‘24-’25



Canterbury Family Handbook

ELEMENTARY SCHOOL FAMILY GUIDE

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WELCOME TO ELEMENTARY SCHOOL

Boulevard Elementary
1749 Lee Road, CH 44118
Office: 371-7140
Attendance: 320-4665

Canterbury Elementary
2530 Canterbury Road, CH 44118
Office: 371-7470
Attendance: 371-7311

Fairfax Elementary
3150 Fairfax Road, CH 44118
Office: 371-7480
Attendance: 320-4802

Gearity Professional Development
2323 Wrenford Road, UH 44118
Office: 371-6515
Attendance: 371-6515

Noble Elementary
1293 Ardoon Street, CH 44118
Office: 371-6535
Attendance: 320-4920

Oxford Elementary
939 Quilliams Road, CH 44118
Office: 371-6525
Attendance: 320-4970

Roxboro Elementary
2405 Roxboro Road, CH 44106
Office: 371-7115
Attendance: 371-7115

DISTRICT PHILOSOPHY OF EDUCATION

The Cleveland Heights-University Heights City School District commits itself to providing its citizens an educational community that:

• Promotes educational excellence by recognizing and challenging the unique potential of each student.
• Provides students with the knowledge and skills necessary to become life-long learners and productive citizens.
• Values unity in and through cultural diversity.
• Fosters community collaboration in planning, program implementation, and resource utilization.

MISSION STATEMENT

Our schools provide a challenging and engaging education to prepare all our students to become responsible citizens and succeed in college and career.

IB STATEMENT

We are lifelong learners who express belief in ourselves and others through our actions, academics and the arts.

VISION STATEMENT

The Cleveland Heights-University Heights Schools educate students by embracing diversity, ensuring equitable experiences and fostering outstanding teaching and learning to develop academically prepared critical thinkers who contribute positively and compete successfully in the world.

TIGER PLEDGE

I will **T**ake responsibility for my actions and my learning.
I will **I**nspire others to do their best by leading through example.
I will **G**et assistance when I or someone else may need help.
I will **E**xpect respect from others.
I will **R**espond with respect to all.

HELPFUL PHONE NUMBERS

All are area code 216 unless indicated otherwise.

Board of Education Office	371-7171
Superintendent, Ms. Kirby	371-7330
Assistant Superintendent, Dr. Gould	320-2033
Registration Department	371-7430
Student Services - Special Education	371-7435
Early Childhood Department	371-7356
Info Line (School Closings)	999-2484
Transportation Department	371-7195
Gifted and Enrichment Department	320-2182
Building Permits	320-2065
Communications Department	371-7131
Cleveland Heights Police Department	321-1234
Cleveland Heights Fire Department	321-1212
Cleveland Heights City Hall	291-4444
Cleveland Heights Community Center/ Parks & Recreation	691-7373
University Heights Police Department	932-1800
University Heights Fire Department	321-2446
University Heights City Hall	932-7800
Heights Library	932-3600
Weather Information	931-1212

COMMUNICATION TOOLS

Cleveland Heights-University Heights City School District is committed to providing parents with regular news and information about issues

that may affect their children at either the District level or the individual school level.

CH-UH Schools provide information in many ways, such as:

Website

The CH-UH website – www.chuh.org – is the most comprehensive and up-to-date information available. Lunch menus, forms, calendar information, and important announcements can be found here.

Google School Site

Please check out Canterbury's School Google Site for information. https://sites.google.com/chuh.org/parent-resource-page/home

Automated Phone System

School and District staff will send important messages and updates through our automated phone notification system, usually in the evening. To ensure that you receive messages throughout the year, it is important that families notify Student Registration at 216-371-7430 if your phone number changes, and to keep your contact information updated in Infinite Campus.

Infinite Campus

Infinite Campus is the District's official grade book. It allows parents to stay connected to their child's class schedules, grades, assignments, attendance, and teachers. As soon as teachers post items to their grade books, parents can access the information using the Infinite Campus Parent Portal through the District's website. Many of our communication tools are tied to Infinite Campus, so it is crucial that your contact information be kept up-to-date in the profile section of the Parent Portal. For step-by-step directions on how to use the Parent Portal, go to www.chuh.org. Once there, click on the "Infinite Campus" link in the Popular Links menu. At the bottom of the page, select "Parent Portal User Guide."

