

Hays-Porter School

"High-Tech"



1030 Cutter Street – Cincinnati Ohio 45203
Phone: 513-363-1000 – Fax: 513-363-1020
Principal: Nedria McClain

Student/ Parent Handbook

Dear Parents and Students,

Welcome to Hays-Porter “High-Tech” School. This year, we will be introducing a “High Technology Program” to students in grades K-6. The “High-Technology Program” will provide students with access to cutting-edge technology through creative and hands-on activities such as coding, robotics, gaming and makerspace. Through rigorous academic classes and visionary electives, your child will develop the skills and confidence to become a creator, and not just a consumer of technology and will be inspired to take ownership of his/her future. We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school, parents and students. We ask for your cooperation so that we may provide your child with a rewarding and enriching educational experience. Please take the time to read this handbook thoroughly and expose your child to all of the information so he/she will be successful at Hays-Porter School.

On behalf of the staff, I would like to extend an invitation for you to visit our school, attend your child’s programs and conferences, and become actively involved in your child’s education. We are happy to have your child with us at Hays-Porter School and we look forward to an exciting, productive and prosperous school year. Please be sure to sign and return the last page in the handbook to ensure that you have read and understand the student/parent handbook. I thank you in advance.

Your Partner in Education,

Ms. Nedria McClain

Ms. Nedria McClain, Principal

Policies and Procedures



School Hours

Hays-Porter School hours are 7:45 a.m. – 2:15 p.m. For the safety and well-being of the children, students are not to arrive and cannot enter the building before 7:15 a.m.

Upon arrival, students may enter the building through the main front doors beginning at 7:15 a.m. and should report to the cafeteria for breakfast. After eating breakfast, students in grades K-2 should line up in the main hallway leading to the primary wing and students in grades 3-6 should report to the gymnasium. Students will be picked up from the gymnasium and escorted to class. Students are encouraged to arrive to school by 7:40 a.m. so they may begin their school day promptly at 7:45 a.m. Students who arrive after 8:00 a.m. should report to the Attendance Coordinator or Security Assistant in the front lobby or to the main office to obtain a late slip. **Students are considered tardy or late if they report to school after 7:45 a.m. Students who are chronically tardy or absent will be referred to the Hamilton County Juvenile Court Office.**

Students are dismissed at 2:15 p.m. from the main front lobby doors and the south front entrance area. **Parents and/or guardians will need to meet with the principal if students are chronically picked up late.** All students in grades K-6 must enter using the main front doors. Parents and visitors should enter the building through the main office with the exception of pre-school. Pre-school students should enter the building through the pre-school classroom door located on the backside of the school building on the Mound Street side between 7:45 a.m. – 8:00 a.m. The school office is the place in which we manage all of the core operations of the school. Due to the importance of the school office we must establish rules that will enhance the quality of the school environment. You may contact the main office by calling 513-363-1000.



Parent Arrangements / End of School Day

The end of the school day is a hectic time of day. Please make the necessary changes to your child's daily routine before your child arrives to school. **However, in the event you are unable to make changes to your child's daily routine prior to your child arriving to school, it is imperative that you contact the main office and make arrangements no later than 1:00 p.m. We cannot guarantee a message will be delivered to a child if received after 1:00 p.m.**



Visits to the School

Parent participation is an extremely important ingredient that contributes to a child's academic success. However, arrangements must be made in the main office prior to classroom visitations. All school visitors must report to the office to sign in and register. You will be given a badge identifying you as a visitor. If you would like to meet with the teacher, please contact the teacher via phone or email to schedule a meeting. However, parent/teacher meetings are not permitted during classroom visits.



Phone Calls to Students

The school telephones are business telephones. The office will only take calls for students during extreme emergencies. Students will be permitted to use the phone only in emergency situations. Students should not receive phone calls under normal circumstances.



Breakfast

Breakfast is available and free to all Hays-Porter students in grades K-6 between 7:15-7:50 a.m. Students who wish to eat breakfast must arrive to school prior to 7:50 a.m.



Lunch

Lunch is free to all Hays-Porter students in grades K-6.



Lunchroom Procedure

Each child is provided 30 minutes for lunch. However, those 30 minutes encompass recess as well as securing ones lunch. Due to the time constraints associated with lunchtime, it is imperative that all students adhere to the following:

- ✓ Arrive to the lunchroom area in ABC order according to students last name
- ✓ Wait in line while each student secures his or her food
- ✓ Go through the lunch line in an orderly fashion
- ✓ Eat your lunch and remember to keep your hands, feet and food to yourself
- ✓ Raise your hand to empty your tray
- ✓ Clean your eating area

Food should not be taken out of the lunchroom.



