Whether or not guests are present, each student is personally responsible for conducting himself/herself in a courteous and respectful manner. Unacceptable conduct includes whistling, inappropriate clapping, booing, rowdiness and talking during a program.

## FIELD TRIPS

Field trips with educational value will be scheduled by teachers periodically throughout the school year. ***NOTE: Students must have signed permission slips on file with the teacher in order to attend any field trips and the student's emergency medical form must also be up to date in the office. No child will be allowed to go on a trip without parent/guardian signed permission slip. If your child fails to return his/her permission slip, and you cannot provide a slip by that morning your child will not be allowed to attend.*** Volunteers and chaperones are chosen by teachers and are rotated to provide a chance for all parents to participate.

## TEXTBOOKS, EQUIPMENT AND COMPUTERS



Children are responsible for all books, supplies, furniture, and other equipment provided for their use and will be expected to pay for lost or damaged items. Textbooks brought home on a regular basis must be covered. Students who have outstanding library books or charges for books/equipment, will have their report cards held until the books are returned/outstanding fees are paid.

## INCLEMENT WEATHER-CLOSING OF SCHOOL



Listen to your local radio or television stations for any important announcements regarding school schedule changes. We discourage calls to the school to ask about schedule changes. If school is dismissed early due to an emergency, DPS will notify local television and radio stations. Information will also be posted on our website at [www.dps.k12.oh.us](http://www.dps.k12.oh.us). It is very important that you work out a plan of action ahead of time with your child. Your plan should include where they should go and what they are to do in case of an emergency should school be dismissed early.

## DRUGS/SMOKING POLICY

*Drug Use and Smoking by students or adults is **PROHIBITED** on school property. This is in compliance with Federal, State, and Local Laws. Any student in possession of drugs, tobacco products, matches, or lighters will be in violation of the Student Code of Conduct. All items will be confiscated and disciplinary action will be taken.*

## FUNDRAISING

*Students involved in fundraising for organizations other than Cleveland **may not sell** items or take orders from staff during school hours. They must have written permission from the school principal for exceptions to this rule. Publicity or advertising material may be posted in school only with administrative consent.*

## UNAUTHORIZED ARTICLES/ELECTRONIC DEVICES/VALUABLES



Students are not to bring candy, gum, pop, pets, toys, and laser pens, trading cards of any kind or any other items that are not part of the educational requirements or incentive activity of a class. The use of electronic devices by students at school is prohibited because of the disruption to the learning environment. These articles will be confiscated until the parent comes to get them from the office.

Devices that impede or interrupt the educational process include, but are not limited to cell phones, radios, CD players, MP3 players, iPods, and other similar devices. ***Such electronic devices are not to be seen, used, or heard in the school building and shall not be used at any time to disrupt the educational process.***

Devices will be confiscated and returned to a parent/guardian. We are not held responsible or liable for any lost, stolen, or damaged cell phones or electronic devices.

**Valuables, such as jewelry, electronics, expensive clothing, etc. should not be brought to school.** We also discourage students from bringing money to school except for special programs where it is needed. The school is not responsible for any of these items.

## LEAVING SCHOOL PREMISES

**NO** child is ever permitted to leave the school premises during school hours without the consent of the **parents (per documented phone call home or note)** and the student will only be permitted to leave with an adult. If a parent/guardian is unable to pick up a child, then the child will only be released to an adult who is listed on the **Authorized Pick -Up Form**.

## BIRTHDAY CELEBRATION POLICY

*Students are not allowed to:*

- *wear money pinned to their clothing. We are not responsible for any money lost by students.*
- *have and carry birthday balloons or stuffed animals at or around the school building.*

**Individual birthday celebrations will be honored but limited to immediate family only. Your child's teacher must be contacted at least 48 hours (2 school days) prior to bringing in treats** or other items to school for celebrations. **Celebrations can only take place during that student's lunch period or at a specified time arranged with your child's teacher.**



Due to student allergies, please check with the classroom teacher about ingredient issues. Please do not bring anything with any type of nut.

## HOME SCHOOL CONNECTION

It is essential that good communication be established between home and school. Communication between school and home is done in several ways. A Monthly School Calendar will be sent home to keep parents abreast of what's happening at the school, in classes, field trips, special presentations, special visitors, etc. as well as all scheduled events and school closings. Please read the details of this important information, in addition to periodic flyers, memos, and announcements. Communication of a personal nature is addressed by conferences, telephone contacts, e-mails and written notes.

