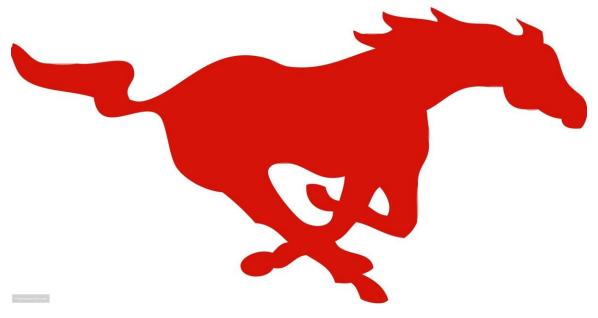
CHARLES A. MOONEY PK-8 SCHOOL



Victoria L. Janke-Mousty, Principal Katherine Brosnan, Assistant Principal

> Parent Handbook 2024-2025



Office of Charles Mooney Principal

Dear Parents and Students.

Welcome to Charles Mooney PK-8 School of the Cleveland Metropolitan School District - Home of the Mustangs!!

This handbook will provide you with general information about our school, including expectations for academics, parent involvement, and other guidelines. We hope through its use you are better informed regarding some of the school regulations necessary for its operation.

Your child/children is/are our most important concern. We accept and respect each child by giving them support, supervision, and trust. Your child/children will grow intellectually, socially, and physically in this environment.

Our faculty is looking forward to working with each of you. We are confident that you will recognize this desire to provide your child with the best possible education in a positive school climate.

It is our sincere hope that parents will review this information and share it with their children. Please feel free to contact the school if you have any questions concerning your child's progress. Please sign and return the attached paper to ensure you have received the handbook.

Sincerely,

Victoria L. Janke -Mousty, Principal Katherine Brosnan, Assistant Principal

Charles Mooney School POLICIES AND PROCEDURES 2024-2025

Please read and review this information with your child before the start of the school year. Any changes in these policies will be sent home by your child. Please remember to check their backpacks and/or book bags as well as electronic devices with chargers daily.

SCHOOL HOURS



Breakfast: 7:15-7:35am

 $Instructional\ Time-7:35 am-2:05 pm,\ 9^{th}\ Period\ for\ grades\ 6-8-2:05-2:55 pm\ (Monday,\ 100)$

Tuesday, Thursday, Friday)

Staggered Dismissals – 2:00pm – Grades PK-2 & Bus/Van Riders & 2:03pm -Grades 3-8

- 9th Period students

Breakfast is served each morning from 7:15-7:35am for all students Grades K-8. Doors will open for students to enter the building at 7:15 a.m., beginning with Kindergarten, and will close at 8:00 a.m. Students will line up by grade level K-8. Girls line up on the left with the boys on the right. Students in grades K-8 will enter through the west front doors. Bus riders will be picked up by staff. Students eating breakfast each morning are to enter through the student morning entrance (metal detector door) and will remain in the cafeteria until dismissed one grade level at a time. Breakfast will end each morning promptly at 7:35am. Parents are not permitted in the building during breakfast and arrival times unless they have a scheduled appointment or have been approved as a CMSD volunteer. To enter the building, students will line up by grade level. Students will enter the building, beginning with kindergarten first. Morning Greeters will assist students as they enter the building. Students will turn in cell phones as they enter the building daily. On the first day, the administration will collect the cell phones in the homeroom and assign students a number which will correlate to their book number in the classroom. After the first day, students will turn in the cell phone as they enter the building and will place it in their assigned number pocket in their homeroom pocket chart. Students in grades K-2 will place their cell phone in the assigned milkcrate. Tardy students will turn in cell phones in the office. At the end of the day, volunteer staff members will assist administration with returning phones to the homeroom. Students who violate the Cell Phone Policy will be disciplined according to Student Code of Conduct.

Traditionally, our hours of instruction at Charles Mooney are 7:35 a.m. until 2:05 p.m. Please keep this in mind when scheduling appointments for your children. Any student arriving after 7:35am will be marked tardy. All students who arrive after 7:35am will receive their tardy pass from Mrs. Scott at the security desk. After 8:00am, students report to the office for a tardy pass. The office will be closed each morning between 7:35am-8:00am for visitors unless they have a scheduled appointment.