Electronic Newsletters

The District and all schools produce eNewsletters to provide regular information about upcoming events, important dates, current news, classroom updates, and important messages. Once registered with Infinite Campus Parent Portal, simply click on "Contact Preferences" and enter or change your email address and cell phone number. This will enable you to receive important school and district information, including our very informative electronic communications and automated phone calls. The news includes important school dates, meetings, opportunities, and deadlines.

Text Messages

To receive emergency text messages, log onto the Parent Portal. Click on "Family Members." Select your name, click "Update" and enter or change your cell phone number. Once the cell number has been approved, you will receive a text message asking you to "opt-in." Once you have opted in, you will receive text alerts sent from the District regarding any emergency communications. Text messages will only be sent in the event of an emergency.

Social Media

CH-UH uses Twitter and Facebook to make short announcements about news, events, awards, and accolades. Simply click on the Twitter or Facebook icon on our website (found on the left side of the home page). To follow us on Facebook, visit http://www.facebook.com/CHUH.Schools, and on Twitter at http://.twitter.com/CHUHschools.

Channel 22 Cable TV

Stay informed about your schools by watching Board of Education meetings, concerts, and athletic programs. Learn about District programs, upcoming events, and student and staff accomplishments on information slides running between all scheduled programs. You can also watch Channel 22 programming on our website at www.chuh.org – click on the "Multimedia" tab, then "Video Gallery." The Channel 22 Schedule can be found under Popular Links on the home page.

Backpack Information

The school and the PTA communicate with parents by sending notices home with children. Ask your child regularly if a notice was sent home. It is also a good idea to check your child's book bag nightly. Some forms or notices may need to be filled out and returned the next day.

DAILY OPERATIONS

SCHOOL HOURS

1st Bell	8:50 a.m.
Class Begins	8:50 a.m.
Lunch Hours	vary by school between 11:00 a.m. and 1:30 p.m.
Dismissal	3:20 p.m.

ARRIVAL AND DISMISSAL

Supervision is not provided before or after school. Children are required to leave the grounds after school. Children are to enter and exit the building by the assigned door in an orderly manner. Playing on the playground equipment after school is prohibited without parent/guardian supervision.

Breakfast Program participants may arrive at 8:25 a.m. Once children have arrived for breakfast, they may not leave the room until the 8:45 a.m. bell rings.

ATTENDANCE / ABSENCES

All parents/legal guardians are responsible for their child's attendance at school. Attendance procedures are designed to promote regular attendance and help students successfully attain educational goals.

Excused Absences

Excused absences are defined as those due to illness, medical/dental appointments, court appearances, religious obligations, funerals, or for absences due to family or other emergencies as approved by the principal.

Parents are encouraged not to take their children out of school for extended periods of time. When these absences (e.g., college visits, vacations, study tours, business trips, etc.) must be scheduled during the school year, the parents must discuss the request with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Steps to follow when absent:

1. The parent/legal guardian is expected to call the school by 9 a.m. on or before the day of each absence.

2. The parent/legal guardian must write an excuse with name, day(s) of absence, and reason for absence.

3. Upon returning to school, students must bring their written excuses to the attendance office.

4. Students must make up all work due to absence.

If a child has any limitations in physical education or outside activities due to an illness or injury, a note must come from the doctor.

If your child has a contagious illness such as strep throat or COVID, please notify the school nurse or office. A note from the doctor is recommended to re-enter school if a child has been out with a contagious illness.

Doctor Appointments: If a child must be excused during the school day for an appointment, send a note to the school office. The parent should meet the child in the school office and sign him/her out.

TARDINESS

Children should be at school by bell time. The first bell rings at 8:50 a.m. The tardy bell rings at 8:55 a.m. Please make every effort to ensure that your child arrives prepared and on time each day. Valuable class time is missed through chronic tardiness. Tardiness disrupts classes and prevents students from taking full advantage of the educational program we offer.