## OPPORTUNITIES FOR PARENTAL INVOLVEMENT

Parents are encouraged to be active participants in their child's education. Parental involvement in academic and social activities, along with maintaining open communication with teachers, is vital to student success.

**School Volunteers:** Volunteers are needed to help provide the best education and environment for our students. We could use your help in several ways, please ask your student's teacher or administrative staff how you can assist. All prospective DPS volunteers are required to complete an information form located on the DPS homepage Volunteer Registration Link. You will be contacted by the principal of the school where you wish to volunteer. Depending on the type of volunteer assignment, you may be required to submit a state ID card.

## GENERAL PROCEDURES FOR STUDENT ENROLLMENT

**Parents/Guardians can only enroll their child in Dayton Public Schools at the Student Assignment Office located at 115 S. Ludlow Street in downtown Dayton, if you have any questions, please call 937-542-5555 . *Parents cannot directly enroll their child at the school.* Only a parent or legal guardian may register a student. A legal guardian must present proper documentation (custody given by court or accredited agency).**

*The following documents are required:*

- ✓ Child's Birth Certificate /Proof of Birth
- ✓ Child's Shot Records (all immunizations must be up to date) Child's Social Security Number
- ✓ Proof of Address (no older than 60 days), Withdrawal form from previous school, Report Card, Progress Report
- ✓ Custody Documentation (if applicable)
- ✓ Childcare Provider's name, address and phone number

## CHANGE OF ADDRESS/PHONE NUMBER

**If at any time during the school year a student experience a change in address or telephone number, please notify the school immediately. For address changes, please come to the school's main office and complete a change of address form. You will need to bring proof of residence with you. This documentation must have your name on it and be dated within the last 60 days.**

## WITHDRAWAL TO ANOTHER SCHOOL (Non-DPS)

To ensure speedy transmission of necessary records, a withdrawal form must be completed from the student's present school. Parents should request the withdrawal form from the office at least 48 hours in advance and pick up the form with proper I.D. in person. Parent's/guardian's signature is required to secure release of needed records.

*Per the Ohio Department of Education, students cannot be officially withdrawn until their receiving school sends for transcripts. If the receiving school has not made contact after 10 days, students will be referred to truancy for non-attendance.*

## POSITIVE SCHOOL CLIMATE (PSC)

Cleveland uses the Positive School Climate (PSC) program. It is a system of discipline that is positive rather than punitive, enabling children to learn self-regulation of behavior and to make positive choices. PSC encourages students to act in accordance with school behavioral expectations. Students behaving appropriately earn rewards. The three behavioral expectations or 4 B's are to:

- Be Responsible
- Be Respectful
- Be Peaceful
- Be a Problem Solver

The PSC behavioral expectations follow the Cleveland way.

## COMPUTER USAGE



Cleveland does provide computer classes/access for students. While students are afforded many opportunities to enhance and supplement their learning, there are many guidelines and regulations that apply when dealing with Internet access. Each student will receive a pamphlet, issued by the District, entitled, Computer & Electronic Network Acceptable Use Regulations.

This pamphlet will provide detailed information about our policies concerning the Internet and computer use. We have provided a brief synopsis of this information.

Purpose: Dayton Public Schools is pleased to offer Internet Access to employees and students. The purpose of the computer network system is to provide access to a wide range of educational material. The computer and network system will improve inter-communication between the local community and throughout the world.

The district system is limited to an educational purpose. This term includes use of the system for classroom activities, professional or career development and limited high-quality self-discovery activities. **Acceptable Use:** With access to computers and information networks, there is an availability of material that may be considered inappropriate in an educational setting. Dayton Public Schools has acquired software designed to block access to certain sites. It must be noted however, that no software is 100% effective. The district believes that the benefits of Internet access for our staff and students outweighs the possibility that users may access material that is not in line with the educational focus of the district.

## Children's On-Line Privacy Protection Act (COPPA)

The Children's On-Line Privacy Act requires that web sites and services directed to children 13 years of age and younger disclose their information collection, use and storage practices. COPPA

also indicates that the parent or guardian has the right to review, modify, or delete any personally identifiable information that a web site holds about your child.

