

# WOODFORD ACADEMY

## Student Handbook



# SCHOOL INFORMATION

**Mission:** Woodford Arts and Culture Academy's mission is to create a learning environment that encourages high expectations for success through integrated curriculum that reaches across content areas. Our rigorous curriculum is enriched by a powerful and expressive force of the arts that promotes creativity, diversity, confidence and academic excellence. Woodford is an urban magnet school with the Cincinnati Public Schools (CPS).

**Vision:** Woodford Arts and Culture Academy is a model artistic and cultural school where students are actively engaged as creative thinkers and problem-solvers



**PRINCIPAL**  
Kaitlin Dauner



## Woodford Academy

Phone: (513) 363-6400

Address: 3716 Woodford Rd, Cincinnati, OH 45213



# ROARS RULE!

**R**ESPECTFUL



**O**UTSTANDING



**A**TTITUDE



**R**ESPONSIBLE



**S**AFE



# SCHOOL PROCEDURES

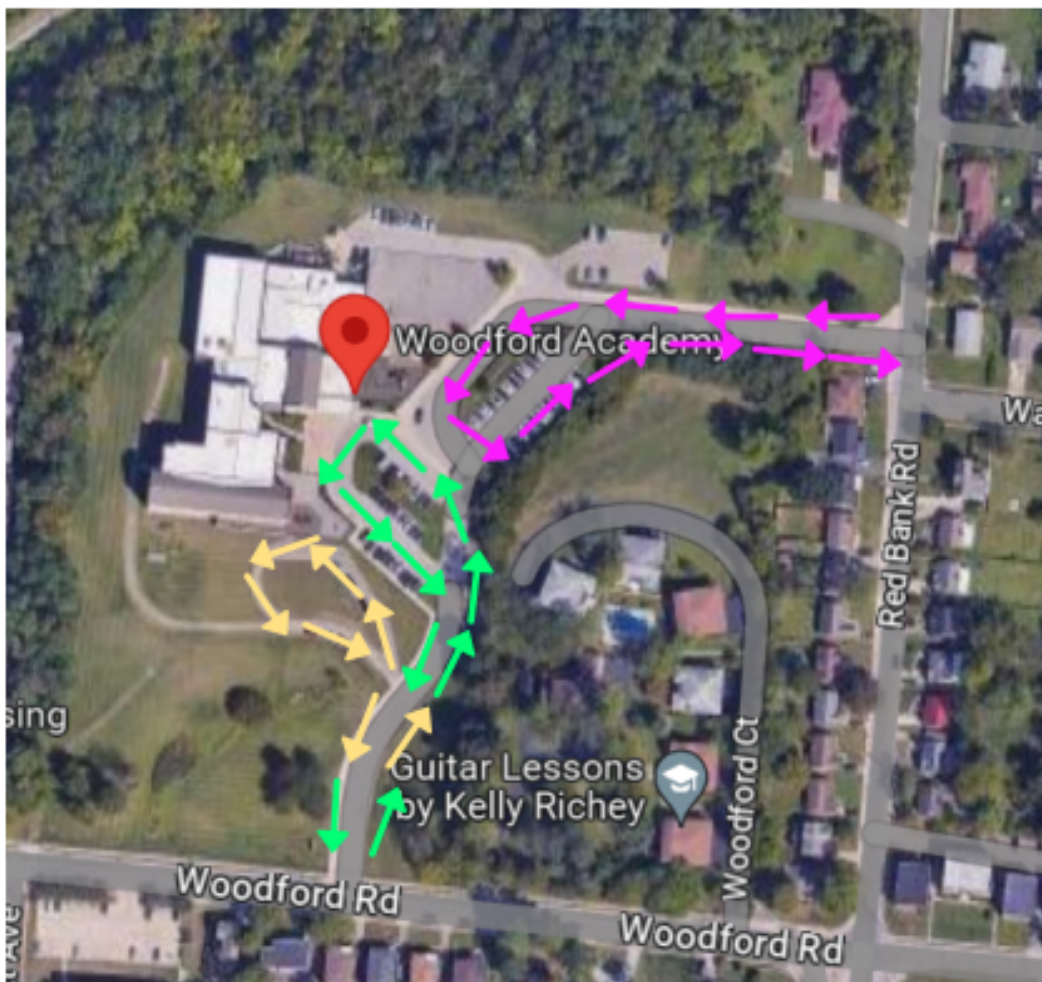
Arrival Time: 8:45 - 9:10am

*Students eat breakfast 8:45 - 9:10am in the Cafe*

*Students are considered late at 9:20am*



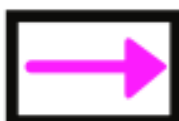
Dismissal Time: 3:45pm



**K - 6 car riders with NO preschoolers**



**Preschool families (siblings included)**



**Buses, Special Need Buses, Daycare Vans, and UTS Vans**

# SCHOOL PROCEDURES



## Class Dojo & ROAR Bucks

*Earn Class Dojo points & ROAR Bucks for the choices you make both positive points and negative points. All students reset to 0 on Mondays for a fresh week. Class Dojo Points and ROAR Bucks can be spent at the ROAR store.*

## School Communication

Every week, families should expect to receive a **Weekly Woodford Announcement** which will be sent via (1) Robo Call (2) Class Dojo Announcement (3) Email and (4) Published on Social Media. **If you need to update your contact information**, you can on PowerSchool through the parent account or by calling our Main Office at 513-363-6400.

## Reporting Absence

**To report an absent child, call (513) 363-6493**

All children are expected to be in attendance each day unless they are ill or a family emergency arises. Students are expected to remain in school until 3:45 p.m. so that they may receive a full day of instruction. We kindly request a doctors or medical note to excuse attendances in PowerSchool upon the child's return to school.

## Changes to Dismissal

We understand that sometimes changes to a student's normal dismissal routine may happen. **Please notify the office no later than 3:00pm of any changes to your students normal dismissal routine.**