Playground Procedure

After children eat lunch they will be permitted to go outside on the playground for recess. Students participating in lunchtime recess should adhere to the following:

- ✓ Listen to the adults at all times
- ✓ No rough play or “play fighting”
- ✓ Do not leave the school grounds area without permission
- ✓ No fighting
- ✓ No pushing, shoving or hitting
- ✓ No eating



Hallway Procedures

All students are expected to walk in the hallways quietly and in an orderly fashion. Students are not permitted to walk around the school without an adult or hall pass.



Emergency Information

Every child at Hays-Porter must have an emergency information card on file. Please return this card to your child's teacher the first week of school. We will solicit accurate information at the end of each quarter. **It is vital that the school has accurate contact information for your child in case of an emergency. Include work and cell phone numbers. Please notify the office when any information changes, such as a new address or phone number. Various incentive raffle drawings will take place randomly throughout the school-year. However, in order for parents to receive an incentive, the information must be correct on their child's emergency card.**



Medication

Non-prescription medication, (i.e. aspirin or cough syrup) can be distributed from the main office if a parent completes the over the counter medication form. Prescribed medications must be kept in the office, in the original container, clearly labeled with the child's name, type of medication and dosage information. A medication form signed by the student's doctor must be on file before the medication will be dispensed to a student.



Student Fees

Students will be required to pay a fee for consumable items. Students will be given a form at the beginning of the school year for each family to determine the amount due. The fee is used by the Board of Education to supplement each child's educational services. **School fees are mandatory and must be paid each year.** Other fees may be assessed if a student damages or loses books. **Please note: Student's whose fees are not current will not be permitted to attend field trips. In addition, 6th grade students whose student fees have not been paid will not be permitted to participate in the 6th grade Recognition Ceremony.**

Please contact the school office staff at 513-363-1000 to inquire about your child's student fee balance.



Snow

Students are not to throw snowballs at any time while on school property.

Field Trips

Students will be invited to attend field trips during the school year. **School fees must be current in order for students to attend school field trips.** Before a child is permitted to go on a field trip with his/her class, a signed permission slip must be sent to the school. Occasionally, the cost of the trip will also be assessed. **Students who demonstrate chronic inappropriate behavior may not be permitted to attend field trips.** The teacher and/or team will decide and the administrator must approve the decision. In addition, a parent and/or guardian may be asked to accompany the child on a field trip.



Dismissal

All students will be dismissed from the two front entrance doors at 2:15 p.m. Kindergarten students must be picked up from the main front doors in the front lobby. Please encourage your child to come home immediately after school is out to avoid participation in unacceptable and/or undesirable behaviors. **A meeting must be scheduled with the principal and the parent and/or guardian if students are chronically picked up late from school. In addition, students will not be called for early dismissal after 2:00 p.m.**



Pre-School Arrival & Dismissal

Pre-School students should be escorted directly to their classroom using the exit doors on the Mound Street side of the building at 7:45 a.m. All students must be signed in and out daily from the classroom. Pre-school children that arrive to school between 8:00-8:20 a.m. must enter the building through the cafeteria doors on the backside of the school. Please note, pre-school teachers are the only staff members that are permitted to open the doors for pre-school students and parents. **Students that arrive to school after 8:00 a.m. are considered tardy. If students are tardy five (5) times unexcused in a quarter, they will be withdrawn and placed on the waiting list.** Students will also be dismissed directly from their classroom at 2:15 p.m. Children will only be released to a parent, guardian or designated individual who has been cleared and is listed on the pick-up and drop-off form. **Please note: Pre-School students may not be dropped off early or picked up late and should not enter or exit through the main office. Pre-School students and parents must enter and exit using the classroom doors located on the Mound Street side of the building near the playground area. Pre-School hours are from 7:45 a.m. - 2:15 p.m. In the event of an emergency, please contact the classroom teacher at 513-363-1029.**



Parking

Parents and/or visitors may park in front of the school on the Cutter Street side entrance and pre-school parents dropping off and picking up their pre-school children may park in the spaces provided on the Mound Street side near the basketball court. **However, parents and/or visitors are not permitted to park in reserved parking spaces that are clearly marked such as the bus loading zone, the principal's parking space, the secretary's parking space, etc.** Violators will be towed.