In order to honor our commitment to providing the best education possible, DPS will provide access to high quality interactive learning sites.

These sites provide a wide variety of activities that are rich in academic value. The COPPA law allows schools to act as intermediaries between website operators in the notice and consent process. Based on your child's permission form, you are authorizing Dayton Public Schools to provide consent to one or more web sites or services that may collect personally identifiable information from your child.

AUGUST 2019				
M	T	W	T	F
			1	2
5	6*	7●	8●	9●
12★	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY 2020				
M	T	W	T	F
3◇	4	5	6	7
10	11	12	13	14
17H	18	19	20	21
24	25	26	27	28

2019-2020 Calendar	
Aug. 06	Convocation, ½ Day for Teachers
Aug 07 - 08	Professional Development Days
Aug 09	Teacher Work Day
Aug 12	First Day for Students
Sept 02	Labor Day Holiday / District Closed
Oct 11	End of First Quarter / Students Report (43 Instructional Days)
Oct. 14 – 17	Parent Conference Evening/ 3.5 Hours
Oct. 18	Conference Exchange Day/No Teachers or Students
Nov 05	Teacher Professional Development Day/No Students
Nov 25 - 26	Teacher Professional Development Days/No Students
Nov 27	Thanksgiving Break / No Teachers or Students
Nov 28 - 29	Thanksgiving Holiday / District Closed
Dec 20	End of Second Quarter / Students Report (44 Instructional Days)
Dec 23 – Jan 03	Winter Break / No Teachers or Students
Dec 24 - 25	Christmas Holiday / District Closed
Dec 31, Jan 01	New Year's Holiday / District Closed
Jan 06	Students Return
Jan 20	Martin Luther King, Jr. Day Holiday / District Closed
Feb 03	Winter Break / No Teachers or Students
Feb 10 - 14	Parent Conference Evening / 3.5 Hours
Feb 17	Presidents' Day Holiday / District Closed
Mar 13	End of Third Quarter / Students Report (47 Instructional Days)
Mar 23-27	Spring Break / No Teachers or Students
Mar 30	Students Return
April 10	Good Friday Holiday / District Closed
May 21	Last Day for Students 2-Hour Early Dismissal (PK-12) / End of Fourth Quarter (43 Instructional Days)

SEPTEMBER 2019				
M	T	W	T	F
2H	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MARCH 2020				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13 Q
16	17	18	19	20
23◇	24◇	25◇	26◇	27◇
30	31			

OCTOBER 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11 Q
14	15	16	17	18●
21	22	23	24	25
28	29	30	31	

APRIL 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	10H
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

NOVEMBER 2019				
M	T	W	T	F
				1
4	5●	6	7	8
11	12	13	14	15
18	19	20	21	22
25●	26●	27◇	28H	29H

MAY 2020				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21 QD	22 *
25H	26	27	28	29

DECEMBER 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20Q
23◇	24H	25H	26◇	27◇
30◇	31 H			

JUNE 2020				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

JANUARY 2020				
M	T	W	T	F
		1 H	2◇	3◇
6	7	8	9	10
13	14	15	16	17
20H	21	22	23	24
27	28	29	30	31

JULY 2020				
M	T	W	T	F
		1	2	3H
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- Legend**
- ★ Schools Open for School Year
  - Days of Instruction
  - Q End of Quarter
  - H Holiday
  - ◇ Break
  - Teacher Contract Day
  - D 2 Hour Early Dismissal
  - \* ½ day for teachers

**Parent Conferences**

Each school will designate one evening for parent conferences during the weeks of:

- October 14, 2019
- February 10, 2020

**Test Dates**

Fall 2019 Testing

Spring 2020 Testing

**Religious Holidays**

Eid al-Fitr	6/4/19	Diwali	10/27/19
Eid al-Adha	8/11/19	Hanukkah	12/30/19
Rosh Hashana	10/1/19	Christmas	12/25/19
Yom Kippur	10/9/19	Kwanzaa	12/26/19
		Easter	4/12/20