## Early Dismissal

Early dismissals from school are discouraged. We want our students to get the most out of their education, and that means making the most of all of their instructional time. In the event that an early dismissal from school is unavoidable, please sign your student out from the front main office. **Early dismissal cut off time is 3:30 p.m. to ensure a safe and efficient dismissal procedure.**

# SCHOOL PROCEDURES

## Transportation Information

For questions, concerns or information regarding routing and yellow bus transportation, complete this form to get in contact with CPS Transportation:

<https://cpsselfservice.tfaforms.net/58>

You can also call 513-363-RIDE, however completing the form will get a faster response as the line may have long waits.

**NOTE:** Transportation concerns, questions or requests for information cannot be done at the Woodford Academy but must be directed to the CPS Transportation Department.

## Visiting During School Hours

We welcome visits from parents and guardians. However, to protect student safety, all visitors **must sign in at the main office and wear a visitor's badge.**

Parents/guardians who would like a **conference with their child's teacher must schedule an appointment with the teacher.**

Please make an appointment to observe one day in advance. Too many people observing can be distracting to the children.

In the classroom, please be sure to enter quietly and sit in the space designated for you by the teacher. Do not interrupt children and staff while they are working. Wait until an appropriate break to ask the teacher any question you might have.

Remember that, as an observer, you are bound by the same code of ethics as any other adult Woodford. If you would like to discuss your observation or a classroom issue with the teacher, please request a conference time or a phone call. The teachers will not be able to engage in a lengthy discussion during the school day, but are always willing to schedule another time to meet or talk.



# SAFETY DRILLS

*In order to ensure student's safety, we practice a variety of different safety drills. Below outlines the types of drills we will have this year and student expectations. This will be reviewed at school.*

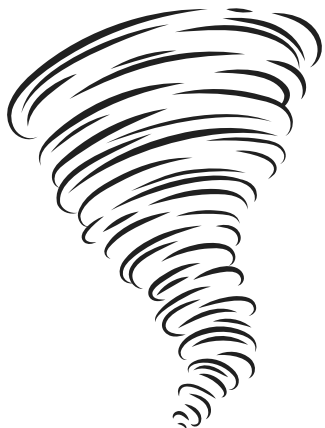
## FIRE DRILL



### **When the fire alarm sounds, each student will:**

1. Stop work instantly, form a line and move toward designated exits.
2. Students will refrain from running or pushing during the fire drill.
3. Move rapidly to designated stations outside the building and remain in line until returning to the classroom upon all clear signals.
4. Respond immediately to all adult directives.
5. If a student is not with their class when the fire alarm sounds, they should leave the building with the closest class. The teacher or adult with that class will notify that they have an extra student.