Code of Suspension, Expulsion and Removal for Grades K-6

Category I Possible Suspension

1. Unruly Conduct/Disobedience
2. Disorderly Conduct/Disruptive Behavior
3. Inappropriate Communication
4. Smoking
5. Fraud/False Identification
6. Trespassing
7. Gambling
8. Electronic Communication Devices
9. Cheating

Category II Suspension, Possible Expulsion

1. Fighting
2. Profanity or Obscenity
3. Stealing / Possession of Stolen Property
4. Gang Activity
5. Violent Disorderly Conduct
6. Damaging/Destruction of Property
7. Fireworks
8. Sexual Misconduct
9. Harassment/ Intimidation/ Bullying
10. Depictions of Prohibited Conduct
11. Counterfeit Currency

Category III Expulsion

1. Alcohol and Drugs
2. Physical Assault
3. Serious Bodily Injury
4. Dangerous Weapons
5. Firearms
6. Firearm Look-Alikes
7. False Fire Alarms or Bomb Reports, Tampering with Fire Alarm System
8. Sexual Assault
9. Sexting
10. Robbery
11. Extortion
12. Starting a Fire
13. Breaking and Entering

Administrators have the right to conduct random and unannounced searches of lockers, desks, etc. which are the property of Cincinnati Public Schools. Students failing to cooperate with the search will be disciplined.



School-Wide Discipline

If students choose not to follow the Hays-Porter School rules, students may expect one or more of the following to occur:

- Verbal Warning
- Parent Contact/Conference
- Written Assignment
- Letter to Parent/Guardian
- Time Out
- Loss of Recess
- Parent Shadowing
- Loss of Privilege
- Detention
- Work Detail
- Friday Night School
- ISS (In School Suspension)
- Emergency Removal
- Suspension/Expulsion
- Placement at an Alternative Placement Center

Suspension/Expulsion

The Board of Education Code of Suspension, Expulsion and Removal of Students state the following: Students may be suspended or removed for committing or attempting to commit various acts. These acts include, but are not limited to the following:

1. Breaking and Entering
2. Dangerous Weapons
3. Disorderly / Unruly Conduct/ Disruptive Behavior
4. Fighting / Physical Assault
5. Alcohol and Drugs
6. Harassment/ Intimidation/ Bullying



Student Work Detail

Students who commit “small, non-aggressive offenses” may be assigned work detail from 2:30-3:30 p.m. Students who receive work detail will stay after-school and help clean up the Hays-Porter School campus. Parents must sign and return the student work detail permission form.



Detention

Students may be assigned a detention for inappropriate behavior. Each team will hold detentions for their students. Please contact your child’s teacher for more information regarding detentions.

Please note: When students are assigned work detail or a detention parents and/or guardians are responsible for providing transportation home.



In-School Suspension (ISS)

In an attempt to ensure that every child is successful and to avoid out of school suspension, students may be assigned to In-School Suspension. Parents will be notified if their son/daughter is assigned to In-School Suspension. In-School Suspension will be held during the school day from 7:45 a.m. - 2:15 p.m.



Emergency Removal

A student who is issued an Emergency Removal may not return to school until the parent or guardian has scheduled an appointment and met with the Principal.

When an emergency removal is issued, parents must contact the school office staff at 513- 363-1000 to schedule an appointment to meet with the Principal.



A2E or A2S

The Alternative Placement Center Program is an option for students in grades 4-6 facing suspension or expulsion, which allows them to continue their schoolwork while completing a discipline program. Students from Hays-Porter will attend the A2E/A2S program located at:

Swifton Alternative to Suspension Program

2825 Alms Place

Cincinnati, Ohio 45206

(513) 363-2400



Bus Regulations

Students must have written parental permission to be excused from riding the bus home. **NO bus rider will be given permission to ride a different bus or get off at a different stop.** Students that obtain bus referrals will receive the following:

- 1st Referral.....Warning
- 2nd Referral.....Student and/or Parent Conference
- 3rd Referral.....3 Day(s) Bus Suspension
- 4th Referral.....7 Day(s) Bus Suspension
- 5th Referral.....10 Day(s) Bus Suspension
- 6th Referral.....Suspension until the end of the quarter

Note: Students can have their transportation privileges suspended on the very first infraction or bus referral depending on the severity of the incident. (i.e. fighting, violent disorderly conduct, etc.) If a student has lost their bus privileges, parents and/or guardians are responsible for getting their child to and from school.



Homework

Homework is any assigned task given to students for the initiation, development, or completion of mental or physical efforts outside the scheduled classroom period. Hays-Porter students are required to complete homework Monday through Thursday. Please contact your child’s teacher if your child does not come home with homework assignments.



