



Spencer Center

Student and Family Handbook

2021-2022

Equity

Innovation

Wonder

Love

Creativity

Personalization

Spencer Center Vision:

Who are we?

Spencer Center is a school founded upon six pillars:

- Equity
- Innovation
- Wonder
- Love
- Creativity
- Personalization

What do we do?

Spencer Center provides students innovative learning programs aimed at developing capacity to actualize their vision for their future. Students will graduate Spencer with the capability and confidence to pursue their passions, with the skills and empathy to lead and collaborate, and with a love for and drive to do great things. Our dedicated staff meets students where they are and personalizes their learning environment to challenge and promote individual growth.

Spencer Center Chant:

One school.

One mission.

United by one vision.

If there's a problem, we solve it.

If there's a hurt, we heal it.

If there's a wrong, we right it.

If there's a mountain, we climb it.

One school.

One mission.

United by one vision.

Student Life:

Students are the center of our mission; they are the reason parents and educators collaborate to give the best education available. Students are powerful individuals who largely control their educational process by the attitudes they bring and decisions they make. **It is important that parents/families prepare their children for success by instilling a positive attitude toward learning.** When students are excited about learning and are successful in their academic pursuits, the school is a joyful place.

We want to facilitate this joy and collaborate with each of you to provide an excellent education that addresses the unique needs and strengths of our students.

Student Schedules

Grades 3-4 Bell Schedule 3 90-Minute Instructional Bells		
Time	Schedule	Minutes
9:15-9:20	Tech Check and Homeroom Business	5
9:20-10:50	Academic Block 1 (Bell 1)	90
10:50-11:14	Academic Block 2, Part One (Bell 2)	24
11:14-12:04	Lunch/Recess (Bell 3)	50
12:07-12:57	Specials (Bell 4)	50
12:57-2:03	Academic Block 2, Part Two (Bell 5)	66
2:03-3:33	Academic Block 3 (Bell 6)	90
3:33-4:10	Help/Advisory/Enrichment(Bell 7)	37
4:10-4:15	Dismissal	5

Grades 5-6 Bell Schedule 4 56-57 Minute Instructional Bells		
Time	Schedule	Minutes
9:15-9:20	Tech Check and Homeroom Business	5
9:20-10:16	Academic Block 1 (Bell 1)	56
10:16-11:14	Academic Block 2 (Bell 2)	58

11:14-12:04	Lunch/Recess (Bell 3)	50
12:07-12:57	Specials (Bell 4)	50
12:57-1:34	Advisory (Bell 5)	37
1:34-2:31	Academic Block 3 (Bell 6)	57
2:31-3:28	Academic Block 4 (Bell 7)	57
3:28-4:10	Help and Enrichment (Bell 9)	42
4:10-4:15	Dismissal	5

Upper School Bell Schedule	
9:15-9:20	Locker Check
9:20-9:28	Homeroom Business and Announcements
9:28-10:18	Bell One
10:21-11:11	Bell Two
11:14-12:04	Bell Three
12:07-12:57	Bell Four
1:00-2:20	Bell Five (Upper School Lunches Included)
2:23-3:13	Bell Six
3:16-4:06	Bell Seven
4:06-4:15	Locker Check and Dismissal

Spencer Center Lunch Schedules: 2021 -22

Bell	Time	Grades Served
Bell 3 Lunch and Recess	11:14- 12:04	Grades 5-6
Bell 4 Lunch and Recess	12:07- 12:57	Grades 3-4
Bell 5 Lunch A	1:00- 1:25	Grades 9-10
Bell 5 Lunch B	1:25- 1:50	Grades 7-8
Bell 5 Lunch C	1:50- 2:20	Grades 11-12

We are a PACK.



<p style="text-align: center;">P</p> <p style="text-align: center;">Problem Solvers</p>	<ul style="list-style-type: none"> ● We commit to owning and learning from our mistakes. ● We accept and implement feedback. ● We communicate our feelings responsibly. ● We listen to all sides of a disagreement and seek a mutually agreeable solution. ● We use creativity to improve our community.
<p style="text-align: center;">A</p> <p style="text-align: center;">All In</p>	<ul style="list-style-type: none"> ● We commit to putting our best effort into our work. ● We believe that learning time is sacred. ● We believe in the power of the collective: we are a team. ● We welcome challenge: it makes us stronger.
<p style="text-align: center;">C</p> <p style="text-align: center;">Caring</p>	<ul style="list-style-type: none"> ● We believe that every member of our community matters. ● We seek to learn from others. ● We extend help to those in need. ● We follow the platinum rule: we treat others the way <i>they</i> want to be treated.
<p style="text-align: center;">K</p> <p style="text-align: center;">Knowledge Seekers</p>	<ul style="list-style-type: none"> ● We are curious about the world. ● We ask questions to help us understand. ● We believe that we each can make a positive impact on our community. ● We seek to understand before being understood.

Student Dress Code Policy:

While we are not a uniform school, we maintain expectations of student dress in order to support a safe and focused learning environment. The primary purpose of the school is education, and all matters of dress and grooming must be weighed against that single objective. To that end, students should avoid dress that distracts attention from the orderly pursuit of knowledge, disrupts the educational process or constitutes a threat to individual safety or safety of the group. In addition, students are expected to maintain high standards of personal cleanliness and hygiene by making sure they are neither offensive to others nor a threat to the health of the school community. When a student's appearance is unacceptable, the student will be removed from class and required to change clothes. We may need to call home to have a change of clothing brought to school. Exceptions must be approved in advance by an administrator. An administrator will make the final judgment on the appropriateness of student dress. For the safety of students, we ask that students wear full-footed shoes to prevent slipping, particularly on days when students have physical education. Because all of our students have recreation time, we believe that footwear is an important safety issue. Shoes with wheeled attachments may not be worn at school.

Some examples of inappropriate appearance:

Key: * students who come to school in the following clothing choices, will be asked to change, which may result in a phone call home.

1. Hats, hoods or headgear not religious in nature (in class or assemblies)
2. Underwear worn as outerwear *
3. Clothing that exposes cleavage, breasts, buttocks, or midriff; **students must be covered from shoulders to mid-thigh (approximately four inches above the knee), this includes shorts, skirts and dresses***
4. Pants which expose undergarments or skin*
5. Leggings or tights worn as pants (unless covered to mid-thigh)*
6. Clothing with offensive slogans, cartoons, illustrations or diagrams, that depicts or promotes illegal activities, products, or violence*
7. See-through, spaghetti strap or strapless tops or dresses: sleeveless shirts should fully cover the shoulder
8. Clothing with rips or tears above the knee*
9. Sleepwear, including slippers*
10. Any clothing items that detract from the educational process*

No wheelies?

Care of Textbooks, Library Books, Technology and Other School Materials:

Scholars and parents are responsible for all textbooks and library books issued during the school year. If books are lost, the full replacement cost will be charged. A fine will be charged for a damaged book. Scholars are also responsible for the use of technology throughout the school day. If technology is purposefully damaged or damaged due to student negligence, the student will be fined the cost of fixing the piece of technology. All Spencer Center students are assigned a device for the school year. They will check their device out each morning and return it prior to dismissal. They are responsible for carrying them from class-to-class, and they should be returned without damage at the end of each school day. Students will complete a short digital course on appropriate technology and internet use and sign an Acceptable Use Policy? Memorandum of Understanding in order to participate in our technology program.

Please review the textbook agreement on the next pages which will be sent home with any students who utilize a district-owned textbook. In the case of our Latin classes, students are responsible for returning—in good condition—their textbook and workbook at the close of each school year. The cost of the textbook is \$32.00 and the workbook is \$16.00. We purchased the workbooks in order to utilize them for multiple years.



Spencer Center for Gifted and
Exceptional Students

2825 Alms Place

Cincinnati, OH 45206

Phone: (513) 363-5800

STUDENT TEXTBOOK USE AGREEMENT

at Spencer Center

Spencer Center students are expected to use all school resources, including textbooks and other printed materials, in a considerate and appropriate manner at all times. Accordingly, the following policies will be in effect for the **2020-2021 school year**. A parent/guardian of each student will be required to sign this agreement in order for textbooks to be issued.

- Students will be required to handle and care for their books in a considerate and appropriate manner at all times.
- Students are to be especially careful with their books when they need to take them home.
- Textbooks are the property of Cincinnati Public Schools and may be collected at any time during the school year.
- Students who withdraw from school at any point during the school year must return their textbooks **before** withdrawing from school.
- Students will be required to turn in their books by the end of the school year.
- Students and parents are liable for any significant damage, loss, or theft to student textbooks throughout the school year.

