

East Columbus Elementary School



2025-2026 Parent-Student Handbook



COLUMBUS CITY SCHOOLS MISSION STATEMENT

Each student is highly-educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

COLUMBUS CITY SCHOOLS VISION STATEMENT

A world-class model of public education that prepares all students to be Portrait-ready graduates and reach their full potential.

PORTRAIT OF A GRADUATE

Our North Star – the hopes, dreams, and aspirations we have for every student.

- **Adaptability** – Our students will be agile in thoughts and actions, responding productively to positive and negative feedback while balancing diverse views to reach workable solutions.
- **Communication** – Our students will effectively express thoughts and ideas using oral, written, and nonverbal skills while being active listeners able to decipher meaning and intention.
- **Creativity** – Our students will be imaginative and explore original ideas and innovative solutions by transcending traditional thoughts, patterns, and relationships.
- **Critical Thinking** – Our students will analyze and apply evidence-based reasoning to understand “big picture” challenges and how solutions affect other parts of a system.
- **Global Empathy** – Our students will value and engage diverse cultures and unique perspectives through mutual respect and open dialogue while taking action to make the world more equitable and inclusive.
- **Technology** – Our students will leverage traditional and emerging technology to consume, create, communicate, and connect while practicing responsible citizenship in an increasingly digital world.

PARENT – STUDENT HANDBOOK

2025-2026

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COMMUNITY OF LEARNERS

INTRODUCTION

August 11, 2025

Dear Parents and Students,

Welcome to the 2025–2026 school year at East Columbus Elementary! I am honored to join this vibrant learning community as your new principal, and I look forward to a year filled with growth, learning, and shared success.

At East Columbus, we believe that every child thrives in a supportive environment where school and home work hand in hand. This handbook is designed to help us grow together—by building understanding, strengthening communication, and setting clear expectations. Whether you're new to our school or returning for another great year, this guide will serve as a helpful resource throughout the year.

Please take time to review the handbook with your child. It includes important information about school policies, routines, and our shared commitment to creating a safe, respectful, and engaging place to learn. I also encourage you to support your child's success by continuing to read together, practice math facts, and engage in meaningful conversations about their school day.

If you have questions or suggestions, please don't hesitate to reach out. You can call the school at (614) 365-6147. We welcome and value your presence in our building—just be sure to check in at the office when you visit.

I am excited about the journey ahead, and I'm confident that by working together, we will make this a wonderful year of growth for every child.

Sincerely,

Ms. Natanya Pritchett
Principal

RESOURCE PERSONNEL

COUNSELOR

The role of the counselor is derived from the needs of the students. Some of these needs involve direct services to pupils. The counselor also works in classrooms, with individual students and small groups. If you are having problems with your child, the counselor is available to help you. Our counselor is here 5 days each week.

NURSE

The school nurse is scheduled to be in our building every day. She is happy to confer with parents in regard to health problems. However, a call should be made in advance to arrange a time to meet with her. The nurse checks records of shots which are required by State Law and excludes children whose shots are not complete. She also administers first aid treatment, screens vision and hearing and makes referrals to clinics and or/private doctors. **Sick children, particularly those with a fever, should not be sent to school to be checked by the nurse.**

SPEECH THERAPIST

The speech pathologist provides therapy for students identified as having serious speech or language disabilities. Referrals are made by teachers or the nurse.

SCHOOL SOCIAL WORKER

School social workers are assigned to all schools to assist with attendance, tardiness and adjustment problems experienced by students. The school social worker will also be working with small groups of students to increase their skills in conflict management, anger management, emotional regulation, and other executive functioning skills. The school social worker is a link between the home, school and community.

SCHOOL PSYCHOLOGIST

The main function of the school psychologist, who is assigned to our building only one day per week, is to test students who are having difficulty learning. The school psychologist helps teachers with more appropriate teaching strategies for those students who are having difficulty learning. She will also work with teachers to create behavior plans for students to provide them with support in meeting school behavioral expectations.

INSTRUMENTAL MUSIC TEACHER AND VOCAL MUSIC TEACHER

Students in grades 4 and 5 may elect to participate in an instrumental music program. Children in grades K-5 will receive vocal music instruction.

