

# **Artemus Ward Parent Handbook**

**2017-2018  
SCHOOL YEAR**



Dear Parent/Guardian:

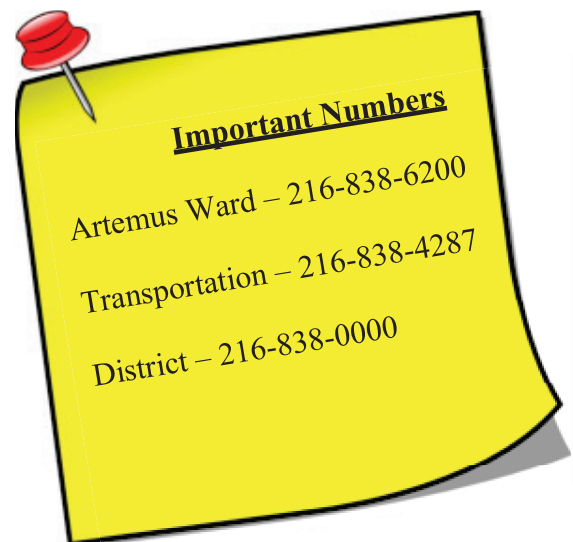
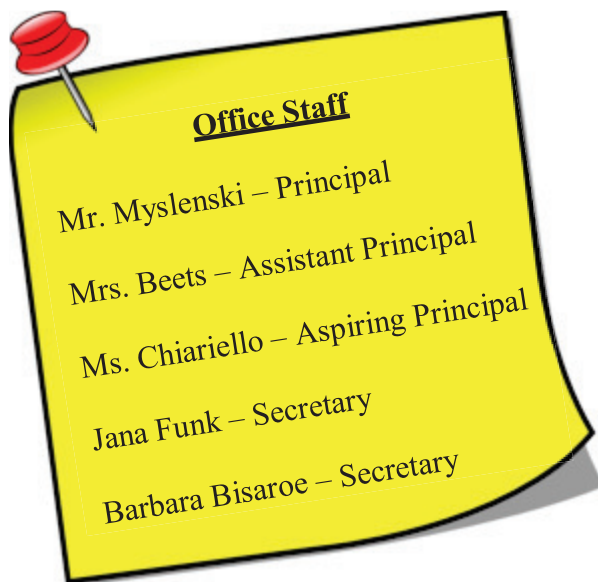


Welcome to 2017-2018 school year at Artemus Ward! We are looking forward to a great year! Administration has created this Parent Handbook to provide information about Artemus Ward whether this is your first year with us or you have been part of the Cardinal community for a while. You will find information regarding many topics that will be useful to help us make this school year the best yet. In addition to the Parent Handbook; your child will receive a CMSD Code of Conduct within the first couple days of school. We will have an assembly with students in regards to the Code of Conduct. We will highlight important aspects of the booklet including uniform and discipline. Students will then sign off on a verification form that they received the handbook and understand it. We highly encourage all parents to read through the Code of Conduct with your child. While the school will highlight important components, it is the responsibility of the parent and student to read the document in its entirety, understand it and comply with all policies and procedures.

We are looking forward to a great year. With your support Artemus Ward is destined to reach new heights.

Sincerely,

Mr. Myslenski and Mrs. Beets



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## ARTEMUS WARD SCHOOL

**Vision:** A school where all scholars are actively engaged in rigorous and relevant instruction that inspires them to reach for the highest levels of academic excellence in preparation for high school, college, and career orientated trades.

**Mission/Philosophy:** We the staff, students, parents, and community of Artemus Ward are dedicated to providing every scholar with an individualized educational program designed to meet their needs, and afford them the greatest opportunity to succeed in attaining their goals and lifelong ambitions as 21<sup>st</sup> century learners. As professionals we seek to grow in developing a culture of learning that thrives on collaboration, dedication, and a belief that all scholars can learn. Artemus Ward scholars will thrive in a warm and nurturing environment that emphasizes safety, respect, inquiry and collaboration. Scholars are supported by a network of caring educators who are committed to working with parents and the community at large to ensure the every scholar succeeds.