Parent Agreement Statement: I have read and agree to abide by all Spencer Center policies and regulations for the use of textbooks at Spencer Center for Gifted & Exceptional Students. I accept responsibility for any damage to or loss of a book that has been checked out to my child. I will immediately report any damage or theft of the text to the appropriate teacher or to Principal Ginocchio. I am aware that in the case of any significant damage or theft of a book that has been issued to my child, the school will arrange financial recovery on behalf of CPS. The school will determine the cost of repair or replacement of the book and an invoice detailing this information will be prepared and presented to the parent/guardian.

Date: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Student name (please print): _____

Student grade and homeroom: _____

Backpacks or Bookbags:

Students need backpacks/book-bags to carry books and school supplies between home and the school. Being organized is an important part of being prepared for learning.

Helpful tips:

- This year, for our Lower School students we will use Tuesdays applicable for 2020? as our biggest communication day. We will send home fliers and notifications in your student's blue folder on Tuesdays. Please check their folder each night, however, anticipate that Tuesdays may have the bulk of school and classroom communication.
- Put school supplies, lunch money, and completed homework in your child's backpack every evening. Then place the bag by the door so you're ready to go in the morning.
- Put your child's name on the backpack in a visible place. It is best practice to write your student's name on anything they will be bringing to school. Many possessions look alike and students can be forgetful. We want to do our best to ensure items get returned promptly.
- Please check your child's backpack (each Lower School student will receive a blue Home-School folder and planner) every evening. Remember, email communication is the primary method of contact between the school and parents. Check daily for the following:
 - Graded papers
 - Homework assignments
 - Field experience notifications
 - Calendar changes
 - Updates
 - Teacher Newsletters
 - Principal Newsletterremove?

School Supplies:

Every teacher or grade team sends home a school supply list. Part of being prepared for class every day involves having all supplies that the teachers have requested. Please make sure your child has everything he or she needs to be successful for school. Please check with the teacher if you are unsure of your child's school supply needs.

Personal Items:

Students should not bring personal items such as the following:

- Toys
- Games
- Audio/visual equipment
- Video games
- Radios

- CD players
- iPods and other MP3 Players
- Expensive jewelry
- iwatches and other smart watches that may act as communication devices
- Pokemon cards, BaeBlades, and other recreational toys

These items are a distraction to the learning environment. If a staff member sees a student with such items at Spencer Center, the item(s) may be taken and held in the office until retrieved by the parent/guardian.

Student Use of Cell Phones and Electronic Equipment:

Upper School Cell Phone Use Policy:

We believe that the hours spent in school are critical to students' academic development. Research supports the rise in anxiety and distraction from over-use of cell phones. Students have access to a school-issued device that they can use throughout the day. Because we strive to have a rigorous, joyful and safe learning environment free of distractions, we have chosen to make our classrooms a cell phone free zone. Students will be expected to turn their cell phones in to teachers at the beginning of each class period. They will be kept in a secure clear numbered pocket system. If, for some reason, students will need cell phones in their lesson, teachers will notify students of this and allow them usage. Students who do not turn their cell phones in and are found using their cell phones during class, will have their phones taken. **The first time, students will be returned their cell phones at the end of the bell. The second occurrence will lead to cell phones being kept until dismissal. The third occurrence will require parental pick-up of the cell phone from school.**

Lower School Cell Phone and Personal Device Policy (UPDATED FEBRUARY 2020)

We have noticed an increased use of cell phones among our Lower School students. Our goal, as always, is to provide a safe and focused learning environment for all of our students. While technology and its responsible use is an important part of development and is incorporated into our curriculum, we feel that the use of cell phones, personal gaming devices and other personal technology tools has a negative impact on student social engagement, academic growth, and overall safety during the school day. Recent studies show a link between increased anxiety and the rise of the smart phone, gaming and social media. With this in mind, as a Lower School Team, we will be moving forward by prohibiting cell phones and personal gaming devices (Switch and other small game tools, ipads, etc) during the school day. Students may bring cell phones to school, however, upon arrival at school cell phones must be placed in student backpacks or purses and remain out of sight and silent until the student has been dismissed. This will mean that students are not permitted to use these devices in the gym or cafeteria before school, during lunch or recess, in the hallways or during class at all during the school day. Students who have their phones out will first be given a warning to put them away, then have their phone taken for the remainder of that school day. The third infraction will result in the phone being taken until the parent can pick up the phone from the Main Office. We understand that many parents feel most comfortable with their child having a phone to communicate about transportation or after long rides to and from school on the bus, however, we feel that their use and presence during the school day interfere with the learning environment.

Transportation and Attendance:

Because we are an east-side magnet school, a large percentage of our students ride the bus to and from school each day. The expectations of behavior and safety that apply to school also apply to the bus ride, bus stops and while boarding and exiting the bus. If you have concerns about bus safety, please report them to the office, the bus company or to Cincinnati Public Schools' Department of Pupil Transportation.

Bus Transportation:

A. Yellow Bus Transportation Eligibility

A CPS street guide and quadrant information is available on-line at the CPS website (<http://www.cps-k12.org/slg/school-lookup.asp>). Students not using scheduled yellow bus transportation will be removed from the service roster after two weeks of non-use. If you have any questions about transportation, please call the Transportation Office at (513) 363-RIDE (7433).

B. Bus Safety

A safe, efficient, and equitable transportation service requires teamwork from pupils, parents, school bus contractors, drivers, teachers, and administrators. In order to provide for safe and efficient transportation service, the following plan has been established.

Pupil behavior that distracts the driver jeopardizes the safety and welfare of all passengers. Therefore, misbehavior on the part of pupils shall be sufficient reason for refusing transportation services to those individuals.

Parents should see that their children arrive at the bus stop well before the scheduled pick-up time to avoid missing the bus. The bus company requires students be present at their stop a minimum of 10 minutes prior to their scheduled pick-up time. Parents are reminded that responsibility for the supervision of their children between the home and the bus stop and while waiting for the bus arrival, rests with the parent or legal guardian (BP 3541.2).

One of the primary obligations of the school bus driver is to maintain order. A disorderly bus is an unsafe bus. Drivers will issue verbal warnings when appropriate. Continued misconduct on the bus will result in the bus driver filing a conduct report for administration action. A copy of the conduct report will be sent home with the student. **Remember, while pupils are being transported, the school bus driver is responsible for supervision.**

C. Bus Suspension Reminder Chart

- Referral #1 - Warning and written conduct report sent to parent
- Referral #2 - Warning and written conduct report sent to parent and conference with student
- Referral #3 - Removal from the bus for 3 days
- Referral #4 - Removal from the bus for 5 days
- Referral #5 - Removal from the bus for 10 days
- Referral #6 - Removal from the bus for the remainder of the school year

A student may be suspended from the bus immediately by the administration for any violation that jeopardizes the safety of anyone on the bus. Violation of the district Code of Conduct while riding is also cause for suspension/expulsion from school. The school bus driver cannot suspend a student from the bus.

SUSPENSION FROM THE BUS IS NOT NECESSARILY SUSPENSION FROM SCHOOL. PARENTS ARE RESPONSIBLE FOR TRANSPORTING THEIR CHILDREN TO AND FROM SCHOOL WHILE UNDER BUS SUSPENSION.

If incidents involve the police, either to remove a student from a bus or to restore order, the following procedure will be applied: Students will be **suspended immediately** from future bus service pending a conference to be held at the school that includes all students involved in the bus incident, their parents, the school administrator, and a representative from the bus vendor.

D. Transportation Changes

Please notify the office in advance or advise the teacher if there will be a change in your child's transportation. If no notification is received, your child will follow his/her regular method of getting home each day. **According to legal guidelines, we cannot and will not accept verbal notification of changes from a child. Please put such notices in writing to avoid confusion.** The note should indicate the exact change of plans.

Note: Temporary yellow bus route changes are NOT available. Yellow bus service route deviations are made on a permanent basis only. Route changes typically take two weeks to go into effect.