LEAVING SCHOOL EARLY

If at any time a child needs to leave school early, the parent or guardian must notify the school of the destination and time of dismissal. The adult is required to come into the school office and sign the student out. Only adults noted in Infinite Campus as a contact person may remove a child from school. If it is necessary to send someone not listed on the card, the parent or guardian must notify the school office ahead of time. You must show ID when picking up a student.

SCHOOL VISITATION

The Cleveland Heights-University Heights Board of Education recognizes the importance of involving parents/guardians in their child's education. These visitations are regulated by specific guidelines established by Board Policy. Parents are welcome to visit their child's school. All visitors to the building must report to the school office when entering the building. Visitors must sign in and receive a visitor's badge to be worn at all times while in the building. Visitors are to sign out in the main office before leaving the building. All persons requesting to visit a classroom must be approved by the principal. The principal or a designee may require identification from anyone requesting a visit.

All arrangements for visits shall be made at least one (1) day in advance.

The arrangements shall include the following:

- Coordination and notification of time, place, and date among the parties.
- Purpose of the visit which shall be communicated to the teacher.
- Declaration of which rooms and teachers are to be visited.
- Prior request for any type of conference either before or after the visit.

Staff members will direct anyone without a badge to report to the office.

BEFORE AND AFTER SCHOOL PROGRAM

Before and After School care is available at school. The Before School Program is in session from 7:05 a.m. until the beginning of the school day. The After School Program is in session from the close of the school day until 6 p.m. The program requires registration through Right at School website @ https://www.rightatschool.com/program-finder/ or at your student's school. .

EMERGENCY SCHOOL CLOSING

If the school is closed due to weather or unforeseen events, an automated phone call will be made to the student's home phone number on file in the school office, along with announcements broadcast over local television and radio stations and a message posted on the District information line, 999-2484, and at www.chuh.org. Please do not call the school. Listen to local media outlets for information. In case of a civil emergency, you may report to the school office to pick up your child.

TELEPHONES

Incoming emergency messages will be relayed to students as soon as possible. Please make general family arrangements so that these messages are kept to a minimum.

VALUABLES / LOST AND FOUND

Large sums of money and valuables should not be brought to school. This includes video games, electronics, cell phones, toys, etc. The school is not responsible for lost items or for playground equipment brought to school.

All supplies, backpacks, lunch boxes and outerwear should be labeled with your child's name. Items found around school are placed in the Lost and Found, where children and parents are encouraged to search for missing items. Periodically, items not claimed are given to a charitable organization.

KINDERNET

Kindernet seeks to identify families with preschoolers in the Cleveland Heights-University Heights School District in order to keep them informed of events pertaining to preschool and Kindergarten. Kindernet, through the Department of Early Childhood, maintains a preschool family mailing list. If you would like your name on the list, contact the Early Childhood Center at 371-7356.

TRANSFER

All parents should notify the school office of any change of address or telephone number. When moving from the area, a withdrawal/transfer slip should be secured from the school office.

ACADEMICS

CURRICULUM

Each elementary school in the Cleveland Heights-University Heights City School District places a strong emphasis on foundational skill development. Instruction is provided in reading, language arts, social studies, math, writing and science. All students receive instruction in physical education, art, spanish, STEM and music. Each building is a kindergarten through fifth grade building. The curriculum for each subject area is aligned with State of Ohio content standards. Each classroom is heterogeneously grouped by achievement level, race and gender. Student learning is enhanced by building-based specialists who provide enrichment activities, counseling, reading, and special education assistance.

TITLE 1

As a parent of a student at a Title I served school, you have the right to know the professional qualifications of the classroom teachers who instruct your child. If you would like to receive this information, please contact the principal of your child's school.

CONFERENCES /

Kindergarten, Grades 1 and 2

Pupil Progress Reports are available on the Parent Portal on Infinite Campus. These reports are a standards-based evaluation of the student's performance at his/her instructional level. Formal Teacher-parent-student conferences are offered twice during the school year. The formal conferences may occur during evening while informal conferences can occur at a mutually agreeable time.