DISMISSAL

Please note the school doors will not be opened from 1:30p.m. until the 2:05 p.m. dismissal. This action is necessary to ensure our students' safety. Student dismissal will be staggered starting at 2:00pm. If a parent needs to dismiss their child during this time, please send a note to school with their child or call the office in case of an emergency. Each homeroom teacher will advise their parents on the location of pick up in their opening letter. If your arrangements for pick up change, a written note must be given to the homeroom teacher or student will be dismissed as usual. If a student(s) attends after school program or has bus transportation, students will attend the program or ride the bus unless we have a written note, text message or phone call from parent or guardian. Notes can be placed in communication folders or planners. Verbal notification from siblings will not be accepted.

Please review this information with your child (children), so that they will know where to meet you when you are picking them up and/or where to meet their sibling. If your child (children) is responsible for picking up a younger sibling, they must exit the building, and then walk to the appropriate door if they are leaving from a separate exit. Please review this information with your child, so that they will know they are not able to travel through the building to pick up a younger sibling.

Staggered Dismissal Times:

2:00pm – Grades PK-2 2:00pm – Bus/Van Riders 2:03pm – 9th Period students 2:03pm – Grades 3-8

LUNCH and Recess

All students are eligible to receive a school lunch. A monthly lunch calendar is also posted on the school website at www.clevelandmetroschools.org/mooney. Parents may also provide lunch from home. If providing lunch, please mark all lunch bags and boxes with your child's name. In addition, please provide a healthy lunch. *POP and seeds/nuts of any kind are not permitted*. Please note that all students are expected to always remain seated and quiet at their assigned tables. Students cannot bring backpacks to lunch. Only approved CMSD volunteers may be in the lunchroom or recess with the students. If you wish to have lunch with your child, we will have a special area outside of the lunchroom for you and your child or children to eat.

We will have two lunch periods. The first lunch period will be from 10:51am - 11:31am for grades PK-4. The second lunch period will be from 11:40am – 12:20pm for grades 5-8. Pre-School and Kindergarten will go directly in line to receive lunch upon entering the cafeteria. Teachers will escort all other students to assigned tables in the cafeteria. Students will then be called to get lunches based on adhering to the PBIS

expectations. The assigned administrator and/or staff member will call tables. The assigned administrator will escort students to recess either inside or outside if the room and/or weather permits. Students who do not have adhere to PBIS expectations both in cafeteria and at recess will be assigned to the Planning Center to review the expectations during their lunch period.

ATTENDANCE

Daily attendance is essential to the progress of your child in school. Please note that any child that arrives after 7:35am is considered tardy. According to House Bill 410, students who are tardy will be marked absent for every minute they are late. These minutes will accumulate into hours or days for chronic tardy students. Tardy students must enter through the buzzer door and receive a tardy pass from the main office. Any student who entered the building before 7:35am and does not make it to the classroom with the assigned staff member will also be marked tardy. Tardy students are disruptive to the school day and often miss literacy and math instruction. Students will not be permitted to dismiss early after 1:30pm unless we have written notification of a doctor's appointment. Students with no more than 12 hours absent a quarter will receive incentives quarterly. Remember by state law it is the legal obligation of the parent to ensure that their child attends school regularly. Please note the excusable absences stated in the Student Code of Conduct Book:

- *Personal Illness
- *Illness in the Family
- *Quarantine of the home
- *Death of a relative
- *Observance of a religious holiday

All other absences are considered "unexcused." Please call the office on the day your child will be absent and ALSO send a written note with your child's name, date of absence, grade level, homeroom, and reason for the absence (during in-person only). For your child to be officially excused, this note must be brought to school. Otherwise, your child can be considered unexcused.

Be reminded that attendance is measured in hours. Students who arrive late or leave early will have partial absences. - If your child will be absent, please call the school at (216) 838-3200. Please give your name, your child's name, their room number, and the reason for the absence. Absent students will be given make up work to complete so that the student doesn't fall behind. However, students learn more when they are present in school to participate in the classroom activities and instruction. This school year, we strictly enforce HB 410.

EARLY DISMISSAL

Parents should provide prior notice, if possible, if student(s) need to be picked up for Early Dismissal. If teachers are alerted of early dismissal, they should make the office and security aware in writing (not email). Any parent who arrives to pick up their child (ren) for early dismissal will remain in the vestibule area where they enter. Security will notify the office. The office, if aware, will send the student down to the first floor since the teacher would have sent the child to office. If not aware, the office will call or go to the child's room and escort them to the vestibule. Parents will sign the students out in the Early Dismissal Log that will be kept by security.