Arrival and Dismissal Procedures

Arrival Procedures: Morning arrival for all students begins at 8:45AM. **Students will not be admitted or supervised before 8:45, unless they are registered for the Before School programming provided by the Cincinnati Recreation Commission or other partner organization. The Cincinnati Recreation Commission opens at 7:30 each morning and students utilizing it should enter through the Myrtle Street entrance.** All students are expected to be in the school building by 9:15 AM for the start of first period. All Lower School students are expected to be in the school building by 9:15AM for the start of first period. However, we advise that students arrive prior to 9:10 in order to ensure they are on time and can begin their day with a positive and smooth morning routine. Lower School tardy time begins at 9:16, while Upper School students are considered tardy at 9:01. Students who are tardy **MUST** stop by the office before proceeding to their first period classes.

Arrival by bus:

If your child rides the bus to school in the morning, he/she will be dropped off in the front of the building at the curb. One bus will unload at a time. All children will exit the bus in an orderly fashion and enter the school building through the main doors. Upon entering the building, an adult staff member will direct the children: students may either go to the cafeteria to eat breakfast or to the courtyard or gymnasium to wait for the day to begin.

Arrival by car:

Our carline will drop off at the Myrtle Ave door, beginning at 8:45 each morning. This door will remain open and staffed until 9:15 each morning for our arrival window. Students arriving after the tardy time for their grade level (9:15 for Lower School, 9:00 for Upper School) must report to the Main Office upon arrival. Per the district's safety policy, only students should enter through the Myrtle Ave door. All visitors should enter through the Main Office and sign in using our LobbyGuard machine.

Cars should line up with their passenger doors nearest to the school building to safely drop off students. If the carline becomes too long, we may ask the first car to pull up to the stop sign at the corner of Park and Myrtle to make room for more cars. Upon entering, there will be a staff member to direct your child.

All parents, PLEASE remain in your vehicle at all times. If you drive your child to school but choose not to use the car line, you are welcome to park across the street in the church parking lot or in the Alms Place lot and walk with your child to the Main Office.

Walkers:

Your child may enter the school building between 8:45 and 9:15. Your child will be directed to the proper location to begin his/her day. Children will not be allowed to enter the building due to the fact that there is no staff available to supervise the children until 8:45AM. **Please do not drop your children off before 8:45AM.**

Late Arrivals:

Tardy time begins at 9:16. Students who are tardy MUST stop by the office before proceeding to their first period classes. Breakfast is closed at 9:25AM.

Dismissal Procedures

At the beginning of the year, Lower School parents will receive a form from your classroom teacher asking you to identify your dismissal plans. This form will be contained within the Back to School blue folder. A consistent dismissal plan must be in place for each child. **IF THERE IS A CHANGE IN THESE PLANS, IT MUST BE COMMUNICATED IN WRITING TO THEIR TEACHER OR BY PHONE CALL TO THE MAIN OFFICE BY 2:30 PM so that we can ensure the message reaches the student in a timely manner. When calling the office to make dismissal changes, please ensure that you speak to a live person rather than leaving a voicemail message. This will eliminate any confusion at the end of the day, and ensure that your message is received in a timely manner, so that your child arrives home safely and by the method of your choosing.**

Dismissal of all children will take place beginning at 4:15. If your child is not picked up by 4:30, they will be taken to the office for dismissal. At that time, you must park and come into the office to sign out your child for dismissal. To the best of your ability, early dismissals should be communicated in advance to teachers or to the office. For early dismissals, we will call students out of class upon arrival of their ride.

Dismissal by Bus:

All bus riding students will remain in their classrooms and listen for bus numbers to be called over the PA beginning at 3:45. We will make at least three calls for each group of buses and ask that students remain as quiet as possible during these announcements to assist with dismissal. Our staff will be in the halls and outside in the boarding area to ensure a safe and orderly dismissal.

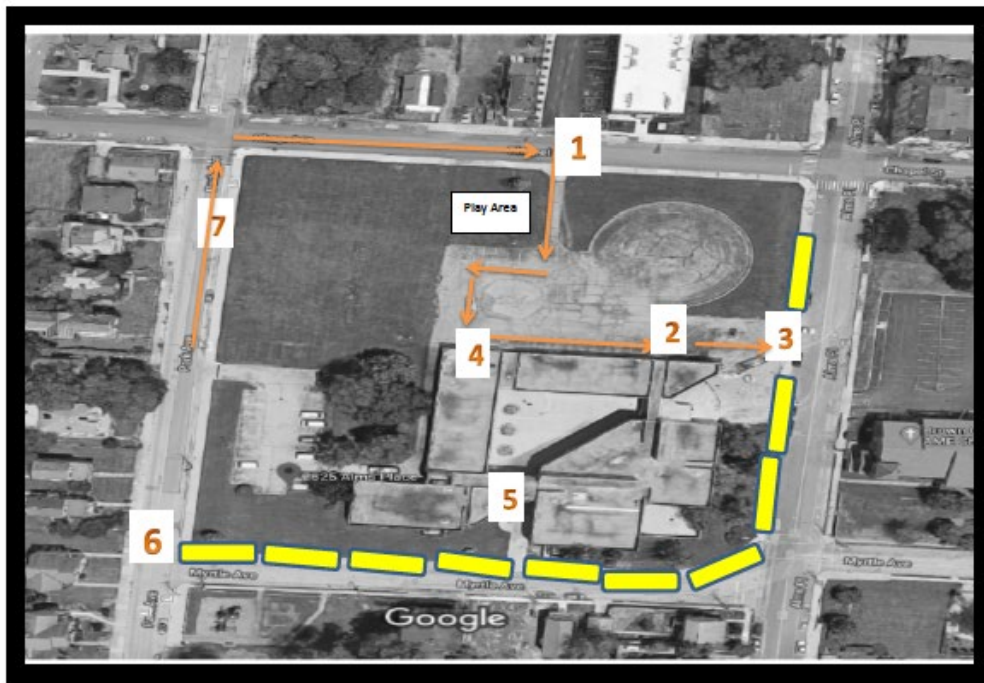
Dismissal by Car:

Cars should line up on the Chapel Street side of the building for pick up. If the line becomes long and blocks traffic, please proceed up to the stop sign at the intersection of Park and Myrtle and our staff will come to your car to call for your students dismissal. Please do not pass other cars and stay in the car line. Your child will be brought to the Myrtle Ave door at 3:40. Staff will come to your car and ask you who you are picking up and then will call for your child to be brought out to your car. Please stay in your

vehicle. In the event of adverse weather conditions, students will line up inside and walkie talkies will be used to assist with dismissal. In your back to school packet, you will receive a blank piece of colored paper. Please assist in the efficiency of our dismissal by writing your student(s) name in large letters on this paper and placing it in your front window or upright on the dash. Our staff can read this sheet quickly to call students to cars.

Walkers:

Staff members will bring your child outside with his/her class beginning at 3:45. Your child is expected to remain with the staff until you, or the individual you have designated to walk with your child, arrives. If your child has permission to walk home by themselves, please note that in your beginning of the year information.



Key:	Car Rider Driver Path	4-Student Exit and Waiting Area for Car Pick Up Line
	Bus Line Up	5-Student Exit for Bus Line
	1-Car Rider Driver Entrance (Entrance Opens at 3:30)	6-Bus Line Begins Here
	2- Start of Car Pick Up Line (First Car Should Wait Here)	7-Overflow Car Line Up
	3- Car Rider Driver Exit to Alms Place (One Way Only 3:35-4:05)	

After-School Activities:

If your child is participating in an after-school club or activity at Spencer, this must be communicated in writing to the classroom teacher or Main Office. At the end of the day, your child will be walked to meet the supervisor of the after-school club at dismissal on the designated days.

Early Dismissals:

Classroom instruction continues until the close of the school day. Early dismissals are for unavoidable emergencies only, and should rarely occur. **Communication of necessary early dismissals should be communicated to the classroom teacher in writing (via student planner or folder or via email) so that the child is prepared for early dismissal. We will not call into the classrooms to interrupt instruction for unannounced early dismissals.** If you arrive before dismissal, we ask that you wait outside for the children or in your car until dismissal at 4:15

Parking:

Parents who wish to come into the office for any reason during dismissal should park in the Alms Avenue lot, nearest to the front door. Parking on Myrtle Ave creates a safety and traffic hazard.

Late Pick Up:

School dismisses promptly at 4:15. All children must be picked up at this time. **There are no staff members available to supervise children after dismissal.** No exceptions can be made to this. If you need information regarding available after school care options, please contact the Assistant School Community Coordinator at 363-5800 or contact the Cincinnati Recreation Commission directly by calling 513-281-1286 and asking to speak with Vanessa Henderson or Steve Mittendorf about the CRC Program at Spencer Center.