Grades 3, 4, and 5

There are four grading periods of approximately 9 weeks each, and progress reports are available on the Parent Portal on Infinite Campus at the midpoint of a quarter, with a final report available in June. Students are given achievement marks based on percentages. These marks indicate the degree of mastery in a particular subject. Effort marks as well as instructional levels in reading and math also are indicated. A parent-teacher-student conference is required after the first report card. This conference is arranged by the homeroom teacher and is held on evening conference days, or at a mutually agreeable time. A second conference can be scheduled at the request of the parent, teacher, or principal.

PROGRESS REPORTS

Interim reports are available on the Parent Portal on Infinite Campus in the middle of each grading period. These reports are issued mid-way through the grading period to alert parents of academic and/or behavioral concerns. Please take this mid-way opportunity to encourage continued success and/or increased effort. Please contact your child's teacher if you are concerned about his/her progress.

PARENT INVOLVEMENT

It is a policy of the Cleveland Heights-University Heights Board of Education to promote a partnership between the home and school. The Board of Education, in collaboration with parents and school staff, must establish and maintain a relationship that affirms the value of parent involvement and reflects specific needs of students and families. Your interest and involvement in their education helps them succeed. If you're unsure about how to be involved, these are good places to start:

• *Work with your child at home.* Learning doesn't end when students leave the classroom. It's important to involve your child in activities and projects at home that build on the literacy and math skills he or she learns at school. Your child's teacher can provide information about activities to enhance your child's learning.

• *Meet your child's teacher.* One good way to learn how your child is adjusting is to schedule a meeting with your child's teacher. During this meeting, you can discuss your goals for your child and his or her individual needs, and once you have a relationship in place, it will be easier to discuss other issues that may arise during the school year.

• *Get to know your child's school principal.* By establishing a relationship with the school principal, you will better understand his or her philosophy on learning and discover opportunities to get involved at school.

• *Attend Curriculum Nights.* During curriculum nights, teachers explain their teaching philosophies, the material covered in class, their class routines, and their behavior management plans. They also discuss the ways they'll communicate with you about your child's progress.

• *Discuss preferred methods of communication with your child's teacher.* Some teachers communicate with parents via emails or phone calls, while others schedule in-person meetings. If your child's teacher doesn't indicate a preference, please ask.

• *Volunteer in the classroom.* Classrooms buzz with activity, and they provide many opportunities for parents to get involved. Some teachers will send home dates where you can sign up to volunteer in the classroom, while others will welcome your suggestions about ways you'd like to lend a hand when you have time.

• *Join the PTA.* Not all parents' schedules are conducive to volunteering during the school day. If you're interested in being a part of your child's education in a different way, please consider joining the PTA. This organization not only supports our schools, but it's an opportunity for you to meet other parents and families at your child's school.

TEXTBOOKS

The Cleveland Heights-University Heights Board of Education provides textbooks to all students. Charges are assessed for lost or severely damaged books, including library material.

When books are returned at the end of the school year, the teachers will determine if any damage, other than normal wear, has occurred. If a book is lost, the student must pay the full replacement price. Students who do not return textbooks will be assessed an obligation. This obligation will remain on the student's permanent record until it is cleared.

HOMEWORK

Student homework assignments are to be completed outside of the regular classroom and are a beneficial part of the school experience. Such work is a meaningful outgrowth of class instruction and relates to class and school activities and lessons. Assignments may be of short duration, or may require several days or weeks to complete.

The purpose of homework is to:

• Reinforce lessons by practice and repetition of skills.
• Provide needed remedial work or work missed because of an absence.
• Teach children to work independently and to assume responsibility for completing work and returning it to school on time.
• Increase study time for completing a subject requirement.
• Enrich school units.

Parents can help students establish good study habits for homework assignments by:

• Helping to plan the time and proper place in which to study.
• Helping interpret directions.
• Encouraging a sense of responsibility for completeness.
• Encouraging a sense of pride in neatness and accuracy.
• Developing a better understanding of the academic area studied.
• Providing a homework supply kit complete with pencils, scissors, crayons, glue and general reference materials.

REGISTRATION

Registration takes place at the Delisle Center, 14780 Superior Road, and is by appointment only. Families may also register through the district website @ https://www.chuh.org/RegistrationEnrollment.aspx. Call the Registration Department at 216-371-7430 to schedule an appointment if you want in person support. State law requires that a child be 5 years old on or before September 30 of the year of entry into kindergarten. Early entrance evaluation can be obtained for children born between October 1 and December 31 by contacting the Registration Department. Visit the District web site at www.chuh.org for registration requirements and documents.