EAST COLUMBUS ELEMENTARY SCHOOL

2025-2026 SCHOOL DAY SCHEDULE

8:15 a.m......Staff Reports
8:30am-8:55am.....Breakfast
8:50amTeachers pick up students from cafeteria
9:00am.....Classes Begin
9:05am.....Tardy Bell Ring
11:15am-11:45 am..... K, 1 lunch (11:45-12:15 recess)
12:00 pm-12:30 pm.....Lunch 2, 3 (12:30-1:00 recess)
12:45-1:15 pm.....Lunch 4, 5 (1:15-1:45 recess)
3:10pm.....Car rider/front door walkers students called to dismiss
3:25pm.....Bus Riders dismissed (as buses arrive)
3:20pm.....Walkers dismissed
3:45p.m......Staff Day ends

***ALL students must be picked up by 3:30 p.m. as staff members need to leave to take care of their own families. We will attempt to contact all emergency contacts on file for the child beginning at 3:30 if the child is not picked at that time. Once we have exhausted that list, we have no choice but to call Franklin County Children’s Services, so the child can be supervised until a parent or guardian can pick them up.

ATTENDANCE/ABSENCES

The morning session begins at 9:00 a.m., and the afternoon session begins immediately after the lunch/recess period. The bell rings at 8:50 a.m. for students to begin entering their classrooms and at 9:00 a.m. to begin instruction. The bells also ring at the conclusion of each lunch/recess period.

The Ohio Department of Education and Columbus City Schools accept ONLY the following excuses for pupil absences:

1. Personal illness or quarantine
2. Death in the immediate family
3. Emergencies or any other occurrences or situations, which in the judgment of individual principals may necessitate absence from school as a last resort.

A student who is absent must present a note upon his/her return. The note should state the reason for the absence, the date(s) of absence, and the signature of a parent, guardian, or other person in charge of the pupil. These notes can also be e-mailed to our school secretary, Ms. Mary Beth at mhauger@columbus.k12.oh.us.

The parent is not required to write a note excusing a doctor or dental appointment if the doctor or dentist sends an excuse with student.

Doctor and dentist appointments will be counted as an excused absence if the child is out for an entire morning, afternoon, or day.

Once students have been absent from school 9 days in a school year, parent written notes will no longer be accepted for an excused absence. After the 9th absence, the school must receive a doctor's note to excuse absences for the remainder of the school year. Consequently, excessive absences will be reported to our school social worker, and could result in neglect charges being filed.

TARDY STUDENTS

Tardy students seriously disrupt classroom procedures. Please cooperate and make certain your child is NOT TARDY. Students are tardy after 9:05 a.m. There are times when tardiness cannot be avoided; however, habitual tardiness can be avoided. A tardy student must report to the office prior to going to their class. Since House Bill 410 came into effect, every minute a child is not in school will be added up to equal a portion of the school day.

PLEASE NOTE: If your child will be tardy, you must call the school by 10:00 a.m. to order a lunch. If you call after 10:00 a.m., please be prepared to send a lunch with your student. NO LUNCHES WILL BE ORDERED AFTER 10:00 A.M.

Dismissal of Students

Students will be picked up in their classrooms by a staff member to be taken to the bus or out to car rider pick-up for dismissal. Teachers will take walkers out of the building and make sure they are on their way and grounds are clear by 3:30 p.m. If a student is not picked up by this time, the teacher will call the parent/guardian.

During the school day, students cannot be dismissed to a parent or anyone else unless they have been signed out in the office. The secretary or the principal will call for the child to be sent to the office. If a parent comes to a room for a child, the teacher will ask if the child has been signed out. If they are in doubt, they will call the office to confirm.

Our dismissal process begins at 3:20 p.m. with students being picked up by car dismissed first. Students walking home will be dismissed at 3:25 p.m., and bus riders will be dismissed at 3:30 p.m.

Early Dismissal of Students

Due to the interruptions to academic program and safety concerns associated with early dismissals, **no students will be dismissed between 3:00-3:20 p.m.** Our office will be closed to allow office staff to complete required “end of day” documentation to be sure our records are accurate and reflect any changes taking place that day between 3:00-3:45 p.m., so there will be no one available to buzz guests into the office during this time period. We will begin our normal dismissal process at 3:20 p.m.

EMERGENCY CLOSING OF SCHOOLS

The scheduled school calendar will not be changed during the school day or school year unless unforeseen circumstances arise or conditions exist which threaten the safety of the students and employees. The decision to close an individual school because an emergency has arisen is made only by the Superintendent of Schools or his/her designees. The decision is not made by the school principal.

Announcements regarding the emergency closing of school will be made on radio and television no later than 6:00 a.m., on the day of such closing. Do not call the school and tie up the lines, since we may need to make use of the telephone. When listening to media for this announcement, please listen for “Columbus City Schools.” East Columbus will not be announced individually.

In the event that emergency closing would take place during the school day, radio and television would make notification: Parents should make plans with their children as to where he/she is to go if schools close during the school day. It is imperative that the parents fill out the Emergency Plan Paper, which was sent home on the first day. Please return it as soon as possible.