Dismissal Timing and Leaving School:

Students must leave the campus by 4:30 PM when not in an authorized activity. Students who remain on campus past dismissal must be involved in an authorized activity, and no student is to be on campus without adult supervision. In the event a parent is delayed picking up his or her student, the student must wait in the Main Office or Main Office Atrium. Failure to adhere to this policy may result in a student's inability to stay after school.

Bike, Scooter, Skateboard, etc. Safety (Municipal Code)

Cincinnati Municipal Code

Sec. 506-5. Bicycles, Operation by Minors.

Minors 15 years of age or less may be permitted to ride bicycles on sidewalks where the buildings do not have the paved portion of the sidewalk; provided that, when approaching a pedestrian or other person lawfully using the sidewalk, any such minor riding on the sidewalk shall give audible warning by means of a bell or horn and shall yield the use of the sidewalk to such pedestrian or other persons dismounting if necessary to do so.

Sec. 505-13. Protective Equipment. Bicycles, Scooters, Skateboards, Roller Skates and In-Line Skates.

1. No person 15 years of age and under shall operate a bicycle, skateboard, or scooter or ride as a passenger on such device, or wear roller skates or in-line skates, within the city of Cincinnati on any public or non-residential property, unless such person is wearing a protective helmet on his or her head, with the chin strap fastened under the chin. Such helmet shall be fitted to the size of the operator and shall meet or exceed the standards set by ANSI (American National Standards Institute), CPSC (Consumer Product Safety Commission), or SNELL (Snell Memorial Foundation). This ordinance shall not apply to any person riding a bicycle, skateboard or scooter as the operator or passenger or wearing roller skates or in-line skates on any property which is a single family residence.
2. No person who is 15 years of age and under shall violate Section 505-13B.
3. The penalty for a violation of this ordinance shall be as follows:
 - a. First offense: written warning
 - b. Second offense: written warning and the juvenile shall view a safety video within 45 days. Failure to view the video within 45 days shall result in a minor misdemeanor citation
 - c. Third and all subsequent offenses: minor misdemeanor. If aggravating circumstances are present, such as a traffic accident or a near accident or there are accompanying criminal or traffic charges against the minor, the officer shall issue a citation rather than a warning.
4. For purposes of this Section "bicycle" shall have the same meaning as defined in Section 501-1-B.

Attendance

Absences:

Attendance Policy and Procedure: Please know that our Upper School students will have their attendance taken in every bell. Students in Lower School will have their daily attendance taken in their Homeroom/Bell 1 class.

We work hard to make each day at Spencer Center engaging and full of opportunities to learn and grow. Missing school interferes with a child's development both academically and social-emotionally. All children are expected to be in attendance each day unless they are ill or a family emergency arises. Parents/Guardians, please call the school or teacher before 9:00 a.m. on the day your child is out of school. Please remember that a written note explaining the absence is required when your child returns to school. This could include letters from the student's doctor or other care provider in the event of an excused absence.

Children are required by law to attend school and arrive on time every day. Parents are required to provide, within three (3) days, a written explanation of each absence. The student will be considered unexcused unless a written note is provided within 3 days. Notes should contain the following: 1) the date written, 2) the date of the absence, 3) the reason for absence, 4) home and work/cell phone number, and 5) the parent or guardian signature. **Phone calls to notify teachers of absences are appreciated but do not replace the written note.** Please call or email your child's teacher directly to notify them of absences.

Students with excessive absences will be referred to the School Social Worker. The Spencer Center School Social Worker works with students and families to make sure that students attend school regularly and on time every day. The School Social Worker can connect parents/guardians with community agencies, services, and programs that can help make school attendance more regular. The School Social Worker also makes court referrals when students are habitually or chronically tardy and/or absent.

In accordance with Spencer Center School Policy and State of Ohio Law:

Habitual Truancy A student is considered to be an habitual truant if he/she has UNEXCUSED ABSENCES that meet any of the following benchmarks:

- 30 hours of consecutive unexcused absence This is approximately 5.5 days for an elementary student and 5 days for a middle school or high school student.
- 42 hours of unexcused absence in one month This is approximately 7.5 days for an elementary student and 7 days for a middle school or high school student.
- 72 hours of unexcused absence in one year This is approximately 13 days for an elementary student and 11.5 days for a middle school or high school student.

If a student reaches the threshold for habitual truant, the District is required to develop and implement an Absence Intervention Plan.

Parents/Guardians will be contacted to participate in the development of the Plan.

If a student fails to participate or make satisfactory progress with the intervention process or if the student continues to miss school, the district is required to make a complaint against the parent/guardian and/or the student with Job & Family Services and/or Juvenile Court.

Tardiness:

Classes convene at 9:15, and instruction begins by 9:20 so that students have a chance to gather and set up their materials and device for the day, settle into their cubbies and/or lockers and listen to the morning announcements. If a child arrives after 9:15AM, he/she must report to the office for a tardy slip and then go directly to his or her classroom. The teacher will keep the tardy slip with the class records.

Sudden Illness or Injury:

If a child becomes sick or injured at school, we will notify the parent or guardian immediately. If the parent/guardian cannot be contacted, we will use the emergency contact information you have provided.

Thank you, parents, for keeping the emergency contact information up to date. We need to be able to contact you if your child ever becomes sick or injured while at the school. If a parent is out of town, and their child becomes ill, the care provider needs written documentation that he/she may act on the parent's behalf.

Changes to After School or Dismissal Plans and Telephone Calls to Students:

Phone calls and messages to students will be limited to conveying changes in plans related to emergencies only. **If you need to request a change to a student's dismissal plan, please contact the Main Office by phone or note. Please be sure that you speak with someone directly (please do not rely on voicemails, as we cannot ensure that these will be checked prior to dismissal) and we will notify your student. Please contact the Main Office by 2:30PM in order to ensure these changes can be made.**

CPS Severe Weather Policy

The Cincinnati Public Schools' severe weather policy aims to minimize the loss of instructional time while being mindful of student and employee safety.

When severe weather is predicted, parents should check the CPS website or local television or radio stations, for announcements about school closings or delays. Alerts also are available on the [CPS mobile app](#). The most complete and detailed information is available on the CPS website, including answers to [Frequently Asked Questions](#) about the procedure.

CPS rarely will dismiss schools early, but it does happen occasionally. Please make sure your child's school office has correct emergency contact information.

We know that start delays and no-school days for snow or extreme cold represent an inconvenience to parents, so we do our best to declare them only when necessary.

Schools Closed

- Decisions to close schools are made only after analyzing much data and consulting various authorities.
- After reviewing all information available, the superintendent consults with senior staff, bus company operators and the City of Cincinnati road maintenance authorities, and makes a decision as soon as possible (usually by 5AM).

Two-hour Delay —

- Yellow buses will pick up students at morning bus stops two hours later than normal.
- Students who are driven to school by parents should try to arrive at schools when it is safe. Walkers should arrive when it is safe. No new material will be covered during the two-hour delayed start; teachers will use this opportunity for review and enrichment.
- Afternoon dismissal will occur at each elementary school's normal time.
- No preschool bus service will be available.

Some of the resources used in the decision-making process for closing or delaying schools include:

- Accuweather forecast, National Weather Service forecast and local weather forecasts (TV stations)
- City of Cincinnati's Highway Maintenance Department
- Metro bus and taxi dispatchers
- Yellow bus companies

General Information

Breakfast and Lunch Programs:

Breakfast is free to all students and is served in the cafeteria from 8:45-9:15 each morning. Students who arrive late by bus may access breakfast until 9:25. Lunch is provided—at cost—to all students. Families should complete the FRPL forms distributed at the beginning of the school year to determine qualification for free or reduced-price lunch programming.

Allergy Notice:

In order to ensure that Spencer Center is a safe place for all students and staff to learn and grow, we work hard to be cognizant of the risk that some foods and materials may present to students with allergies. For this reason, all food must be eaten either in the cafeteria or in the courtyard with adult supervision. No food should be consumed in the hallways, or any classrooms. Students should take care not to eat meals at the specific food allergy table, unless they must do so to protect themselves. Further, our hallways are nut-free zones. Please do not open or consume any food containing nuts in the hallways of Spencer; again no food should be consumed outside of the cafeteria or courtyard. Students with allergies should work with the Main Office, teaching staff and School Health Assistant to develop a School Health Plan to reduce the risk of illness. Please speak with your student's teacher about any allergies of which we need to be aware.