STATE OF OHIO MANDATED ACHIEVEMENT TESTS

Every Cleveland Heights-University Heights City School District student must take all required tests in every tested level. Tests cover the knowledge and skills the Ohio Department of Education expects each student to have acquired in writing, reading, mathematics, and science. These tested skills are included in the Cleveland Heights-University Heights City School District's course of study. Parents receive information in the mail regarding their child's performance on these tests.

More information can be found at www.ode.state.oh.us.

To help your child do his/her best:

• See that your child gets a good night's sleep.
• Be sure your child eats a nutritious breakfast.
• Have your child attend school regularly.
• Encourage your child to do his/her best and not to compare him/herself with others.
• Help your child develop good, consistent study habits.
• Provide a comfortable, quiet place to study at home.
• Provide books and magazines for your child to read at home. Read with your child often.
• Let your child know that his/her education is important.
• Encourage your child to be confident in his/her own abilities.
• Let your child know that he/she is special.

DISTRICT ADMINISTERED TESTS

In addition to State mandated tests, the District chooses to administer nationally standardized tests of achievement. Standardized tests are tests that are given to students across the country so that their performance may be compared with that of students of similar age or grade. They are designed to measure abilities or skills through the use of uniform questions with prescribed answers. Schools use tests to measure and improve educational achievement. Test scores are good indicators of a child's achievement and abilities, but are not perfect, and should be considered along with other measures of school performance such as grades and class work. Factors such as the classroom environment, or whether a child is anxious or tired, can influence scores on any given day.

PHYSICAL EDUCATION

The physical education program is aimed at developing fitness, skills and sportsmanship. Students must wear athletic shoes, and girls should wear slacks or shorts, on regularly scheduled gym days.

RULES AND EXPECTATIONS

DISCIPLINE

Rules and regulations are necessary for the maintenance of an orderly and safe school environment. Certain behaviors are inappropriate and unacceptable. When a student acts inappropriately, he/she must accept the consequences of that behavior. Inappropriate student behavior will be dealt with fairly. A variety of techniques may be used, including but not limited to counseling, parent/guardian conference, detention, in-school detention, suspension, expulsion, alternative educational and non-educational assignments, and referral to internal or external agencies.

Please refer to the District's Student Code of Conduct available at the school office and at https://www.chuh.org/TigerProudBullyFree.aspx.

TRANSPORTATION

School Board-operated buses are available to K-5 children who are eligible for transportation according to District guidelines. Before school starts in the fall, a letter indicating the transportation schedule is sent to the home. Students must adhere to the bus rules at all times.

Riding a school bus is a privilege that can be suspended at any time. A student may be denied this privilege for conduct that endangers lives and/or harms persons or property.

Parents should see that students are at the bus stop approximately 5 minutes before the scheduled pickup time, that students ride their assigned buses and board/discharge buses at the correct stops, and that children behave appropriately at bus stops. Parents should teach good

traffic safety procedures, are responsible for any bus damages caused by their children, and are not permitted to ride to/from school on the bus with their children. In case of disciplinary problems the driver may issue a violation form, which is mailed home for parent signature and is to be returned the next day. Consequences beyond parent notification may be assigned depending on the severity and/or number of bus violations.

Students must load/unload from bus at the designated stop in an orderly manner, and ride the regular bus and use the regular bus stop unless parent and Principal sign a note stating otherwise (with the note presented to the driver when boarding the bus). No eating, littering, gum chewing, animals, glass jars, or throwing of objects on or from the bus are permitted, and noise is to be kept to a minimum. No objects or body parts are to be held out the window. Being in possession of weapons of any kind, or fighting, will cause immediate termination of bus riding privileges. When dismissed from school, students should go promptly to their buses since buses depart seven minutes after dismissal.

SCHOOL POLICIES

MESSAGES AND DELIVERIES

All messages and deliveries from home are to be handled through the office. Do not go directly to the classroom as it interrupts the learning process. Please keep the delivery of messages to a minimum, and please call prior to the ending school bell.