EMERGENCY PHONE NUMBERS

It is very important that the school have at least two emergency names and numbers for our records. These should be updated in the Parent Portal at the beginning of each year by clicking on the Annual Update. Please do NOT put the parent name and phone number down multiple times. The principal will communicate with you every Sunday evening at 5:00 through a phone message and an e-mail, so be sure your e-mail address is also correct in the Parent Portal. Please change the information in the Parent Portal if this information changes throughout the school year.

EMERGENCY PROCEDURES

1. If a tornado is sighted (Tornado Warning) while school is in session, our tornado plan will immediately be put into effect with students going to the designated safe areas. Students will remain in these areas until the warning has been lifted.
2. If a tornado warning is in effect at dismissal time, students will be held in the building until the warning is lifted. Students will not board buses.
3. If students are on a bus when a tornado warning is sounded, the driver has been instructed to go directly to the nearest Columbus City School.

4. In case of any type of emergency, we may release the students to their parents; however, no parents will be permitted to pick up a neighbor's child without parental permission from the child's parents.
5. In case the building goes into lockdown, no one will be allowed to enter or exit the building until the lockdown is over.

HEALTH

ILLNESS

If a child becomes ill during the day, every effort will be made to contact the parent or guardian. As mentioned in the section "Emergency Phone Numbers", it is extremely important that we have two emergency numbers for you updated in the Parent Portal.

MEDICATIONS

Students are not permitted to have any prescribed or non-prescribed medication in their possession while at school. Any medications must be stored in the school office and will only be administered by a staff member when the principal has received all of the following:

- A Prescribed Medication Card (available in the school office) completed by the prescribing physician and parent. **NO MEDICATION WILL BE ADMINISTERED WITHOUT THIS CARD.**
- Medication must be in the pharmacy jar or bottle with pharmacy label indicating child's name, doctor's name, medication name and correct dosage.

SEVERE ALLERGIES

It is the responsibility of the parent to notify the school of a student's severe allergy(ies). In dealing with known severe allergies (for example, bee sting allergy) school personnel will call the emergency squad and the student's parents or guardian immediately. The caller will tell the dispatcher that it is a probable allergic reaction. School personnel will then follow procedures, which have been prearranged with the parent or guardian.

INDOOR RECESS

If for medical reasons you may wish for your child to remain indoors at recess, we need a note from your doctor. When weather permits, we will be outside for recess. Please plan appropriate dress for these occasions. Unless it is raining (or ground and equipment are too wet for safe play), we will be outside when the temperature is above 20 degrees.

OTHER MEDICAL CONCERNS

We will notify parents immediately to pick up their child if he/she arrives at school with unexplained rash or fever. Students may not be in class with a temperature of over 100. They should only return to school when they have been fever free **WITHOUT MEDICATION** for 24 hours. Therefore, if a child is picked up early from school with a fever, he or she is not permitted to return to school the next day.

PARENTAL VISITATIONS AND CONFERENCES

Parents are encouraged to visit our school and classrooms to observe the instructional program and to participate in school related activities for brief periods of time throughout the day. These visitations are for the mutual good of the child, parent and teacher. While visiting, **please** do not engage the teacher or your child while in the classroom and instruction is taking place, as it distracts from the learning environment for all.

If you would like to conference with your child's teacher, please call the teacher to find out the best time to meet with them. Many times you can exchange ideas that aid considerably in the understanding of your child. It is suggested that parents call (365-6147), send a note to the teacher, or confirm with a Class Bank message prior to visiting a classroom to make sure the class is not on a field trip, testing, or engaged in other activity which can not be interrupted.

To protect the safety, confidentiality, and high engagement of learning for ALL of our students, parents may not use their cell phones while in a classroom or common area of the building or playground.

Please remember that the school office hours are 8:30 a.m. to 3:00 p.m., and there is no one available in the office to let you into the building or assist you before 8:30 a.m. or after 3:00 p.m.

ALL VISITORS ARE REQUIRED TO REPORT TO THE OFFICE BEFORE GOING TO THE CLASSROOM!

PARENT VOLUNTEERS

There are so many ways in which volunteers can help in the school. We welcome parents and others in the community who would like to help in our library, work with individuals or small groups of children in math, reading and spelling and assist teachers in various ways.

If you can spare some time to help at East Columbus, please call your child's teacher (365-6147).

PARENT-SCHOOL PARTNERSHIP

It is our desire to create an active parent group here at East Columbus. We welcome your participation and membership. **OUR CHILDREN and OUR SCHOOL need you!**

East Columbus Elementary Parent Involvement Policy
2025-2026 School Year

At East Columbus Elementary, we agree to:

- Share with parents our Parent-School Compact and abide by those rights and responsibilities.