District Student Fees:

The Cincinnati Public School District assesses each child an annual fee to help defray the cost of instructional materials. The fees are assessed on a sliding scale based upon family income, grade level, and the number of children per family. **CPS does not accept checks for payment.** Please send the CPS form and **cash or money orders made payable to Spencer Center** to your child's Advisory teacher or the Main Office no later than the second Friday in October. All money must be sent to school in a labeled, sealed envelope.

Non-payment of instructional fees forfeits your child's involvement in non-instructional field experiences. Unpaid fees accumulate until a student graduates, at which time they must be paid in order for the diploma to be released. If a student transfers to another Cincinnati Public School, the school will hold the student's transcript until the obligations are paid. Final report cards will be held until fees are paid.

Field Experiences/Trips:

Field study is an integral part of our educational model. Field studies are usually scheduled by individual teachers and teams. Checking backpacks and email on a daily basis will keep you advised of upcoming outings. **Please return signed permission slips and required fees promptly.** Opportunities for parents to chaperone are often extended on field experience notifications. Chaperoning a field experience is a wonderful way to share a unique learning experience with your child. All Chaperones are required to have a volunteer badge at least 2 weeks prior to the field experience. Please contact your child's homeroom teacher or the Main Office with questions about how to obtain a badge.

Emergency Drills:

The safety of all students is a primary concern at Spencer Center. It is with this in mind, that students participate in numerous drills throughout the school year so they will be prepared in case of an emergency.

- **Fire drills** require students to exit the building by **walking quickly and silently** in single file lines. It is important that students **remain calm and walk** in order to prevent the tripping hazards that can occur with panic and running. **Silence** is required so students can hear instructions clearly. When the drill is over, students are to re-enter the building in the same manner.
- **Tornado drills** require students to travel quickly and silently to the ground level of the school building, then kneel on the floor with heads touching the wall and hands covering their heads. Students remain in this position until staff members tell them that the drill has ended. Our tornado shelter is the gymnasium, in addition to selected hallway spaces which are away from glass windows.
- **Lock In Drills** requires that no doors to the outside may be opened. These drills are used to practice in case of a potentially dangerous situation in the surrounding area. During these types of drills, students and staff may maintain usual activity within the building, but no one may enter or exit the building. Parents, please explain to your children the need to be prepared if an emergency arises and encourage them to follow drill procedures with full cooperation.
- **Lockdown drills** seal a school, preventing anyone from entering or leaving the building during an emergency situation. During a lockdown, students usually are kept inside classrooms and out of hallways and common areas. Main doors, and if necessary, classroom doors, are locked and windows secured. Students are instructed in the ALICE approach to Lockdown drills, in which students hold an object which can be used to distract or disorient any potential intruders. Staff and students listen for announcements to determine whether remaining in the classroom

or designated place or evacuating is the safer option. All lockdown drills will be conducted with the support of our Cincinnati Police Department School Resource Officer.

Searches:

The Cincinnati Public School District is committed to providing a quality education for students in an environment that is conducive to learning and protects the health and safety of the entire school community. Since 1994, when the Cincinnati Board of Education approved a policy on the use of security devices, including metal detectors, the district has found that searches have drastically reduced the number of incidences of weapons in our schools.

To protect your child's rights, searches may only be conducted under two conditions:

1. **Random or Systematic Searches.** These searches are conducted in a random and systematic manner, without specific suspicion, to keep students from bringing contraband or weapons to school. The method of the search is predetermined and random in nature, prohibiting race and gender bias. Once the random method is selected and the search is begun, it is not changed unless reasonable suspicion occurs. If reasonable suspicion is aroused, then the action listed below under "Reasonable Suspicion" will be taken. Some examples of random search methods include: locker searches, students caught in a hall sweep, selected classrooms, and vehicles in the parking lot.
2. **Reasonable Suspicion.** This type of search is conducted when there is reasonable evidence pointing to a specific individual(s) who may be in violation of criminal statutes or school rules. The following types of searches are examples of Reasonable Suspicion Searches: lockers, personal; limited clothing; pat down; request to empty pockets, purses, backpacks, boxes, etc.; or vehicle.

School administrators and security personnel are fully trained in the proper use of metal detection equipment. All searches are conducted within the guidelines of the law and the Board of Education's policy 5144.1, "Rights of Privacy.

If students fail to cooperate with a search, they will be subject to the appropriate disciplinary action.

Indoor and Outdoor Recess Procedure for Spencer Center:

We know that students benefit from having time to play and access to fresh air. Weather permitting, lower school students take recess outside every day before or after

lunch. Students will be required to wear a coat or jacket of some type when the temperature is below 50° Fahrenheit. Rainy days are designated as “in” days, as are days when the temperature is below 28° Fahrenheit. Wind chill is not a factor.

Extracurricular Participation:

Spencer Center works with its staff, parents and outside providers to bring options for extracurricular activities to our students. The enrichment chair of the PTSO manages many of these partnerships and is a great resource for questions or if you are interested in bringing in a new program to Spencer Center. For more information, please email spencercenterenrichment@gmail.com. If a student is unable to participate in an extracurricular program due to financial circumstances, please contact the principal who will work to determine whether scholarships are available. Our PTSO has a policy that any partner or agency looking to bring before or after school programming to Spencer must offer at least one scholarship opportunity to a Spencer Center student.

Medication Administration:

The school staff cannot administer medicine or pain relievers of any type without the expressed written consent of both the parent and the physician. Students who need to take prescribed medication must have a "Dispensing Medication Form" that has been signed by both the physician and parent on file in the nurse's (medical/health room) office before the medication can be brought to school. **Medication to be administered at school must remain in the nurse's (medical/health room) office. Students cannot transport medications to school themselves; this includes cough drops, lotions, cold medicines, prescription medications, etc. All OTC medication must be accompanied by the appropriate documentation and stored with our nurse.** Students cannot bring a one-time dose of any medication to school themselves; a parent must come to the school and administer the one-time medication to their student.

Counseling Services:

Counseling services are provided for our students with our partner Children's Home, and with the assistance of our Assistant School Community Coordinator and School Psychologist. Parent/Guardian permission is required for students to work with the counselor. Talk with your teacher if you have concerns and would like to refer your child to counseling services. The counseling and therapy services are typically charged through the student's/family's health insurance. Our school-based therapist is Alexis Rieck and we are excited to have her at Spencer Center. Referrals can be completed by parents/guardians, school staff or students themselves, but no services will be scheduled without parent/guardian approval. For more information on Children's Home and their services, please visit <https://www.thechildrenshomecinti.org/>.

Lower School Birthday Celebrations:

Parents who wish to send treats to share with their child's classmates should follow the **homeroom/advisory teacher's policy** concerning the distribution of treats. All class treats are to be eaten in the cafeteria to ensure the safety of students with allergies and to help maintain a clean and beautiful school community. Please be mindful of our students' feelings when delivering invitations to birthday parties. Invitations should not be delivered at school unless **every child in the class** is invited to the party. School personnel cannot release student names or parent contact information for parties held during or after the school day unless they are listed in the school directory.

Student Parking

Students who choose to drive to school do so at their own risk. Student parking is not provide in the Chapel Street lot (accessed by the driveway on Alms Place) nor is it available in the Park Avenue parking lot. Students should plan to utilize street parking on Alms Place (on the opposite side of the street as the school to make room for buses), Chapel Street, Park Avenue or Myrtle Avenue (again, across the street so as to make room for morning drop-off and bus routes). Parking on streets is at the risk of the student and it is advisable to remind students not to leave any valuables in the car (whether visible or hidden). Students will need to parallel parking in many situations.

Family Communication:

Classroom teachers post class updates in Schoology or send newsletters home by email on a bi-weekly and quarterly basis to provide families with an overview of classroom learning goals, events and experiences. Please look for these communications via email, through Schoology and in your students Home-School folder.

Every Sunday, the Principal will send a Weekly Family Bulletin to the email address on file in PowerSchool. If you do not receive this email, please check your demographic and contact information in Power School or check with the Main Office to confirm your email address is up to date. In the event of emergencies or critical reminders, the Principal will utilize robo calls through the phone numbers listed in PowerSchool.

The PTSO and Assistant School Community Coordinator will publish monthly calendars, and send home email newsletters and post on the school website.

Many publications and updates are published on the Internet. To access this information, log onto the web page <https://spencergifted.cps-k12.org/>.