Truancy – 30 consecutive hours absent, 42 hours in a month absent, or 72 hours in a year. Parents will be contacted as their child(ren) reach one of these benchmarks to provide support with attendance and their child. If attendance doesn't improve, students will be referred to SST (Student Support Team) and/or referred to the district for Truancy.



CMSD Educationally Appropriate Dress and Appearance/Dress Expectations

The responsibility for a student's dress and appearance rests mainly with the student and their parents or guardians. In the interest of maintaining a safe and healthy learning environment, the district believes in the following basic principles:

- All students are encouraged to dress in a manner that is appropriate, comfortable and conducive to an active academic school day.
- Students should be able to wear clothing without fear of or actual unnecessary discipline or body shaming.
- The student dress code should serve to support all students to develop a body-positive self-image.
- The district standard dress and appearance policy is gender neutral and applies to all students equally regardless of gender on school campuses and at school-sponsored functions and will be enforced consistently and fairly by all members of the school staff.

Examples of inappropriate clothing include:

 clothing where the buttocks or torso is exposed, i.e., tube tops, half shirts, halters

- clothing that is see-through. (clothing must be opaque)
- clothing or accessories that show profanity, obscene words or pictures, sexually suggestive statements, violence, or incitement to violence
 - clothing representing gang-related activities
- clothing where the entire thigh is exposed, such as micro minis or short shorts.
 - bathing suits or cut-offs
- the wearing and carrying of tobacco promotional items, or items promoting controlled substances (drugs) and/or alcohol
 - clothing where undergarments are exposed
- clothing that has text or visual images that is libelous, bullying, constitutes harassment or discrimination
 - footwear must be worn at school and all functions
- no backless or open toe footwear crocs will be permitted this school year.

Consequences of Dress and Appearance Code Violations: Dress and appearance code violations will have consistent and equitably applied consequences. Except under exigent circumstances, suspension or expulsion will not be used as a consequence for the violation of a dress code. Site Staff shall provide students with an opportunity to remedy the violation. Opportunities to remediate may include parental contact, offer of exchange of clothing, referral to the Student Support Team (SST), or to the Say Yes Coordinator. Any discipline that shall arise out of dress code violations shall have minimal loss of instructional time as its goal.

First Violation: Administrator, or designee (not a CTU member), can make a parent/guardian call. Students will be offered the opportunity to remedy the situation, which could include an exchange of clothing, if available, turning a shirt inside out, or other potential remedy. Verbal warning given.

Second Violation: Administrator, or designee (not a CTU member), will make a parent/guardian call. Students will be offered the opportunity to remedy the situation, which could include an exchange of clothing, if available, turning a shirt inside out, or other potential remedy. Written warning given.

Subsequent Violation(s): Administrator, or designee (not a CTU member), will make a parent/guardian call. Students will be offered the opportunity to remedy the situation, which could include an exchange of clothing, if available, turning a shirt inside out, or other potential remedy. A parent conference will be scheduled. Detention can be considered as a consequence.

If a parent/guardian or student disagrees with the site administrator's decision on a standard violation, the parent/guardian or student shall attempt to resolve the problem by requesting a personal conference with the site administrator. If the problem cannot be resolved informally to the parent/guardian's or student's satisfaction, the site administrator's decision may be appealed to the CEO's designee, whose decision shall be final.

Dangerous or Disruptive Violations: Dress or appearance violations that cause actual disruption of the educational environment, result in actual violation of law or other school rules, including hate-crime laws, or cause actual injury may result, at the discretion of the district Administration, in more serious disciplinary action, up to and including expulsion without regard to the policy set forth above for standard violations.

The process for appeal of these dangerous or disruptive violations shall be consistent with standard district disciplinary procedures. Exception to Regulations Generally, these neutral dress rules will be applied to all students without regard to personal circumstances. However, religious beliefs, medical requirements or other reasons may be grounds for an exception to a specific portion of the district Standard Dress & Appearance policy with specific advance approval from the district. A petition for an exemption from enforcement of a specified portion of district Standard Dress & Appearance policy may be submitted to the principal.