- Offer a large variety of meetings, family events and learning opportunities at a variety of times and days of the week to allow more parents to attend.
- Communicate with parents on a consistent basis about events, volunteer opportunities, and ways they can help at home to make their child more successful.
- Provide opportunities for parents to volunteer for field trips, reading with students in the classroom, classroom activities or other areas where parents feel they have a skill in which to share with East Columbus.
- Translate to families' native language, written materials that are sent home with students, and have translators available (in person or on the phone) when scheduling meetings and conferences with parents whose native language is not English.
- Provide information through a variety of media (make-it take it, presentations, phone dialers, parent academies, coffee and conversation agendas, etc.) about curriculum, state assessments, and activities parents can do at home to support student learning.
- Provide opportunities for parents to provide input in the overall management of the school through the Site Based Council, Teacher Interview Team, Parent Teacher Association, and IEP teams.
- Welcome parent visits during the school day to observe 21st Century instruction or check-in on their child, so long as they sign in at the office to receive a visitor sticker, and do not attempt to conference with the teacher while s/he is instructing or otherwise disrupt the learning of all.
- Consider and treat our parents as one of our most valuable resources in the education of their child, since they are their child's first teacher.

TOYS AND PERSONAL BELONGINGS

All toys, games, radios, cell phones and any student owned playground equipment should be left at home unless written permission has been granted by the school. Children may not bring their own sports equipment to school for use on the playground during recess.

Unrequested toys will be taken away and not returned until a parent comes to school for the toys. Toys WILL NOT be returned to children unless a parent has not arrived to pick up the item on the last day of school for the school year. Unclaimed items remaining after the last day of school will be donated to charity. Please see the school board policy in this handbook for more details about electronic devices in Columbus City Schools.

DRESS AND GROOMING

In today's permissive society, we still feel a need for decency of dress in certain places – school is definitely one of these places. Our appearance tends to reflect our behavior, our character and our seriousness of purpose. Only with parent cooperation and understanding can we continue to maintain our high standards.

- Students are to be neatly dressed and clean at all times: school is a place of work, not play.
- All hats and hoods are to be removed when entering the building.
- Combs and picks should not be out, left in hair, or used in the classrooms.
- Items of clothing should be clearly marked with your child's name, especially boots, gloves, scarves, sweaters, coats and umbrellas.
- Outer clothing should be removed in the classroom.
- Shoes and boots should be appropriate in style to insure health and safety in physical education and on the playground. Flip flops and shoes without a back are not safe for physical education and on the playground.
- Shoes with wheels ARE NEVER APPROPRIATE FOR SCHOOL! Wheels are to be left at home.
- Bodies must be covered from shoulder to lower thigh.
- Halters, muscle shirts and short shorts are inappropriate.
- Pants and shorts may not have any writing across the seat.
- Due to the safety concerns they pose, shoes with cleats should not be worn during school hours or during school sponsored events.
- Shoes with lights must have the lights on the "off" position while on school grounds.
- *The principal reserves the right to determine if violations of the dress code or any aspect of appearance takes away from the primary focus of school which is teaching and learning.*
- Note: Students should be dressed appropriately for outdoor recess. Children will be required to go outside for recess providing that the wind chill and temperature is at or above 20 degrees.

The temperature inside the school is often unpredictable especially in the spring and fall seasons, so it is recommended that you send your child to school with a sweatshirt or sweater

Parents will be notified if a child's clothing is deemed inappropriate for school.

SAFETY CONCERNS

FIRE AND TORNADO DRILLS

Fire and tornado drills are held regularly at East Columbus Elementary. It is important that each drill be treated as if it were really an **emergency**. Therefore, it is extremely important that children be reminded by parents and teachers to move quickly and quietly. They are to remain quiet so that they can hear all emergency instructions.

IMMUNIZATION

Children enrolling in the Columbus City Schools must be adequately immunized or in the process of being immunized against diphtheria, whooping cough, tetanus, polio, rubeola, and rubella. Within 30 days of school entry, such children shall:

- Present a physician's statement, official record, or signed statement, satisfactory to the school physician, certifying that the child is adequately immunized, or
- Present a physician's statement, satisfactory to the school physician, certifying that the immunization is medically contraindicated, or

- Present a signed statement by the parent or guardian certifying objection to immunization for religious reasons, or
- Present a form, signed by the person responsible for the pupil, stating that the required immunizations have been given or are in the process of being given and approximate dates.