Lost and Found:

Lost articles will be placed on the table across from the cafeteria. Please check there for your child's missing things, after signing in on the LobbyGuard monitor in the Main Office. **Please put your child's name on all of their belongings.** Please check monthly at the PTSO meetings for lost items. At the end of each quarter, all remaining items will be collected to be donated.

Lockers and Student Personal Possessions: Use of Combination Locks

All students in the Upper School are expected to utilize lockers for the academic and personal belongings while at school. Students will be assigned a locker on the first day

of school. Securing their locker is the responsibility of the student. Students should utilize a combination lock. To prevent the necessity of removing locks, students should record their locker combination and it will be secured on a list in the Main Office. In the event that they forget their locker combination, we will reference this list. Using combination locks prevents the issue of losing a key and having to destroy the lock to remove it.

Grading and Other Academic Policies

Updated District-wide Grading Policy for Students in Grades 7-12: (New for 2019-20 School Year):

Beginning in the 2019-2020 school year, a new calculation for high school (grades 7-12) went into effect. Semester grades will now be calculated using a fifty point percentage model:

- A=100-90%
- B = 89-80%
- C= 79-70%
- D= 69-60%
- F= 59-50%
- X (Failing with excessive absence) = 50%
- I (Incomplete)= 50%.

Semester grades are calculated from two quarter grades and a semester exam/assessment grade. Each quarter will now be 40% of the semester grade and the final semester exam/assessment will be 20% of the grade. The new formula for calculating semester grades will be: $(Q \times .4) + (Q \times .4) + (E \times .2) = \text{Semester Grade}$

Percentages for final quarter grades and the semester exam/assessment percentage will also automatically round up to the nearest whole percentage at the half percent mark and higher. For example, a student who has a quarter one percentage of 89.5% will round up to a 90%. This recommendation was reviewed by the District's Grading & Assessment Committee and approved by the Educational Initiatives Panel and the Board's Student Achievement Committee in the Spring of 2019.

Spencer Center Upper School Grade Maintenance and Academic Intervention Planning:

The Spencer Center offers programming specifically designed to accelerate and challenge gifted and exceptional students while meeting their unique learning needs. A vital skill, required of all students in a unique, project-based and accelerated learning environment is an independent motivation to learn. Students at Spencer are expected to maintain no less than a C in any subject. Students are expected to maintain a minimum grade point average of 2.0, while meeting school-wide expectations for etiquette.

If the student is earning failing grades (D or F) in two or more core content (English Language Arts, Mathematics, Sciences, Social Studies/History and Foreign Language) classes for longer than two complete academic weeks or at the end of one quarter, **the student will be placed on a generalized academic intervention plan for four to six weeks.**

1. The plan will consist of the following:
 - a. The student will be paired with an academic support teacher.
 - b. The teacher team will complete CPS-4 form (see Department of Student Services page for electronic copy).
 - c. The student will have academic or behavior areas identified and be provided specific supports (as detailed on CPS-4 form) for four weeks.
 - d. There will be weekly meetings where progress/data is reviewed regarding student progress.
2. After completing the four-week academic intervention plan, the student's progress will be assessed through a panel meeting. The panel will consist of an administrator, a teacher and a Specials teacher.
3. The panel will develop recommendations which could include but not be limited to:
 - a. Completion of academic intervention plan
 - b. Continued interventions
 - c. Dismissal from the Spencer Center program (at the conclusion of the term, see *Note below*)

Note:

- Students who fail two or more core content subjects in consecutive semesters must enroll in another school of choice.
- Students who fail a semester of one or more core content subjects will be required to attend summer school (given available CPS Summer School Resources for the failed courses or Semesters)
 - Failure to do so will result in removal from The Spencer Center.

Petition to Return to Spencer Center:

Any student who left Spencer Center may petition to return by completing the criteria listed below. Please submit the materials to the main office in the final week of May. A committee will read petitions in June and inform families if they are invited to return.

1. The student must maintain A's, B's and C's in all academic courses at his/her current school. Students in grades 9-12, please submit a completed transcript. Students in grade 8, please submit your final report card.
2. Please submit a copy of your discipline log from Power School.
3. The student must submit a 250 word essay addressing this prompt: Why do you wish to return to Spencer and how you are now better prepared to be successful.

Right-to-Return from Digital Academy

Yes, there is a right to return, if the following conditions are met:

a. Have all academic requirements at Digital Academy been fulfilled? Is the student in good academic standing at Digital Academy?

b. Does Spencer have space available in the requested grade?

c. Is this transfer in the best interest of the student?

d. Principal to Principal conversation: What has been happening with the student? Is the student having problems signing in? Have any supports been put in place.

e. There is a right to return but it does not have to be at this time.

f. Has a return meeting been scheduled with family, administration, student and school counseling to discuss course history, scheduling and learning needs?

Updated Academic Advisory:

We strive to be as responsive as possible to the needs of our collective student population as well as to individual student needs. In reviewing student data, we noticed that our students have gaps in their executive functioning and personal organization skills which detrimentally affect their grades. Additionally, we believe that building small communities within our broader community can help students to establish meaningful mentorships with teachers and their peers, as well as provide opportunities to practice leadership skills. With this in mind, for the 2020 - 21 school year, all 7th-8th grade students will have a full Academic Advisory block during Bell 5. This time will be utilized for structured study hall, grade checks, explicit organizational strategy instruction, as well as the Advisory and Second Step curricula and occasionally for recreational play. We are excited to have this unique opportunity to build skills that will pay dividends for our students.

Transcript Request:

Official Transcripts can be printed for students at a cost of \$5.00 per copy. Please allow three days to receive your transcript. Official transcripts should be requested through the Main Office, School Cashier or Senior Support Specialist. Request forms are available in the Main Office.

PBIS and Systems for Supporting Discipline

Positive Behavior Interventions and Supports (PBIS) at Spencer Center:

Each school in the Cincinnati Public School District works to develop a plan to support the behavioral needs of the school community. The plan shall include rules for student conduct in the form of school-wide **expectations** for behavior across all school settings, **consequences** for violating the expectations, **positive recognition** for those who exceed expectations and will outline **responsibilities** of parents, teachers, administration and staff. The plan will be aligned with current district strategies, and approved annually by members of the entire staff. We will be utilizing the PBIS Application this year

Please review our PBIS Handbook for specific information outlining our approach to discipline, behavioral development, as well as our programming supports, incentives and consequences.

Spencer Center Local School Discipline Plan

Common Infractions	1 st Offense	Aggravated or Repeated Offense
Academic Dishonesty (Cheating, Violating Testing Protocol, Plagiarism)	Loss of Credit Counselor and Parent Notification Administrator Notified	Loss of Credit Parent Conference and Counselor and Administrative Referral Saturday School/ALC/A2S
Class Cutting: Unexcused Class Absence beyond 15 minutes	Thursday Detention for Each Bell Missed	Saturday School/ALC/A2S
Disobedience/Refusal to Obey School Personnel/Disruption	Thursday Detention Saturday School ALC Parent Shadowing	Saturday School/ALC/A2S
Distributing or Posting Unauthorized Printed Material	Confiscation	Thursday Detention Saturday School
Eating in Unauthorized Area	Lunch Detention Thursday Detention Work Detail	Thursday Detention Saturday School
Fighting	10 Days A2S and SRO Notified	A2E and SRO Notified
Fraud/False Identification/Failure to Identify Forgery	ALC	ALC A2S Saturday School
Harassment (Sexual) Harassment (Electronic Intimidation) Harassment (Bullying)	Parent Notification Removal SRO Notified	ALC A2S SRO Notified Court Referral
Improper Dress (See Dress Code)	Obtain Appropriate Dress (Parent Contact, if necessary)	Obtain Appropriate Dress (Parent Contact, if necessary) Thursday Detention