BICYCLES

Children may ride their bicycles to school if they are properly licensed by the city, are equipped with an appropriate lock, and have written permission given by parent or guardian. Licenses are available at City Hall. Bicycles are not to be ridden on school grounds at any time during school hours, including arrival at and departure from school. Children must ride alone on their bicycles. Bicycles are to be parked and locked at the bike racks. The school and District are not responsible for bikes that are lost, stolen or damaged.

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students – a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The Board will permit the use of bicycles by students in accordance with the administrative guidelines of the Superintendent.

PLAYGROUND RULES

Children are welcome to use the playground after school and on weekends with parent/guardian supervision. Students are to report home after school dismissal and may return to the playground if their parent/guardian approves. Parents should be aware that before school, after school and on weekends there is no adult supervision. Students will generally not be permitted outside for recess when the temperature is below 25 degrees, although the decision regarding outdoor play is made before each recess or lunch period and depends upon temperature, wind chill, playground condition, and length of time the children will be outdoors.

PLAYGROUND

The school community has worked very diligently to provide an outstanding playground for the children. It is imperative that everyone cooperate in maintaining a safe play area for the students. Please review and discuss these playground rules with your child:

- Objects are not to be thrown; these objects include snowballs, wood chips, rocks and sticks.
- Students are not permitted to fight or instigate a fight.
- Children are not to play in any manner that may endanger themselves or others.
- Skates and skateboards are not permitted. Do not ride bicycles or skateboards on play structures.
- Children are to play away from parked cars.
- Students are to stay off snow piles.
- Students are permitted inside only with permission of a supervising adult.
- Do not climb on roofs, or jump or flip off high structures.
- Always be respectful to others.

GAMES

- Tackle football and any game involving physical contact are not permitted. Balls are provided by the school, so they should not be brought from home.
- Balls are not to be thrown against the school building.

• Children are to ask the lunch aide or custodian to retrieve a ball from the parking lot or from areas off school grounds.
• Toy guns, bats, video games, roller skates, basketballs, dolls and any non-school items are not to be brought to school.

SLIDES

• Only one child is permitted on the slide at any time.
• Children are to sit and face forward while sliding down the board.
• Children should not walk on the sliding boards.

SWINGS

• Only one child is permitted on a swing at a time.
• Children must sit while on the swings.
• Children should not jump off the swings.
• Children are to swing forwards and backwards, not side to side.
• Children should not climb the poles of the swing sets.
• Children are not to push each other while on the swings.

CLIMBING POLE

No more than two children at one time on this apparatus.

SLIDING POLE

• Only one child slides down or climbs up at a time.
• Children must wait until no one is on the pole before sliding down.

MONKEY BARS

Only one child should go across the rings/triangles at one time.

BREAKFAST AND LUNCH PROGRAMS

All students in the Cleveland Heights-University Heights City School District, from pre-K through 12, receive free breakfast and lunch each day of the school year. Every student, regardless of family income level, in every district school building will receive a healthy breakfast and lunch at no charge each day. Students receive high-quality meals provided by AVI Fresh, the district's food service partner. Monthly school breakfast and lunch menus are available online at https://www.chuh.org/Menus.aspx.

All students eat in the cafeteria. The school provides hot lunches in the lunchroom facilities and supervision for children while they eat. Students may bring their own lunch. Lunch boxes/bags should be clearly labeled with the student's name. Glass containers are not permitted. Candy or gum should not be packed in lunches. Also, do not send items that require cooking or warming in a microwave before eating.

Students are responsible for keeping the cafeteria clean; that is, cleaning their tables, picking up papers, and throwing trash away. Students are expected to adhere to lunchroom and playground rules. Any questions regarding the lunch program, its prices, and its procedures should be directed to the Director of Food Services at 320-2007.

FOOD ALLERGIES

Approximately 6 million children in the United States have food allergies. There are many children in our schools who have various food allergies. Some of the most common allergies are to peanuts and tree nuts and fish and shellfish. Food allergies can be potentially fatal, and there is no cure. The only way to avoid a reaction is to avoid the offending food.