### Goals:

- 100% of parents conferenced
- 80% of students reaching their NWEA growth targets
- 40% of scholars above the 50<sup>th</sup> percentile
- 15% increase in the number of scholars proficient in reading and math
- Reduce the percentage of scholars that are limited to no more than 25%
- 93% attendance rate or higher for scholars
- 5% increase in all metrics of the Conditions for Learning Report

### Yearly Instructional Focus:

- Math Foundational Skills
- Dolche Sight Words (K – 3)
- Tiered-activities
- Inclusive, collaborative planning
- Writing

## **Student Dress Code:**

The expectation is that every student will arrive to school following the CMSD school dress code. The following are bulleted expectations for dress code.

### **Tops:**

- All students are required to wear collared shirts and they are to be tucked in. All shirts should be solid without logos. Acceptable shirt colors are blue, white, black and red.
- No hooded sweatshirts/jackets. This includes Artemus Ward sweatshirts. If there is a hood, the students are not permitted to wear it.

### **Bottoms:**

- Students are to wear school pants which include uniform pants, corduroy or dress pants. Students are **NOT** permitted to wear joggers, jeans or sweatpants. Acceptable pant colors are dark blue, black or khaki/tan.
- Students should wear a belt if the bottoms they are wearing have belt loops. Acceptable belt colors are black, navy, light or dark brown.

### **Sweaters:**

- Students are not permitted to wear any jackets/coats during the school day.
- Students may wear cardigans, pullovers or vests. No hoods are permitted on sweaters. Acceptable sweater colors are black, navy or white.

### **Miscellaneous Items**

- No headgear for either males or females including but not limited to scarves, hats, rags, wraps or any other items should be worn at school.
- Students will be permitted to switch out their school shirt for an Artemus Ward spirit shirt on Fridays only. Spirit wear would include any organization that is affiliated with the school or the district. Approved spirit shirts would include Artemus Ward, SCORES, WAVE, NOW and Student Leadership.
- Pre-K and Kindergarten parents are asked to please send an extra set of clothes with their child to be kept in school in case they are needed.

In order to uphold the dress code policy, students that do not meet dress code expectations will be addressed using the following tiered steps.

### **Offense I:**

- Warning issued by teacher and documented.

### **Offense II:**

- 2<sup>nd</sup> Warning issued and documented.

### **Offense III:**

- Infraction is documented and parent meeting with administration.

### **Offense IV:**

- Parent contact and student will spend one day in the Planning Center.

\*\*\*Repeated violations of the uniform policy will result in a Level 2Q offense in the student Code of Conduct and will be addressed accordingly.

## **Cellphone Policy:**

To maintain a safe and structured learning environment, the following expectations have been established in regards to cellphones and their usage during the school day.

- Upon entering the school building, cellphones and any other electronic devices need to be turned off and put away. This also includes **headphones**.
- Cellphones need to be out of sight for the entire school day including breakfast, recess and transitions. Cellphones should not be visible at any point of the day including sticking out of pants' pockets or being held.
- If a parent/guardian need to speak to their child during the school due to an emergency, please call the front office and it will be handled accordingly.
- If a student is caught using their cellphone or caught with it being visible, a verbal reminder of expectations will be given. If a student is in violation again, they will be directed to hand over the phone. A teacher may confiscate a cell phone for **one class period** and must return it at the end of the period. A phone can be turned into an administrator and the phone **WILL BE** returned at the end of the day. **The school will not keep a cellphone overnight for any reason.**
- If a student continues to not uphold the cellphone expectations, a parent meeting will be held with the student and administration to review expectations and problem solve.
- Refusal to surrender a cellular phone or electronic device to a teacher or administrator attempting to confiscate it pursuant to this policy constitutes a Level-I offense.