Under no circumstances will the principal allow an exception for dress that displays gang symbols, uses profanity, displays products or slogans that promote tobacco, alcohol, drugs or sex, materially interferes with schoolwork, materially disrupts the school environment, substantially disrupts the school environment or creates a risk of safety. Gang-related apparel is not acceptable. If individual schools that have a dress code prohibiting gang related apparel at school or school activities, the principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus. Principals will collaborate with Law Enforcement Agencies to update changes in gang-related apparel at the beginning of each semester or as often as needed. Because gang-related symbols are constantly changing, definitions of gang-related apparel shall be reviewed at least once each semester and updated whenever related information is received.



HOMEWORK

Homework is given Monday through Thursday. All students will have at least one quarterly project or research report. Students are expected to read every night for at least 30 minutes. All students in grades 3-8 will be issued an agenda or planner to organize daily notes, work and homework. All students will be given a Parent Communication Folder. Parents should check this planner and folder daily. Students are expected to record daily assignments and teachers to use the planner and/or communication folders to communicate with the parent. Planners and folders will be distributed at the Back to School Meet the Teacher Night or on your child's first day. Work will also be found in Learning Management System, Schoology. All students will receive a district email as well as a password. Parents will have access to Schoology and Power School Grade Books so they can monitor assignments, attendance and grades. Parents will also receive a username and password to access the online grade book. We will provide training and support for parents. Constant communication between parents and teachers will help the progress of your child.



At Charles Mooney, our children's safety and well-being come first! Parents and visitors may only enter the building by appointment. Staff must write the name of any visitors in the log kept by security with the name of the visitor, the date, time, and location of the visit. If the parents or visitors' names are not listed on the log, then they will not be allowed to enter. All visitors, including parents entering the building, must sign in the Visitor's Log located at the security desk and present your photo identification to secure a visitor's pass. Please be sure to schedule your visit with the teacher and they will inform the office of your visit. Conferences cannot be held during instruction time. We thank you in advance for your cooperation.

Visitors are not permitted in the building during breakfast or dismissal times. To be present during these times, parents and guardians must be an approved volunteer. All volunteers must sign in on the logbook located in the office. All visitors and volunteers must go through security as they enter the door.

VOLUNTEERS NEEDED

PARENTS, WE NEED YOU! There are several opportunities to volunteer at Charles Mooney. Volunteers are needed to tutor in classrooms, assist with the breakfast program, assist with the lunch, assist with recess, assist with school entry and dismissal, etc. If you are interested in volunteering, please contact Mrs. Dea, our Parent Ambassador. Volunteers must complete an application and will be screened by the Board of Education. Volunteers must also be trained by CMSD. Volunteers will receive volunteer badges from CMSD.

Family and Community Engagement (FACE)

The Charles Mooney School-Parent Organization works together with the administration and with the Family Engagement Committee to enhance learning. Parents are encouraged to become members of the organization that links the school and the parents together in educating their children. Various activities sponsored by the organization include Math Night, Volunteer Appreciation, Holiday Concerts, Yoga, Science Nights, Literacy Night, Coffee Chats, and various other monthly activities. The SPO meets monthly. We have created a Family Engagement Room in Room 117, next to our Say Yes Room in Room 116.

PSA: An engaged parent leads to successful children!

DISCIPLINE

All students are expected to follow school and classroom rules and expectations. Students who fail to follow school and classroom rules and expectations will receive consequences according to the Student Code of Conduct. Each child receives a copy of the Code of Conduct during the first days of school. Please read Charles Mooney's Rules and Expectations, which are also included in the handbook. Charles Mooney currently has a de-escalation room called the Planning Center. Specific guidelines are established for this room. Also note that Charles Mooney has a **no tolerance** policy for fighting, for verbally or physically threatening others, and for possessing drugs and weapons. For these offenses, students will be suspended.

Behavioral Intervention Steps:

- 1. Students having minor classroom issues (talking, cursing, disruption of class, sleeping) will have the following steps:
 - a.) Warning from teacher

- b.) Warning from teacher
- c.) Parent Contact (phone, email, text)
- d.) Send to office with Planning Center referral for one (1) day (We will make Planning Center Referral Form) in Planning Center, students will work on their computer doing classwork in Schoology as well as assigned paper and pencil work. Meet with Student, Teacher and Administration before returning to class.