		Saturday School
Leaving School Grounds without Permission	Saturday School + One Thursday Detention for each bell missed/ALC + One Thursday Detention for each bell missed	Saturday School + One Thursday Detention for each bell missed/ALC + One Thursday Detention for each bell missed
Littering	Work Detail (contact PO to schedule)/Thursday Detention	Work Detail (contact PO to schedule)/Thursday Detention
Loitering on Campus/Unauthorized Presence	Warning and Parent Notification	Thursday Detention, Revocation of Late Arrival/Early Dismissal Privilege and Parent Notification
Profanity	Warning, Parent Notification and/or ALC	ALC/A2S
Reckless Driving	Temporary Suspension of Parking Privileges, Thursday Detention	Elimination of Parking Privileges, Saturday School, ALC, A2S
Tardiness to School (unexcused)	Warning, Parent Notification, ALC for Late Bell	Detention and/or Saturday School/ALC
Tardiness to Class	Noted	3rd Offense in a Quarter leads to Thursday Detention/Saturday School
Tobacco Products Possession or Use	ALC	ALC/A2S
Alcohol or Drug Possession or Use	A2S/E and SRO Notified	A2S/E and SRO Notified
Truancy (<i>multiple or habitual unexcused and unauthorized absences (off campus)</i>)	Thursday Detention, Saturday School, ALC, A2S, Referral to SSW	Thursday Detention, Saturday School, ALC, A2S, Referral to SSW
Display and/or Use of Electronic Communication and/or Entertainment Devices (<i>we recommend that all devices be turned into teacher at the start of class</i>)	1. Confiscation and return at end of bell	1. Confiscation and return at end of day 2. Confiscation and return only to parent 3. Confiscation and return only to parent (with 3 day waiting period) and

		Assignment to Thursday Detention/Saturday School
Unauthorized Sales	Confiscation and Referral to Administration	Confiscation and Referral to Administration, Thursday Detention, Saturday School
Unserved Detention	Saturday School or ALC	Saturday School or ALC or A2S

Bullying

Bullying Policy: Bullying and Other Aggressive Forms of Behavior (Board Policy 5517.01)

The following policy shall be in accordance with applicable State and federal laws.

Bullying, harassment, and intimidation, of any student, by any means, by any student or school personnel, on school property, at a school-sponsored event, or on school-provided transportation, is strictly prohibited. Disciplinary action, including the possibility for suspension or expulsion, will be taken against any student found responsible for harassment, intimidation or bullying.

"Bullying, harassment, or intimidation" means either: violence within a dating relationship; or any intentionally written, electronic act (an act committed through the use of cellular telephone, computer, pager, personal communication device, or other electronic communication device), verbal, graphic, or physical act that a student or group of students exhibit more than once, toward another particular student(s) and the behavior both:

- a. Causes mental or physical harm to the other student(s); and,
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

"Bullying, harassment, or intimidation" includes, but is not limited to, conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the district or state educational agency. This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived.

Students and parents/guardians should report prohibited incidents and conduct of bullying, intimidation, and harassment to any teacher, school administrator, or staff member; any incident may be reported anonymously. Any school personnel receiving a complaint shall promptly document the prohibited incident or conduct in writing, including all information provided, and report it to the school principal or other designated administrator. All reported incidents must be investigated and verified promptly under the leadership of the school principal or other designated administrator. Steps will be taken to protect a victim or other person from new or additional harassment, intimidation, or bullying, and from retaliation following a report. The custodial parent or guardian of any student involved in a prohibited incident shall be notified and, to the extent permitted by FERPA and section 3319.321 of the Revised Code, have access to any written reports pertaining to the prohibited incident.

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying; disciplinary action will be taken for any student responsible for deliberately making a false report of that nature.

Nondiscrimination and Access to Equal Educational Opportunity Policy: Board Policy 2260

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, sexual orientation, gender, gender identity or expression, disability or age in its programs, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, gender identity or expression, sex, sexual orientation, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Cincinnati Public Schools is committed to creating a safe environment for all staff, students and families. With respect to students who are transgender, Spencer Center will work closely with students and families to ensure their individual needs are met on a case-by-case basis. The following recommendations were created based on the best practices suggested by the Gay, Lesbian & Straight Education Network ("GLSEN"); National Center for Transgender Equality; American Civil Liberties Union ("ACLU"); Gender Spectrum; Human Rights Campaign Foundation; National Center for Lesbian Rights; and National Educational Association.

Access to Gender-Segregated Facilities / Restrooms

While there are an increasing number of school facilities designed with gender-neutral facilities, most CPS schools maintain sex-separated restrooms, locker rooms, and changing facilities.

Students should be allowed to use the restroom according to the students' gender identity.

Students should not be required to use gender-segregated facilities that correspond only to their sex/gender as determined at birth or that are inconsistent with their gender identity. Students, whether transgender or not, who are uncomfortable using shared facilities shall, upon request, be allowed to use gender-neutral facilities in the school as available (i.e., staff or visitor restrooms).

Dress Codes

Schools may enforce a dress code pursuant to Board policy. To the extent practicable, schools should avoid gendered differences in dress codes. Students should be allowed to dress in accordance with their gender identity within the constraints of the dress code.

Names and Pronouns

Upon request, schools should address a student by the student's preferred name and pronoun reference that corresponds with the student's gender identity regardless of whether the student has legally changed the student's name or started transgender medical treatment.

Physical Education, Intramural Athletics, and Interscholastic Athletics

All students shall be permitted to participate in physical education and intramural sports in accordance with the students' gender identity. All students shall be permitted to participate in a manner consistent with their gender identity in interscholastic sports, under the guidelines established by the state interscholastic athletic association.[1]

School Records

Upon request, schools should update educational records in accordance with a student's gender identity. Records of a student's birth name and gender should be kept separate to the extent practicable.

Privacy of Student Information

Students' personal records and medical records are confidential under the Family Educational Rights and Privacy Act ("FERPA"). A student's transgender status, sex at birth, and legal name are all confidential records.

School Dances / Graduation Attire

Schools are encouraged to avoid sex-separated school traditions and to adapt to gender-neutral practices. Schools shall allow transgender students to participate in all school traditions, including sex-separated traditions, in the gender category that matches the student's gender identity. For example, schools that have different graduation attire for male and female students should allow students to wear the attire that matches a student's gender identity.

[1] The Ohio High School Athletic Association ("OHSAA") currently allows transgender males to participate on boys interscholastic athletic teams, regardless of whether the student is undergoing testosterone treatment. If the student is undergoing testosterone treatment, the student's doctor must certify that the student's muscle mass and hormone levels are not greater than the averages for boys of the same age. Transgender females may always participate on boys teams. However, to participate on girl teams, transgender females must have either (1) completed at least one year of hormonal treatment or (2) a doctor must certify that the student does not have physiological or hormonal advantages over genetic females of the same age group.

Equity and Excellence in Education: Board Policy 2255

Our students, staff and stakeholders bring their personal backgrounds into our schools and the District is richer for it. Each of them has a legitimate expectation to have a barrier-free learning environment counteracting the contemporary and historical impact of bias, prejudice and discrimination which for generations has produced a predictability of learning outcomes based on race, class, socioeconomics, gender, ethnicity, sex, sexual orientation, gender identity or expression, cognitive/physical ability, diverse language fluency, and religion.

It is the obligation of the District to embrace the diversity within our District while actively eliminating practices that perpetuate the disparities among our students so that all students have the opportunity to benefit equally. These disparities are unacceptable and are directly at odds with the Board's Vision that Cincinnati Public Schools "is a community that ensures equitable access to a world class education unleashing the potential of every student."

Academic Honesty, Cheating and Plagiarism:

It is essential that Spencer Center students embrace honesty and integrity in all academic endeavors. Our school motto, *Sapere Aude* (Dare to be Wise) calls on all students to embrace challenge as a key factor in the learning process. Our work is designed to provide opportunities for students to struggle productively and receive feedback in order to improve their practice and understanding. There is no tolerance, therefore, for cheating or plagiarism of any kind at Spencer Center. As stated in this handbook, and in the CPS Districtwide Code of Conduct: *"A student must not use, submit, or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. These are examples of acts of cheating/plagiarism; any inappropriate copying, literary theft, falsification, counterfeiting, piracy, fraud, or unsupervised possession of any federal, state or district mandated test(s). Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the internet."* Any technology or other resources that a student accesses during a test which is not authorized is considered cheating. Students are not permitted to communicate with one another during tests or assessments of any kind. Students must use proper citation protocol when including quotations from the work of others.

Violation of the Academic Honesty Policy may result in a "0" for the assignment with no opportunity for make-up. In addition, the parent will be contacted and the incident placed on the student's record. For a second offense, time in the Alternative Learning Center will be assigned. Further incidents will result in progressively longer suspensions.

Displays of Affection:

In keeping with reasonable rules of appropriate conduct, students will refrain from actions involving touching of a sexual nature (i.e. kissing, lap sitting, etc.) with or without consent of the other party. Respect for one another and good taste in manners should be exhibited at all times. Violation may result in disciplinary action. It is best practice for students to keep their hands to themselves.