## **PBIS:**

Artemus Ward has adopted PBIS (Positive Behavioral Interventions and Supports) as a cultural plan to increase the positive behaviors students exhibit while decreasing negative behaviors through the explicit teaching of expectations. The PBIS system is designed to be proactive versus reactive. A PBIS committee has been assembled and will work to support all stakeholders through the process of designing a specific plan that meets Artemus Ward's needs. The committee will also ensure the plan is implemented with fidelity. The following components will be a part of the PBIS plan:

- School-wide expectations established and taught to all students.
- High-frequency rewards to students that are exhibiting school-wide expectations.
- Positive referrals for students that are going above and beyond.
- Explicit plan for students that are not meeting school-wide expectations. Consequences will be aligned to the district's Code of Conduct.

## **Code of Conduct:**

The Code of Conduct booklet provided by CMSD is a framework to set expectations for staff, parents and students. As mentioned in the opening of this handbook, the Code of Conduct will be sent home within the first couple days of school and it is imperative that both you and your child read the entire handbook.

## **Visitation Policy:**

While visits by parents/guardians are encouraged it is important that the following expectations be followed:

- Parents will not be permitted to enter the building in the morning unless they are a Pre-K or Kindergarten parent in possession of a visitation badge or they have a scheduled conference or meeting.
- School visits should be scheduled in advance. All visitors must report to the main office first to sign in and will need to present a valid form of identification. **No parent will be admitted in the building without a valid form of identification.**

- Parents/guardians are asked to refrain from interacting with other children. If there is a concern about another child; please discuss the matter with administration and mediation can be arranged. Under no circumstances should one parent approach a child that is not their own to question them.
- Adult visitors who fail to adhere to this policy, whose visit interferes with the education process or who compromise the safety of students and staff may have their visitation privileges restricted.

### **Arrival and Dismissal Procedures:**

To ensure safety for all students, it is important that the following arrival and dismissal procedures are followed by all parents, guardians and students.

#### **Arrival:**

- The front doors of the building will open at 8:40. As students are entering the building they should be prepared to go through security. Breakfast is served from 8:40 – 9:10.
- All K – 3 students are to report to the cafeteria whether they are eating breakfast or not. Students are expected to stay in the cafeteria until 9:05 when their homeroom teachers will report to the cafeteria to escort them to class. *No students or parents should walk down to classrooms unless they have a scheduled meeting with a teacher.*
- All 4 – 8 students are expected to report to the gym after they have eaten breakfast. If a 4 – 8 student is not eating breakfast, they are to report to directly to the gym and stay there. Students **ARE NOT** permitted to walk the halls for any reason. If students need to use the restroom, they must ask the adult supervising them at the time.
- Students arriving after 9:15 will be given a tardy slip and need to report directly to class.
- When dropping off students, parents **CANNOT** park in the bus spots in the front of the school.

#### **Dismissal:**

- All students, with the exception of Pre-K and K, will be dismissed promptly at 3:40 and the expectation is that parents are ready to meet their child at this time. Kindergarten students will be dismissed at 3:30.
- Parents picking up their child in a car are expected to pull into the parking lot at dismissal or park on Belshire. Under no circumstances should parents park in the bus lanes.
- Students that are not picked up by 3:50 will be brought back into the building to wait for their ride. Students that are not picked up within 45 minutes of dismissal time could be transported to another school to wait for their ride.

### **Volunteer Opportunities:**

Artemus Ward strongly encourages parental involvement. The following volunteer opportunities are available:

- Classroom instructional volunteer and tutor
- Classroom assistance volunteer
- Office clerical assistance
- Special education volunteer
- Library or media center volunteer
- Special event volunteer

If you are interested in taking advantage of the volunteer opportunities offered, please see Mr. Myslenski or Mrs. Beets and they will provide you with the Volunteer Handbook and paperwork that is required to obtain your volunteer badge. Every volunteer must have a CMSD badge to participate in volunteer activities within the building.

## **Parent Advisory Committee:**

The role of the Parent Advisory Committee, “is to provide advice and assistance to the school respecting any matter relating to programs and services in order to help the school attain its goal of providing each child with the best education possible.”