NOTE: All of these steps should not occur in the same day.

2. Next Offense:

- a.) Warning from teacher
- b.) Send to office with Planning Center Referral for two (2) days student will work on computer doing classwork in Schoology. Student will not return to classroom until referring teacher, the student and the PCIA have had conversation with the referring teacher to resolve issues through restorative practices. This may involve students who may have contributed to the incidents in the classroom.

3. Next Offense:

a,) Return with Parent by appointment. We can meet with parents or quardians virtually if needed.

4. Next Offense:

a) Suspension- Student will go to the planning center upon return where teacher, administration and student will meet before they return to the classroom. The team will create a plan of return. Conflict Mediation may also be needed when the suspension was due to a verbal or physical conflict with another student.

5. Next Offense:

- a.) Start the entire process over at Step 1.
- b.) For repeat offenders, referring teacher needs to complete one of the following interventions: Behavioral Contract, Behavioral Passport, Applewood Referral, and/or SST Referral.

PBIS (Positive Behavior Intensive Supports) - Ready to LEARN Together

In accordance with the ODE, Ohio Schools are to create and implement Positive Behavior Intervention Supports that will provide school wide expectations, rewards, and interventions on Tier 1, Tier 2, and Tier 3. Ready to Learn Together will continue to be our PBIS Protocol. Each common area, including the classroom, has the same expectations. Each staff member will be given a separate PBIS Handbook, which outlines our expectations, incentives, lesson plans as well as other resources for our staff. We will continue with classroom rewards and PBIS treat bags as well as recognition in monthly Town Hall Celebrations and then the quarterly incentives. Ready to Learn Together Expectations are listed at the end of this handbook for your reference.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students will turn in cell phones as they enter the building daily. On the first day, the administration will collect the cell phones in the homeroom and assign students a number which will correlate to their book number in the classroom. After the first day, students will turn in the cell phone as they enter the building and will place it in their assigned number pocket in their homeroom pocket chart. Students in grades K-2 will place their cell phone in the assigned milkcrate. Tardy students will turn in cell phones in the office. At the end of the day, volunteer staff members will assist administration with returning phones to the homeroom. Students who violate the Cell Phone Policy will be disciplined according to Student Code of Conduct.

Students who violate the cell phone policy will be disciplined according to Student Code of Conduct.

Corrective Action for Violations During the School Day

Any student who fails to follow their school's cell phone and similar device collection or storage process or who chooses to use a cell phone or electronic device during the school day in violation of this policy may be subject to the following:

- a) Written notification to the student's parent, guardian, or legal custodian by the building administrator, and/or
- b) Confiscation of the cell phone or electronic device until end of the school day or until the student's parent, guardian, or legal custodian comes to the school to retrieve the cell phone or electronic device.

Refusal to turn in or store a cellular phone or electronic device to school personnel attempting to collect, store, or confiscate it pursuant to this policy constitutes a Level 2I offense.

Repeated or chronic violations of the cell phone and electronic device acceptable use policy constitute a Level 2Q offense.

In rare cases, students who chronically violate this policy even after attempts by the school to resolve the concern through communication with the student's parent, guardian, or legal custodian may be subject to confiscation of their cell phone or electronic device by a building administrator until the end of the academic year.

In case of an emergency during the school day, the students with the teacher's permission can use the classroom or the office phone. If parents have an emergency and need to contact their children, call the main office at 216-838-3200.

FRIDAY Town Hall Celebrations

Twice a month, we will celebrate our students and staff with Friday Town Halls where students will hear the names of staff and students that have been recognized by staff, received awards, birthdays, newly enrolled, or SEL related information, such as the word of the month. All names will be posted outside the office for the entire week. Parents are invited to attend. These Town Halls will be completed monthly grade bands.

ONLINE GRADE BOOK, REPORT CARDS AND CONFERENCES

Beginning this school year, parents will receive online access to their child's gradebook, through My Hub! Grades will be entered every three weeks. In order to receive a scholar's report card, parents must have a conference with the teacher or teachers. Without a conference, the report card will not be distributed to the students. Beginning this school year, conferences will be held during the day and evening while students will not have school that day. The conferences must be held before December in accordance with the Cleveland plan and state law. Look at the important dates sheet in the handbook as well as calendars and other information sent via students, email messages, text messages and notices on our Facebook page and on our school website. Staff members also use electronic forms of communication, such as Remind, Class DoJo, group emails, and Schoology.