## TORNADO DRILL



### **When the tornado drill alarm sounds, each student will:**

1. Students will line up in a single file line and proceed to the assigned areas quickly and quietly.
2. Students sit in the hallway facing the wall. Students must pull their knees up to their torso and bend their head to meet their knees. Students must place their hands over the top of their heads.
3. Students may not sit in front of classroom doors and must stay as far away from outside doors as possible.
4. Respond immediately to all adult directives.
5. If a student is not with their class when the tornado drill alarm sounds, they should immediately return back to their classroom.

# SAFETY DRILLS

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## Lockdown Procedures



**Level 1:** Secured in building - no admittance to or exit from building (**normal operations continue in the building**)

**Level 2:** Secured in classrooms - no movement in hallways (**instruction continues in classroom, lock doors**)

**Level 3:** - Secured in place – no movement within classroom (**lockdown-lock doors, turn off lights**)

\*In the event of an active shooter/aggressor, directions will be relayed over the PA and all staff should follow ALICE (Alert, Lockdown, Inform, Counter, Evacuate) according to the information provided.

### **Communication to Families:**

*In the event that the school must go on a Level 1, 2 or 3 Lockdown, families will be notified through the Cincinnati Public Schools Robo Call System.*

*Routine lockdown drills in order to practice with students will not be sent over the Robo Call System.*



# STUDENT DRESS CODE

Woodford Academy expects all students will dress in a way that is appropriate for the school day and/or school related event. Student dress decisions should respect Cincinnati Public School's intent to create a community that is inclusive of a diverse range of identities. The primary responsibility to ensuring students are dressed appropriately resides with the student and their family. The school is responsible for ensuring that student dress does not interfere with health and safety of any student, that student dress does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

## **Students MUST wear:**

- A shirt with fabric that covers the front, back and on the sides under the arms
- Pants/Jeans or the equivalent (EX a shirt, sweatpants, legging, a dress, shorts)
- Shoes (\*closed toe for gym and recess)

## **Students CANNOT wear:**

- Violent language or images
- Images or language depicting suggesting alcohol, vaping or paraphernalia (or any illegal item)
- Clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Shoes with wheels
- Swimsuits
- Accessories that could be considered dangerous

# TECHNOLOGY

Students in grades K - 6th, will be given the opportunity to utilize various forms of technology daily in their classes listed below.

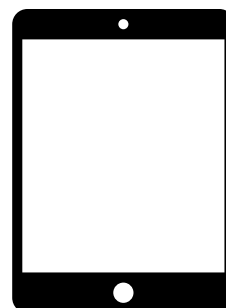
K - 1st: Assigned iPad

2nd - 6th: Assigned Laptop Computer

The computers, ipads and any additional technology assigned by the school are the property of the school, not the individual student. These devices are for **educational purposes only**. It is important to remember that while technology can make certain tasks easier, all students have the responsibility to treat the technology with respect and use it appropriately. Students will be required to digitally sign the Cincinnati Public Acceptable Use Policy (AUP) and the Mobile Device Agreement (MDA). Failure to adhere to the classroom procedures for technology use, the AUP, and/or the MDA, will result in consequences in adherence to the District Code of Conduct.

Students should not be on Google Meets outside of school hours. Students and families are accountable for computer use or misuse outside of school hours. Students should not use CPS issued devices to post to social media.

**NOTE: Computer usage is tracked by the Cincinnati Public Schools District IT Team. Access includes websites visited, google chat, email, etc.**



# CELL PHONE POLICY

Students in grades PK - 6th grade at Woodford Academy are to follow the Cincinnati Public Schools District Cell Phone Policy in the Student Code of Conduct and Woodford Academy's Cell Phone Policy.

**Cell phones are to be stored out of sight and on silent or off during instructional hours.**

If cell phones are out or in use, students will be asked to put it away. Refusal or continual usage will result in disciplinary action in alignment with the District Code of Conduct.