After-school Detention and Other Consequences:

After-school office detentions may be assigned to students for class tardiness, littering and other forms of minor misbehavior. Detention precludes all other after-school activities and students are responsible for securing their own transportation. Families will be notified by paper and phone call of a detention assignment, however, it is the responsibility of the student to engage in a conversation with their parent about the cause of the detention and in order to prevent future assignments. Lunch detentions may also be assigned to students for small misbehaviors. Students who skip detention may be assigned to Friday Detention.

Family Engagement at Spencer Center:

Guidelines for Calling a Staff Member:

When calling a staff member, be sure to leave your name, your child's name, the reason for your call, and your phone number(s) with the person taking the message. A message will be placed in the staff member's mailbox so that your call can be returned after school. Please call the Main Office at 513-363-5800 to be directed to a teacher's voicemail, or utilize teacher email addresses for initial communication. All teacher and staff email addresses are available on our school website.

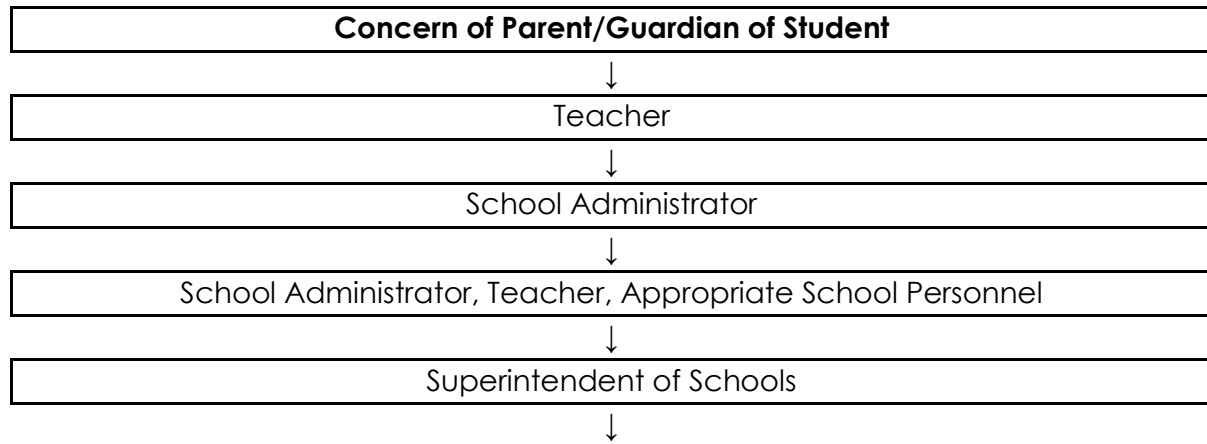
Note: Staff members frequently have meetings after school and may not receive messages until the following day but your call will be returned.

Chain of Communication:

Class-related issues, such as grades or assignments, should always begin with the classroom teacher. If such an issue remains unresolved, the parent can contact the Principal. The Principal is the final adjudicator on all academic situations and disputes. The Principal will be involved in matters that deal with the broader academic policy of the school or if the parent /guardian requests the principal's attention to the matter.

We understand that there are many reasons that you might need to contact your child's teacher by phone, e-mail or notes. We have established reasonable time frames for teachers to respond:

- For calls, e-mails or notes regarding the child's physical or emotional state, you can expect the teacher to reply within one business day.
- For calls, e-mails or notes regarding the child's work or miscellaneous concerns, you can expect the teacher to reply within two business days.



Board of Education

If you do not hear from your teacher, please call the main office and leave a message for the Principal.

Visiting Spencer Center:

Security Badges and Background Checks:

To ensure the safety of students and staff, Cincinnati Public Schools requires security badges for anyone entering CPS' buildings. - Board Policy No. 8475

One-time visitors receive a temporary security badge with a photo generated from the Lobby-Guard machine (pictured) in each building.

<https://www.cps-k12.org/families-students/student-safety/employee-badges>

All visitors should enter through the Main Office and check in with office staff.

Observations of classrooms should be scheduled in advance with teachers and with at least 24 hours notice, at a mutually agreeable time, so that assessments or other major classroom events can be taken into consideration.

School Tours:

Tours are scheduled multiple times each month on Tuesdays, beginning at 10:00 AM.

Tours can be scheduled by calling the Main Office. Please check the annual calendar for specific dates and times.

Parent-Teacher Conferences:

Communication is an essential part of student success in school. We feel it is **very** important for parents to keep in close contact with their child's teacher concerning his/her progress. Some parents like to "drop by" the school and try to "catch" the teacher for an impromptu conference; however, unscheduled conferences keep teachers from fulfilling their teaching duties and interrupt the educational process for all students. **Please** remember to **schedule** a conference or observation in **advance** so that a time that is convenient for all can be established; at least 24 hour notice is required according to Board Policy. Four conference days are scheduled annually, and are printed on the Spencer Center quarterly and annual Family calendars; however, **conferences may be scheduled at any time that is agreeable to both the parent and teacher.** We will be working to pre-schedule conference appointments with at least one of your student's teachers each quarter. Due to limited time, it is possible that not all students and their families will have a conference every quarter. We will do our best to accommodate all requests. It is our goal for conferences to include student voices whenever possible. If you are unable to meet on these evenings, please reach out to your student's teachers to schedule a mutually agreeable alternative meeting time.

Parent Organization: Spencer Center Parent-Teacher-Student Organization (PTSO)

An important goal of the PTSO is to support the staff and students of Spencer Center by planning and sponsoring activities throughout the year, supporting fundraising efforts, and helping families to focus on the realization of our six pillars. PTSO meetings are generally held on the first Tuesday of every month and are noted on the annual Family Calendar. The PTSO Board meets at 5:00, and the General Assembly meets at 6:00 in the cafeteria. All parents and staff members are encouraged to attend.

Spencer Center Community:

It takes a village to run an effective school and we value the contributions of our many stakeholders, including our students, staff, families, and community members. In order to create a community in which everyone has a voice, we participate in a distributed leadership model including our Instructional Leadership Team (ILT) and our Local School Decision Making Committee (LSDMC).

- **Instructional Leadership Team:** Spencer Center is a team-based school. Team-based schools are required to establish an Instructional Leadership Team (ILT). ILTs are composed of at least 60 percent teachers. A Team Leader represents each team of teachers. The principal, two parents, and two non-teaching staff members are also included on the ILT. During the school year, the ILT makes decisions about issues that hold the potential to impact instruction; these issues can be items such as proposed changes to the school program or calendar. The ILT also approves the school budget, and makes recommendations for spending funds that are allocated from the Central Office on a per-student basis. The Local School Decision Making Committee (LSDMC) must then approve budget decisions recommended by the ILT.
- **Local School Decision Making Committee:** The LSDMC is the primary governing body for the school and comprises four major constituency groups: parents, teachers, non-teaching staff, including the principal, and community members, with a minimum of 12 members. Each group has equal representation and therefore, equal voice in the decision-making process. One Partner in Education representative also has a seat on the LSDMC. The LSDMC sets school goals, develops a plan for meeting those goals, and monitors progress toward goal attainment by conducting mid-year and end-of-year assessments. The LSDMC makes school budget decisions, submits changes in the local school's program, and participates in the selection of the principal. LSDMC meetings are typically held on the second Tuesday of the month. For your convenience, additional information is available on-line at <http://lsdmc.cps-k12.org>

Spencer Center ILT Communication Form:

Should you have a concern or question that you would like to be discussed at our next ILT meeting, please request the ILT Communication Form (or access it from the school website) and submit by email or school mailbox to Ms. Ginocchio or to the ILT parent representatives. They will work with the ILT team to resolve and address your concern in a timely manner.

Walnut Hills Area Council and Community Partners:

We are located in a thriving community of Cincinnati. The Walnut Hills neighborhood is rich in assets, history, vibrant community members, arts, civic engagement and partnerships. We are pleased to connect with many of these partners, including the Harriet Beecher Stowe House, the Walnut Hills Redevelopment Foundation, Walnut Hills Historical Society, the Walnut Hills Branch of the Public Library, the Bush Recreation Center (our local affiliate of the Cincinnati Recreation Commission), Douglass Elementary School, and the Walnut Hills Area Council. The Council meets on the second Thursday of each month at 6:30 in the Bush Recreation Center on Kemper.

Updating Contact Information:

If your phone number, email address, employer information, or address change, families are able to update this information from home through the PowerSchool demographics and contact tab. It is imperative for student safety and for family-school communication that we have updated family contact information. If you are unable to update this information, please contact the Main Office and we will update it for you.