Please take these allergies into consideration when sending in lunches, snacks, and special treats to school. Although it is not required, we encourage parents to celebrate birthdays and special occasions at school with non-food items such as stickers, pencils, and other trinkets. Please instruct your child not to share food with classmates unless a teacher gives approval to do so.

Although we are "nut aware," we cannot guarantee that the school is nut-free. Children with significant allergies will have the option of sitting in a nut-free area in the cafeteria.

LUNCH HOUR RULES

Lunchroom rules are posted and explained to students. Students who are not able to follow the rules may lose their “play time” portion of lunch. Parents will be notified of a child’s continuous misbehavior that could result in suspension from the lunch program. The rules are as follows:

- Keep hands, feet, and objects to yourself.
- Use respectful language and actions; no name calling, teasing or foul language.
- Stay in your assigned area.
- Horseplay is not permitted.

Children following the lunch hour rules are recognized through a variety of PBIS incentive programs.

SPECIAL ACTIVITIES

The school offers a quality education that responds to the whole child and promotes the growth of individual traits and skills. The following list represents the broad spectrum of activities that support the emotional, intellectual, and artistic development of our students and enhances the educational goals of the school and the District.

ART

Art instruction is provided by a specialist who meets weekly with each homeroom class.

FIELD TRIPS

Trips to places of interest in the Greater Cleveland area frequently are taken by classes to enrich the school program. School buses are used for transporting students. Some trips require an admission fee. When a class is scheduled to go on a field trip, the school requires that a permission slip be signed by a parent/guardian and returned to the classroom teacher prior to the trip. Students are expected to exhibit good behavior on the bus as well as at the visitation site. The Principal reserves the right to deny participation to a student whose behavior poses a threat to the safety of the student or others, or who has demonstrated disruptive disciplinary behaviors. Please note: If you volunteer to be a chaperone for a field trip, please do not bring additional children or guests with you.

SAFETY PATROL

Membership in the Safety Patrol is an honor bestowed upon fifth graders who have demonstrated maturity and good judgment. Student crossing guards are stationed at street corners near the school to help other children cross safely. Guards also assist at the school entrance doors during morning arrival. Students must follow directions of the guards. All children must walk and stay within the crosswalk when crossing the street.

MUSIC

Music instruction is provided by specialists who meet with each class. Students in third grade also receive instruction on recorders. Fourth and fifth grade students participate in chorus. Small group instruction on a variety of musical instruments also is available to fourth and fifth graders. As students become proficient, they are eligible for the school orchestra.

MEDIA CENTER / LIBRARY

The Media Center houses a large collection of fiction, nonfiction and reference material. The media center provides opportunities for pleasure reading as well as research for classroom work. Materials borrowed should be handled carefully and returned promptly. Students have access to these materials on a regular basis.

PARENT-TEACHER ASSOCIATION

Each school has an active and supportive PTA. The objective of the PTA is to promote communication between parents, teachers and the school. The PTA assists the schools in providing good educational opportunities for the children, and builds constructive relationships with parents. To this end, parents are asked to support it. Please join the Parent-Teacher Association. Participation in PTA gives parents an opportunity to gain first-hand knowledge of their child’s school. PTA sponsors many activities, including artist-in-residence, class parties,

volunteers in the classroom and the library, and many other educational opportunities, including additional field trips for all classes. PTA meets monthly to discuss business and share information. These meetings are open to all parents and members of PTA.

At the District level, Cleveland Heights-University Heights Council of PTAs serves its membership (10 units) through program meetings, conference meetings, cooperation and dialogue with the administration, and advocating for the students in the Cleveland Heights-University Heights District. At the state and national levels, PTA advocates for positive changes and program implementations for children and the schools.

HEALTH AND SAFETY

BASIC SAFETY RULES

Child safety and security is of great concern to all of us. The school District has a security system consisting of a video/buzzer system at the main entrance door to the building. This allows all doors to remain locked during the school day and limits random access to the building. Parents/visitors must ring the buzzer and identify themselves in order to gain entry to the building. Upon entering the building, all parents/visitors must go immediately to the main office to check in.

School crossing guards hired by the police department are on duty at intersections near each school. The Safety Patrol is composed of fifth graders who guard corners near the school, helping other children to cross safely. Guards are instructed to let all traffic pass before allowing children to cross the street. It is school policy to cross only at corners, walk only on sidewalks, and to follow the guard's orders. Help us teach your child to cross at the traffic lights only and to obey the signals of the crossing guards.