In the event of a family emergency, please call the Woodford Academy Main Office Line at 513-363-6400 stating the need to speak with your child due to an emergency.

**Please note the following from the Cincinnati Public Schools District Code of Conduct:**

*"Students have no expectation of privacy in cell phones or other electronic devices brought to school. If there is reasonable suspicion that a search will reveal a violation of school rules, cell phones and other electronic devices may be confiscated and searched by administration or designee, including searching calls, emails, contacts, texts, and other communications or Internet access."*



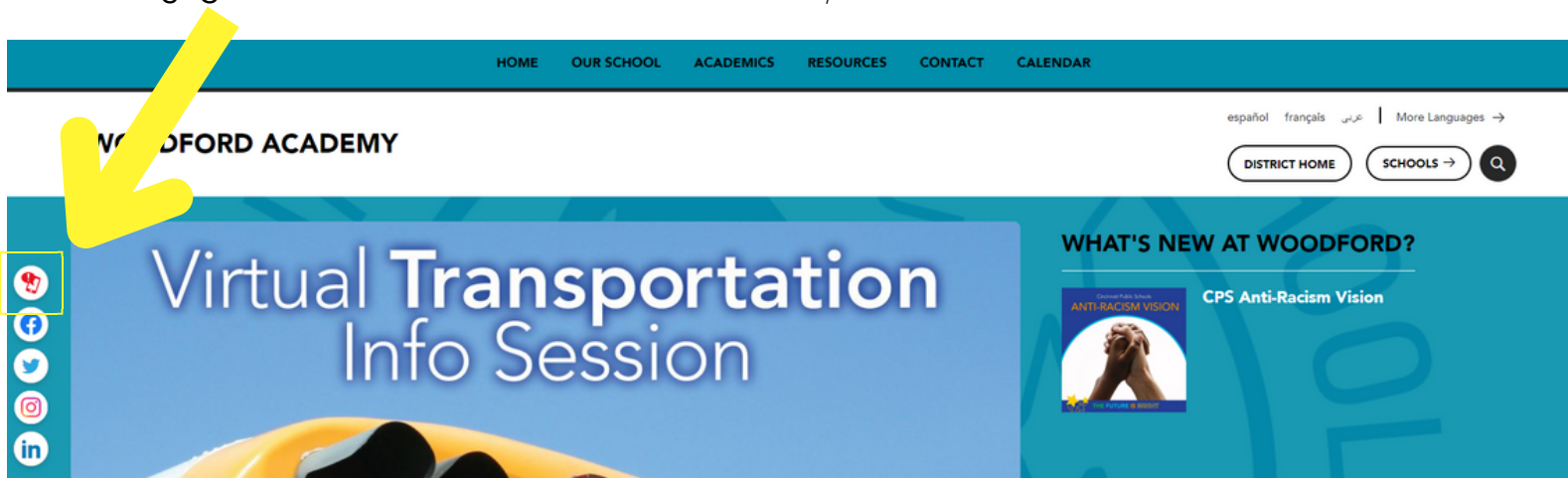
# REPORTING BULLYING

Along with Cincinnati Public Schools, at Woodford we take bullying very seriously. Cincinnati Public Schools and Woodford Academy defines bullying as when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself (Olweus Bullying Prevention Program).

## The four criteria as:

- Repetitive
- Causes physical or mental harm
- Involving a power imbalance
- Purposely

If at any point, you suspect that a student may be experiencing bullying as defined above, please click the Bullying Button on the Cincinnati Public Schools and/or Woodford Website.



## The following process will occur within 30 days of the initial report.

1. Email is received by Administration
2. Email is forwarded to School Social Worker
3. School Social Worker meets with alleged victim to (1) create safety plan and (2) collect student statement
4. School Social Worker calls parent or guardian to inform them of (1) safety plan and (2) investigation process
5. Administration or designee completes investigation
6. Administration or designee completed bullying reporting form
7. Administration or designee notifies, if indicated, the person or person(s) who completed the form of investigation findings
8. Administration or designee notifies parent or guardian of the investigation findings