BREAKFAST AND LUNCH PROGRAMS

BREAKFAST

Students are served breakfast between 8:30 and 8:55 a.m. We have a Universal Free Breakfast Program for our children. Breakfast is free for all students. Bus riders are served until 8:55

LUNCH

ALL students attending East Columbus Elementary School will receive a free lunch each day. If a child is going to be tardy, the parent should call the school office by 10:00 a.m. so that your child can be included in the lunch count. Please send your child a lunch if you do not call the school by 10:00 a.m.

Students who are eating a hot lunch through our food service program are not permitted to bring supplements to eat in addition to their school lunch. **This means that if they are eating a school lunch, they may not bring chips, candy, soda, juice, etc. from home as well.** If seen, these items will be taken and turned into the office. A parent or guardian of the student may come to the office if he or she would like the item back. It will not be returned to the student.

Federal Food Service Program

Our lunch and breakfast programs are funded by the Federal Government and violations of their policies could result in serious fines for our school, or job loss for our employees who are found to be out of compliance of the below policies. Thank you for your understanding

- Food from the breakfast and lunch programs are to be served ONLY to children. All adults must purchase an adult meal to eat breakfast or lunch.
- Leftover food from the breakfast and lunch programs is NOT permitted to be sent home or out of the building with students or taken home by staff members or any other adults. It MUST be discarded in the trash if it is not an item that can be put out for a meal the following day.
- If a child is seen taking items out of the building, or putting items in pockets or book bags to take home, the food will be taken and discarded.

Birthday Celebrations

Due to time constraints and student allergies, birthday celebrations in the classroom are not permitted. ***Please do NOT bring cupcakes, cookies, balloons, flowers, etc. to school, as it is extremely distracting to all students.*** We know birthdays are VERY important to students and their families, but these celebrations must take place outside of school hours.

REPORTS TO HOME

Homework Policy

Reading and Math Homework will be assigned daily. All other homework will be assigned at the teacher's discretion. You should expect your child to have homework at least Monday through Thursday evenings. It may be assigned for any of the following reasons:

1. To complete unfinished work.
2. To strengthen specific skills.
3. To enrich specific subject areas.

Students have the responsibility of knowing the assignment, having needed materials, doing the assigned work, and getting it turned in to the teacher on time. The main value of homework is the experience it gives children of working on their own. In addition, it provides the opportunity to extend and reinforce what is being taught in the classroom. Homework should be meaningful and related to the needs of the individual student. Yet, it should not be so time consuming that it does not allow for family and recreational activities.

The support of the parents is important when homework is assigned. Children need to be provided with a quiet place to study. Parents can check over completed assignments and praise that which is well done. By doing these things, you may help reinforce the importance of education and your child's satisfaction with her/his accomplishments.

Part of the homework expectation for every child attending East Columbus Elementary School is to read (or be read to in early kindergarten months) every evening for 20-30 minutes. Your child's teacher can go over suggestions for questions to ask after reading or activities to do to assist your child with reading comprehension process skills.

Remember to PRAISE and READ with your children every day!

5500 - STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student District Code of Conduct/ Guide to Positive Student Behavior accordingly.

Students may be subject to discipline for violation of the District Code of Conduct/ Guide to Positive Student Behavior even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the District Code of Conduct/Guide to Positive Student Behavior. This Code of Conduct/Student Discipline Code shall be reviewed annually.

R.C. 3313.20, 3313.534, 3313.66, 3313.661

Adopted 5/19/15
Effective 7/1/15

EAST COLUMBUS ELEMENTARY RULES AND EXPECTATIONS

STUDENTS RIGHTS AND RESPONSIBILITIES

1. A copy of the Guide to Positive Student Behavior is sent home with each child during the first week of school for review by parents and students.
2. Students are entitled to due process of law as administrators enforce the Expulsion, Suspension and Removal policy of Columbus City Schools.
3. The school has the right to regulate dress and grooming, but only in the interest of health, safety and effective instruction. Improper dress will be judged on an individual basis.
4. A student may be searched when there is clear reason to believe that an illegal item, which will cause harm to the student or others, is on his/her person.
5. Students, parents or guardians have the right to review a student's school records with a member of the professional staff. A request to view records should normally be honored within seven days.

6. It is the responsibility of the student to know what the school rules are and to act in accordance with them.

DISCIPLINE EXPECTATIONS

It is expected that students in the Columbus City Schools will:

- Have respect for self, peers, all adults and their rights and property.
- Learn the school rules and expectations as well as rights and responsibilities, obey all rules and regulations, and learn to accept the consequences of behavior.
- Develop self-control, personal responsibility and the ability to get along with others.
- Exercise respect for and care in the use of all school materials, equipment and facilities.
- Attend school regularly, be punctual for class and have the necessary materials and equipment to meet class requirements.