Member of the committee may:

- Assist by providing input into the development of educational priorities for the school.
- Offer advice on a variety of school issues.
- Provide volunteers and fundraising activities to enhance the school experience for students.
- Provide a communication link between the school and the community.

PAC will meet the 2<sup>nd</sup> Wednesday of every month. PAC will host the following events:

- September 13<sup>th</sup> – Open House
- September 28<sup>th</sup> – K – 3 Reading Night
- November 16<sup>th</sup> – All School Reading Night
- December 14<sup>th</sup> – Event to be determined
- February 14<sup>th</sup> – Social Emotional Learning – Valentine’s Social
- April 5<sup>th</sup> – Event to be determined
- May 18<sup>th</sup> – Cultural Fair

## **Student Attendance:**

Your child’s attendance every day is imperative. Every day missed is a missed opportunity to learn.

While attendance is important, life does happen. Below are important points in reference to attendance:

- If a student must be absent please call the school at **216-838-6200** to report the absence and/or sent a written explanation as to why they are absent. A phone call or written explanation is important in order to determine if the absence is marked “excused” or “unexcused”. The following reasons would be considered “excused”:
  - Personal illness
  - Illness in the family
  - Death of a relative
  - Observance of religious holidays
  - Medical or dental appointment

All other absences will be considered unexcused.

- While an absence may be excused, a student is still responsible for any material that was missed while they were out and is expected to ask their teacher what they missed in order to make it up.
- Chronic absenteeism is more than 10 absences. Being chronically absent is considered truancy. In the unfortunate case that absences become chronic:
  - Students could face retention.
  - An attendance liaison for the district could be assigned to investigate the absences.
  - A referral to Children and Family services could be made.

## **Curriculum:**

The curriculum used by Artemus Ward fully aligns with Common Core State Standards and is designed to prepare our students for college and beyond. Curriculum varies by grade bands. Many of the curriculum materials that students will utilize are consumable. We ask parents to assist their students in keeping track of

any curriculum or school resources that are brought home. Your child's teacher will provide more information about curriculum through correspondence sent home as well as Open House and conferences. The following is a list of curriculum used in each grade band.

- K – 5
  - Journeys (Reading)
  - Math Expressions
- 6 – 8
  - Springboard (Reading & Math)
    - <http://springboardprogram.collegeboard.org/english-language-arts/>
    - <http://springboardprogram.collegeboard.org/mathematics/>
  - Science Fusion

### **Online Access for School Programs:**

Artemus Ward as well as CMSD has adopted several computer programs to support the curriculum and students' learning. If possible, the school encourages all families to access the programs at home to support your child. All students will have unique logins for the computer programs. You will have more opportunities to learn about the programs as the year progresses. The following online programs have been adopted for use this upcoming school year.

- Mobymax
  
- Study Island

### **School Supplies:**

Students are expected to come to school daily prepared to learn. Being prepared includes having homework as well as materials to actively participate. Supplies will vary based on grade level and teacher. Classroom teachers will distribute supply lists at the beginning of the year. The supply lists can also be found on our school website: [www.clevelandmetroschools.org/ward](http://www.clevelandmetroschools.org/ward).

### **Conferences:**

Parent teacher conferences are great opportunities to meet with your child's teacher to gain insight on their academic progress. Artemus Ward's goal is to conference with 100% our parents. Each conference date will provide you with a progress report whether it is interims or report cards. Conference topics will include grades, academic progress, assessment data and student goals. Please make note of the following conference days for the year. More information about parent teacher conferences will be sent home as the dates for each event get closer.

- September 13<sup>th</sup> – Open House from 6 – 8. (early release for students)
- October 25<sup>th</sup> – No school for students. Reports cards distributed.
- February 8<sup>th</sup> – Early release for students. Interim reports distributed.
- March 21<sup>st</sup> – No school for students. Report cards distributed.
- April 25<sup>th</sup> - Early release for students. Interim reports distributed.