**Mission Statement**  
*To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.*

## Cleveland Elementary 2019-2020 School Supply List

### Kindergarten

- A change of clothes
- Navy Blue hoodless sweater/jacket
- Backpack
- 4 boxes of Crayola Crayons (24 Count)
- 4 plastic folders with pockets
- 1 plastic supply box
- 8 Elmer's Glue Sticks
- One 4-Pack of Black Expo Dry-Erase Markers
- 4 boxes of tissues
- 1 box of Gallon-size Zip-lock bags with slider
- 1 box of Quart-size Zip-lock bags with slider
- 1 container of unscented disinfectant wipes
- 1 pack of Pampers or Huggies unscented baby wipes
- 1 pack of computer paper

### First Grade

- Supply Box (small enough to fit in the desk)
- Scissors
- Backpack
- White or Navy Blue hoodless sweater/jacket
- 4 different color plastic 2-pocket folders (no fasteners)
- 3 Boxes of tissues/Kleenex
- 4 Boxes (24 crayons, Crayola preferred)
- 2 Boxes of wet wipes
- 8 Dozen pencils, sharpened
- Dry Erase Markers (4 pack)
- 4 large glue sticks
- Headphones

### Second Grade

- 2 large boxes of tissue
- 2 spiral notebooks
- School Box / Zipper Pouch
- 2 packs of Baby wipes

- 4 Folders
- 4 Glue Sticks
- One 4-Pack of Expo Dry-Erase Markers
- 4 boxes of crayons
- Scissors
- 2 packs of pencils
- 1 box of large Ziploc bags
- 1 box of small Ziploc bags

### Third Grade

- HEADPHONES (KEPT AT SCHOOL)
- 2 packs of loose-leaf wide-ruled paper
- Supply box (small enough to fit in desk)
- 2 packs #2 pencils with erasers
- Scissors
- 1 Large Glue Stick
- Two 1-Subject Notebooks
- Crayons
- 4 folders w/ pockets
- 2 large boxes of Tissues/Kleenex
- Colored pencils
- Dry erase markers
- Highlighters
- Post-It Notes (3x3)
- 1 Large bottle of hand sanitizer
- 2 Packs of index cards
- 2 Boxes of Ziploc bags (1 small & 1 large)
- 2 Roll of paper towels

### Fourth Grade

- HEADPHONES (KEPT AT SCHOOL)
- 2 pack of #2 pencils
- Scissors
- 3 Glue sticks
- Crayons or colored pencils
- 2 Pkgs. loose-leaf notebook paper, wide-ruled
- 2 Large boxes of tissue

- 6 Spiral notebooks (1 subject)
- 5 Two-Pocket folders
- 2 Pkgs. 3x5 index cards
- Small pencil sharpener
- 1 Composition Book (Black & White)
- Art shirt
- One 12-inch ruler
- 1 highlighter

### Fifth Grade

- \*No crayons, pens, liquid glue, or trapper keepers
- \*\*Pencils are needed throughout the year.
- HEADPHONES (KEPT AT SCHOOL)
- 4-Single-subject composition Notebooks-Reading/SS/Science/Math
- 1- Pencil pouch (soft sided only)
- 1- Box of colored pencils
- Large glue sticks (replace as needed)
- 4- pocket folders
- PENCILS (replace as needed)
- 2 Boxes of Kleenex
- 2 Pads of college-ruled notebook paper
- Expo markers
- 1 Clorox wipes

### Sixth Grade

- \*No Trapper Keepers Please-They don't fit in the student desk
- HEADPHONES (KEPT AT SCHOOL)
- 4 Single-subject notebooks
- Reading/Social Studies/Science/Math
- 1 Pencil pouch (soft sided only)
- Box of colored pencils
- Large glue sticks (replace as needed)
- A Box Crayons
- A Pair of scissors
- 4 pocket folders
- PENCILS (replace as needed)
- 2 Pads of college-ruled notebook paper
- 2 Boxes of Kleenex

**2019-2020 Cleveland Elementary School  
Student Handbook Contract**

**Dear Members of the Cleveland School Family:**

This handbook is published and distributed to every family with a student attending Cleveland. This handbook is published for your information and contains policies, rules, regulations, and a school calendar. Since this handbook is considered the legal contract between the parents and the school, please sign, date, and return the form below during the first week of classes.

**Cleveland Student Handbook Contract**

**I have read, understand, and agree to follow the school regulations as outlined in the Parent/Student Handbook.**

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Parent/Guardian	Date
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Name (Printed)	Student
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Student Signature	Date
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Teacher Signature	Date
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Principal