It is expected that parents will:

- Teach the child by word and example to have respect for law, authority and the rights and property of others.
- Teach the child to be accountable for her/his own actions and to develop into a self-disciplined person.
- Share the responsibility of student discipline with the school.

It is expected that the school will:

- Regard each student as an individual worthy of respect and dignity and help students learn this about themselves.
- Be fair, firm and consistent in dealing with each child, recognizing differences in learning styles, enabling each student to achieve full academic and social potential.
- Promote a school climate conducive to learning and achievement.

DISCIPLINE EXPECTATIONS FOR EAST COLUMBUS ELEMENTARY SCHOOL

It is necessary that classrooms and schools are places where effective learning occurs. Pupils and school personnel have the right to a safe and orderly learning environment. East Columbus ensures that an atmosphere conducive to learning and personal growth is present and that standards of discipline are developed and maintained.

DISCIPLINE EXPECTATIONS (CONT)...

The Columbus Board of Education has adopted policies of student behavior, discipline and responsibilities. East Columbus Elementary School enforces these policies that are detailed in [The Guide to Positive Student Behavior](#). Students, parents and staff members are acquainted with these rules and are expected to follow all discipline policies adopted by the Columbus Board of Education.

Students, parents and staff members receive a copy of The Guide to Positive Student Behavior when entering East Columbus each year. Students are to return the last page of this document to East Columbus once it has been signed by their parents or guardians acknowledging that they have received and reviewed the conduct guide. Additional copies of the student guide are available on request in the school office. Student rules, regulations and responsibilities are also listed in the East Columbus Parents and Student Handbook, which is given to parents and students upon entering or enrolling at East Columbus each school year. Additional copies of the Parent and Student handbook is also available in the school office upon request.

Rules and regulations concerning behavior in the various areas of our school are listed below along with the possible penalties for infractions of these rules. What follows will insure a quality education for all students.

1. NO students are permitted in the building or on school grounds prior to 8:30 a.m. Breakfast begins at 8:30 a.m.
2. Children are to enter the building and go to the gym/cafeteria for breakfast at 8:30 a.m. Children may proceed to the restroom, then classrooms at 8:50 a.m.
3. Children are to **walk** through the school building with a “duck tail and a bubble.” THERE IS NO RUNNING! Once classes begin, children are NEVER permitted to be in the hallway, restroom, office, etc. without a pass.
4. Children and their parents will be held financially responsible for damage to school property as a result of carelessness or disregard of rules.
5. Children are not to go into any room other than their own without special permission from their teacher or principal.
6. If a student is playing with a toy during study periods or class time, the toy will be taken and not returned until the end of the school year. Toys are not to be brought to school unless requested by the teacher in writing.
7. Pets should not be brought to school except as part of a planned class experience in which the pet can contribute to the learning situation. The child must secure written permission from the principal.
8. Children who are sent to PEAK must abide by PEAK rules and the directions of the PEAK assistant. They must return the bottom portion of the PEAK form to the PEAK assistant the following day. They will remain in detention each day during recess until the form is returned.
9. Children should be courteous, respectful and obedient to all school personnel. All children will be expected to behave in the proper manner in the classroom, lunchroom, library, gym, hallways and on the playground.

DISCIPLINE EXPECTATIONS CONT...

PENALTIES FOR INFRACTIONS COULD BE:

Restorative Justice
Opportunity to relearn and practice expected behavior
Verbal Reprimand
Withdrawal of Privileges
PEAK Referral
Parent Conferences
In-School Suspension
Suspension

The **P.E.A.K. ROOM** is used primarily for teaching social skills to improve student behaviors. Once this process is completed the student returns to class. **Typically, this can take 15 to 30 minutes.** Occasionally the P.E.A.K. room will be used for in-school suspension.

Physical Education - All boys and girls should have **tennis shoes** to take part in physical education activities in the gym. **If a student needs to be excused from physical education for medical reasons, please have your physician provide an excuse with the length of time for his/her non-activity indicated.**

PLAYGROUND RULES

We have a lot of space and playground equipment. Recess is intended to be an opportunity to exercise and enjoy friends. Our playground rules are designed to promote respect and safety for each child on the playground. If each student follows these basic rules, recess should be an enjoyable time for all.

When playing on the playground equipment:

1. **Be Safe** - NEVER do flips off bars. Do not stand on top of playground equipment.
2. **Be Considerate**-Line up and take turns on the equipment. Line up safely when you hear the line up signal. Use safe hands and kind words.