SCHOLAR AWARDS

Scholars will receive awards quarterly. Awards ceremonies will be held at the end of each semester by grade level in the auditorium. Parents are invited by the classroom teacher to the semester assemblies. First and second quarter awards will be distributed in the classroom. Below are the criteria for each award given:

Outstanding Achievement in Reading and Math (Gr. K-2)- for students who exceed standards and expectations.

Honor Roll (Gr. 3-8) - for students who have 3.5-4.0 grade point average with no C's or lower in any subjects

Merit Roll (Gr. 3-8) - for students with 3.0-3.49 grade point average with more than 2 C's or lower in any subject)

Perfect Attendance (Gr. PK-8) - for students with perfect attendance.

Target Attendance (PK-8) – for students who reach the quarterly attendance goals. (Quarter 1 – 0 to 2 days absent, Quarter 2 – 0 to 5 days absent, Quarter 3 – 0 to 7 days absent, Quarter 2 – 0 to 11 days absent)

Encore Excellence (Gr. PK-8) - for students recognized by our ENCORE Teachers for their efforts in Music, Art, PE, and Computer Science.

Most Improved (Gr. K-8) - for one student per classroom that improved either academically or behaviorally in the classroom.

Citizenship Award (Gr. K-8) - for students meet PBIS expectations which is average of 80 points for the first and second quarter, 85 points for the third quarter and 90 points for the fourth quarter on Class DoJo.

Marvelous and Magnificent Mustangs

Charles Mooney School prides itself on being a respectful learning community for our scholars and staff. We are continuing with our Positive Behavioral Expectations initiative. We are excited to incorporate regular recognition opportunities for scholars who demonstrate positive behaviors as

well as show pride and effort in their academic work and learning. We will recognize weekly the students that were Magnificent and Marvelous at the Friday Town Halls. Students will receive treats from Principal Mousty. We will also recognize the Mustang Students and Staff of the month for demonstrating that they are "Ready to LEARN together"! We hope that each and every scholar will do their part to continue to make Charles Mooney School a very special place for both students and staff alike.

SCHOOL SUPPLIES



In order to help you prepare for the upcoming school year, the teachers have compiled a list of supplies your child will need. Copies of this list will be available in the main office or sent via email. Lists will also be given out at the Back to School Meet the Teacher Night. Free supplies will be provided as long as supplies last. The list will also be sent digitally and posted in Schoology. Parents in need of support for school supplies should contact the main office.

"Ready to LEARN Together"
Go Mustangs
Charles A. Mooney PBIS Protocols
Ready to Learn Together
Respect each other.
Engage in Learning.
Attend Daily
Dress Appropriately.
Yield to Voice Levels.

HALLS
Hands at your sides
All Eyes Forward
Lips zipped

Low speed Stay in Line

CAFETERIA

Ready to Eat Together

Clean up your area

Ask for help by raising hand

Follow volume levels

Eat and stay seated at your own table

Bathrooms:

Floors stay dry.

Leave it clean.

Use it quickly.

Soft voices.

Hands washed.

Playground/Recess:Ready to Play Together

Play fair.

Line up at signal.

Appropriate language.

Your words and actions matter.

Bus

Be safe.

Use quiet voices.

Stay in your seat.



Crayon Box That Talked Shane DeRolf



While walking in a toy store the day before today, I overheard a Crayon box with many things to say.

"I don't like Red!" said Yellow, and Green said, "Nor do I! And no one here likes Orange, but no one knows just why."

"We are a bunch of Crayons that doesn't get along," said Blue to all the others, "Something here is wrong!"

Well, I bought that box of Crayons and took it home with me, And laid out all the colors so the Crayons could all see.

They watched me as I colored with Red and Blue and Green, And Black and White and Orange and every color in between.

They watched as Green became the grass and Blue became the sky.

The Yellow sun was shining bright on White clouds drifting by.

Colors were changing as they touched becoming something new. They watched me as I colored, they watched 'til I was through.

And when I'd finally finished, I began to walk away.

And as I did, the Crayon box had something more to say.

"I do like Red!" said Yellow, and Green said, "So do I! And, Blue, you were terrific so high up in the sky!"

"We are a box of crayons, each one of us unique. But when we get together the picture is complete."