Families Forward After-School Program

In an effort to increase academic achievement and enrichment opportunities students will have an opportunity to participate in the Families Forward After-School Program that will take place after school Monday through Thursday. There are limited slots available. Applications must be completed and submitted to the After-School Coordinator. **Priority will be given to families that have childcare vouchers through Hamilton County Job and Family Services.** The After-School Program Office is located in the Parent Center. Students will need to be picked up using the cafeteria doors located on the Mound Street side of the building. You can contact the Families Forward After-School Program Receptionist Monday through Thursday between 3:00-5:30 p.m. at 513-363-1097. Please contact the Families Forward After-School Coordinator if you have any questions.



Cell Phone Policy/Electronic Devices

Cell phones and/or electronic devices are not to be used during school hours. Cell phones and/or electronic devices should not be seen or heard during the school day. If the cell phone or electronic device is seen or heard, the cell phone or electronic device will be taken to the office and will only be returned to a parent and/or guardian. In addition, if the cell phone or electronic device is taken a second time, the cell phone or electronic device will remain at the school until the end of the school year. Hays-Porter School will not be responsible or liable for any lost or stolen cell phones or electronic devices such as CD Players, MP3 Players, I Pods, etc. **However, if at any time cell phones become an issue and create a safety concern for the school, they will be banned from school until further notice.**



Uniforms

Hays-Porter School is a uniform school. Research has shown that schools that promote and wear uniforms perform at higher academic levels. Uniforms reduce bullying and it allows students to focus on academics, it raises self-esteem and promotes social skills, school pride and unity. A decrease in school discipline referrals and behavioral issues has also been noted. Parents also benefit by a decrease in clothing expenses. Students are permitted to wear white, yellow or light blue tops, with navy blue, black or khaki bottoms. Please keep in mind that shorts and skirts must be of appropriate length. With arms placed at students' side, shorts and skirts must fall below fingertips to be considered of appropriate length. It is important that parent's support and students abide by the uniform policy. Uniforms will be provided for students on-site when they come to school out of uniform. **However, please note, students that do not consistently wear their uniform will not be permitted to participate in any school related incentives, nor will they be permitted to participate in school related events such as the annual field day, the student store, the 6th grade Recognition Ceremony, etc. Additionally, please make sure students wear shoes that cover their toes. Flip flops are not allowed and cannot be worn at school for safety reasons.** Please contact the Resource Coordinator if you have any questions or if you need assistance obtaining uniforms.



Parental Support

In an effort to support instruction, parents are encouraged to read with their child. Parents should write questions pertinent to the story (i.e. who, what, and when questions) and encourage students to provide written answers. Students who complete this task regularly should perform well on the reading section of the Ohio Assessment.



Student Responsibilities

Pupils have certain responsibilities while they are enrolled at Hays-Porter School. Most children react to their responsibilities in a cooperative and positive manner. However, some children behave so as to disrupt the learning processes, friendly atmosphere and well being of other pupils attending Hays-Porter School. All Hays-Porter students must accept the responsibilities listed below. Students will be held accountable for the satisfactory discharge of the following responsibilities:

1. **Each student must follow instructions given by adult staff members.** Rules and regulations are made to provide safety and comfort for the children. The discipline of following instructions results in the well being of every child.
2. **Each student must complete classroom assignments to the best of his/her ability.** Children are expected to make a sincere effort, within their ability to do satisfactory schoolwork and to complete assigned homework.
3. **Each student has the responsibility of being a good school citizen.** Children must avoid activities that could cause injury to other children or to themselves. All children must avoid willful damage to their property and the property of others.
4. **Each child must show respect for the rights of other students.** Children should practice kindness and friendliness in their relationships with each other. They are expected to be accepting of each other, to work cooperatively, and to be very aware of the feelings of others.
5. **Children have the responsibility of taking care of their own property and of public school property.** Children are expected to see that books and materials issued to them are not damaged. Students are encouraged to safeguard his/her own articles of clothing and books.
6. **Each student is to avoid any activity that could endanger his/her own health and safety of others.** This is a very important responsibility and should be accepted daily.
7. **Each student should arrive at school well groomed, clean, and rested.** Parents are urged to help their children in activities relating to this responsibility.

Parent / Student Agreement

I have read the Hays-Porter Parent/Student Handbook with my child and I understand the rules, regulations, policies and expectations of the Cincinnati Public School District and Hays-Porter School. I have explained the rules, regulations, policies and expectations to my child as well as explained the importance of abiding by the school rules and policies that are set in place. I understand that rules, regulations and policies are in place to ensure and maximize the safety of all students. As a parent, I will do my very best to ensure that my child abides by the school rules and policies that are in place at Hays-Porter School.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please sign and return to your child's teacher as soon as possible.



Hays-Porter School

Where The Mission Is Possible!