When playing games:

1. **Football is not permitted at school.**
2. Use safe hands and feet.
3. Soccer and kickball are to be played in the designated game area only.
4. If the ball goes off of the school property, one child should report to the teacher on recess duty or the instructional assistant and request permission to get the ball.
5. Jump ropes are to be used for jumping rope only.
6. Sit on swings and swing straight at a safe height. Exit swings safely.

** Whenever an activity becomes hazardous, that particular activity will no longer be permitted. Recess must be fun and safe ☺ .

General rules:

GENERAL RULES FOR STUDENTS

- Stay in the playground area.
- No contact sports.
- Be mindful of other games (foursquare, tetherball, kickball, and hopscotch), and do not allow students to walk through them.
- Take turns.
- Return equipment (balls, ropes, etc.) to the ball bin.
- Chasing/tag types of games are not permitted.
- Once children are outside, they must get permission from an adult on the playground and a pass to re-enter the building. Students must remain on the blacktop area whenever the grass is wet for safety purposes.
- **Fighting is not permitted at any time and may result in an out-of-school suspension.**

When recess ends:

- Stop all activities on the signal (whistle or bullhorn) from the teacher and walk to the area where your class lines up.
- Students who have been selected as a recess helper, should be the only students permitted to pick up playground equipment.

RECESS

Teachers are assigned to supervise the playground during the recess period. Unless there are special circumstances limiting a child's participation in outdoor play, all children are expected to go out for recess. Parents wishing their child to remain indoors will need a written daily note stating the reason for the request. Any request over a **two-day period** will require a note from a physician stating the reason for the exemption and the time period involved.

Indoor Recess Rules:

Children are to use safe hands in all games and be courteous at all times. When returning to the classroom, children are to be seated quietly until instructions for inside recess are given by the teacher.

CHEWING GUM

Board of Education policy prohibits the chewing of gum in any Columbus City School. Parents, your support with helping your child meet this expectation is needed. Gum, when not properly disposed of can damage school property and the property of students. Please help your child to understand the need for meeting this expectation.

HARASSMENT POLICY

The Board of Education adopted a policy, which pertains to all students and staff. In accordance with federal and state laws and district policy, the Columbus City School District will **NOT TOLERATE HARASSMENT AGAINST ANY STAFF MEMBER OR STUDENT.**

This policy prohibits harassment on the basis of sex, race, national origin, religion, age, disability or sexual orientation. Harassment is defined as slurs, jokes, intimidation or any verbal or physical attack directed at someone's sex, race, national origin, religion, age disability or sexual orientation.

For purposes of implementation and enforcement of this policy, harassment shall be deemed to occur only when the alleged conduct is so severe, persistent or pervasive, that it materially and adversely affects a student's ability to benefit from an educational program or activity, or creates an intimidating, threatening, hostile or abusive educational or employment environment.

The entire staff has received inservice dealing with harassment. ALL students will be told to keep their hands, feet and mouths to themselves. If this simple rule is followed, there should not be a danger of harassment charges being brought forth against your child. Keeping ones mouth to themselves includes touching someone else with the mouth or saying things to people that can be defined as slurs, jokes, intimidation or any verbal attack directed at an individuals race, sex, national origin, religion, age, disability or sexual orientation. Please remind your children to follow the rule and stay out of trouble. Thank you for your cooperation with this matter.

BOARD POLICIES:

The Columbus Board of Education has given the superintendent the authority to create a dress code policy for Columbus City Schools that when implemented will help to ensure a positive climate for learning in all our schools. The policy is provided to you in more detail in Columbus City Schools' Guide to Positive Student Behavior, which is sent home along with this school handbook within the first week of school.

The district-wide policy expects all students to adhere to a code of decent dress for school. Students are not to wear clothing that could compromise their personal safety or the safety of others.

Specific provisions include:

- Dress length not shorter than mid-thigh and undergarments concealed at all times;
- No bare midriffs or see-through clothing, including no tube tops, spaghetti strap tops, halter tops and/or strapless top or dress revealing the midriff or breasts; no tight or form-fitting clothing; no night or sleeping clothes; and no underwear as outerwear;
- Shoes worn at all times with slippers/bedroom shoes/beach shoes and flip-flops not permitted;
- No words or writing across the seat of shorts, pants and skirts;
- No hats, caps and other types of head covering other than those for religious purposes and no sunglasses worn inside buildings;
- Shorts must be hemmed and straight legged, no **shorter** than mid-thigh and must be worn at the waist. Saggy shorts are not allowed. Short shorts or gym shorts are not to be worn except in physical education classes.
- Long pants must be of proper waist size and must not hang below the waist, with pants not touching or dragging on the ground.
- Belts must not be more than three inches longer than the student's measured waist size.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, tobacco, alcohol, or violence.