If someone other than a parent/guardian is to pick up a child from school, and/or bus riding arrangements change, it is necessary to send a note to the teacher or principal. All children who are released from school during the school day must be picked up in the school office so we can identify the person to whom they are released.

Remember, there is no supervision of children outside on the playground before or after school. Children are to leave school property promptly after dismissal at the end of the day. In order to play on the grounds after school hours, students must first report home and obtain permission from a parent/guardian to return.
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SCHOOL NURSE

A registered nurse is assigned to each school building on a part-time basis. The school nurse cannot diagnose any illness or injury, only administer first aid and advise you to see a doctor if necessary. The role of the school nurse is to perform state mandated health screenings and immunization compliance reviews, perform ongoing nursing assessments and treatments, and promote wellness through one-on-one education.

If a student becomes ill during the day, he or she should notify the teacher. The nurse's office is located in the main office and, if necessary, the student will be sent there. A nurse is available for portions of each school week, but not daily.

Please do not send a child to school with fever or obvious illness, and report all contagious diseases to the school office.

The MetroHealth Institute for H.O.P.E. School Health Program is partnering with CH-UH to offer health care services on-site at your child's school. Your child will now have easier medical service access during the school day. Additionally, CH-UH City School District students, their families, and staff members can receive routine health care at the Heights Wellness Center inside Cleveland Heights High School. MetroHealth will bill insurance when able. If you do not have insurance, our team can help connect you to insurance resources.

What services does MetroHealth provide?

- Physicals (annual/sports/work permit)
- Injury/illness care
- Routine lab tests
- Teen services
- Mental/behavioral health
- Immunizations

• Care for chronic conditions, including asthma, allergies, diabetes and seizure disorders
• Health education and prevention
• Telehealth, to supplement in-person care

COMMUNICABLE DISEASE INFORMATION

All cases of communicable diseases must be reported to the school nurse. This would include, but is not limited to, any physician-diagnosed case of:

Meningitis	"Staph" MRSA, VRSA	Pertussis
Tuberculosis	Mononucleosis	Varicella "chicken pox"

GUIDELINES FOR ATTENDANCE AFTER ILLNESS

It is often a puzzle trying to determine if your child is sick and should remain at home. Here are a few guidelines for keeping children home:

• Temperature over 100 degrees
• Vomiting within the last 24 hours
• Diarrhea within the last 24 hours
• Skin rash of unknown origin, or lesions or draining areas on skin
• Pus and/or excessive drainage from the eyes
• Acute asthmatic problems
• Untreated pediculosis (head lice)
• ASK YOURSELF: WILL MY CHILD BE ABLE TO LEARN TODAY?

MEDICATION POLICY

If a child must take a prescription medication at school, please remember that you can pick up a form from your school nurse or download it from https://www.chuh.org/HealthInformation.aspx. The doctor's signature and instructions, as well as the parent/guardian's signature, are required. Non-prescription medications need only the parent/guardian's instructions and signature; these forms are also available at the school or on the District website. These forms must be completed **on an annual basis**.

NO medication of any kind (cough drops, Tylenol, etc.) is provided by the schools.

For students who must take medication at school, the following requirements must be met:

1. The parent/guardian must submit the completed Prescription Medication Form signed by the doctor and themselves. This form must include the name of the medication, dosage and instructions for administration, the reason for the medication, possible side effects and any special storage instructions. For non-prescription medications to be given at school, that form must be completed and provided by the parent/guardian.

2. The medication is to be brought to the main office. Prescription medication must be in a pharmacy bottle (ask the pharmacist for a second "school bottle" with the proper dispensing label); non-prescription medicine must be in the original container.

3. Medication is to be brought in each day in a single dose unless a responsible adult personally delivers a larger supply. Inhalers may be brought in at the beginning of the year and will be kept until a refill is needed.

4. No medication is to be kept by students without permission from the main office.

5. If the medication instructions are changed (different dose or time, etc.), **a new form must be completed by the physician and submitted by the parent/guardian** before the medication can be administered.

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