Cell Phones and Electronic Devices

At East Columbus Elementary, cell phones may be kept in a student's book bag or desk, but not in the student's possession. They are **not** to be turned on, used, seen or heard in schools unless school staff has been notified in advance of special circumstances, such as a call from a parent in the military or a major family emergency. If a student is seen with a cell phone it will be confiscated and only returned to the child's parent or legal guardian. If a parent or guardian does not retrieve the electronic device, the device will be returned to the child on the last day of school. All electronic devices not claimed after the last day of school will be donated to a charity who has a need for used cell phones.

5136 - PERSONAL COMMUNICATION DEVICES

Students are personally and solely responsible for the care and security of their personal communication devices (PCDs). The District shall not assume responsibility for devices that are damaged, lost or stolen when brought to school or after being confiscated for violation of this policy.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use PCDs before and after school, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may possess electronic communications devices only under the following conditions:

- A. Electronic communications devices must be set on silent, or vibrate mode at all times during the instructional day whether in the school building or on school grounds unless being used for instructional purposes as set forth in paragraph B(1) through B(5) below. Any use of electronic communications devices during the instructional day, including during lunch periods and change of classes shall be grounds for appropriate discipline. "Forgetting" to set the communication device on silent or vibrate mode is not a valid excuse for a violation of this requirement.
- B. Electronic communications devices must be kept out of sight during the instructional day. Electronic communications devices must be kept in a locker, book bag, backpack, pocket or purse during the instructional day. Electronic communication devices shall not be kept in or on waistbands or other areas of clothing that can be easily accessed or viewed during the instructional day.
 1. Notwithstanding the foregoing, students shall be allowed to bring their own personal electronic devices to school in anticipation for instructional uses. A personal electronic device is defined as a tool or product that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following technology tools and products are examples of personal electronic devices: laptops, tablets, cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries or

smartphones, Wi-Fi- enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Lasers and electronic games are not considered to be personal electronic devices.

2. Students may not use permitted personal electronic devices on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school or except as authorized by paragraph B(1) through B(5) of this policy. Teachers may elect to authorize the use of personal electronic devices to augment their class instruction. Internet access for personal electronic devices shall be only through secured, filtered school-provided Wi-Fi.
 3. Students shall not be required to obtain or given additional credit or benefits for possessing and using personal electronic devices. Use of personal electronic devices beyond that authorized by this policy shall be subject to discipline under the Guide to Positive Student Behavior.
 4. Acceptable personal electronic devices include laptops, tablets, mobile phones, cameras, and MP3/CD players (with headphones). Unacceptable personal electronic devices include, but are not limited to, lasers and electronic games/toys.
 5. Personal electronic devices and other electronic devices shall not be used to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or at a school-related activity, without express prior notice and consent of authorized school personnel. Unless authorized by the chief academic officer or designee, the use of any camera or device which contains a camera that takes still or motion pictures regardless of format is prohibited.
 6. Students shall be informed that there shall be no expectation of privacy in the use of personal electronic devices with any district Wi-Fi network.
- C. Electronic communications devices may not be used while traveling on district school buses except in cases of an emergency and approval by the bus driver, or as a result of an Individualized Education Program (IEP) team decision.
- D. During periods of state mandated testing teachers must request that students remove all devices from their possession, either by returning the devices to lockers or placing outside the direct possession of the student. If an electronic communication device is used at any time during the test administration, it must be confiscated and may be returned only to the parent or guardian. Any use of an electronic communications device during testing will be considered cheating and appropriate disciplinary action will be taken.
- E. Building principals may grant individual students permission to use electronic communications devices during the instructional day upon advance approval based on

unique circumstances or in cases of emergency.

- F. Individualized Education Program (IEP) teams may grant individual students with disabilities permission to use electronic communication devices during the instructional day based on the unique needs of the student as identified in his/her IEP or 504 plan.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.]), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and/or held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon

their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Effective 7/1/15

5136.01 - ELECTRONIC EQUIPMENT

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment

and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal.

Examples of prohibited devices include, but are not limited to:

- A. lasers,
- B. laser pens or pointers,
- C. electronic games/toys.

Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using a camera or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal for sanctioned events such as yearbook, sporting events, and promotional materials. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

Electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school.

School Buses

RULES

The bus driver is responsible for the management and safety of pupils and is responsible for enforcing the rules. The disorderly student shall be reported to the principal. The principal will be responsible for notifying the parents that continued disorderly conduct will result in suspension from the bus or other disciplinary action. Students must observe the following rules:

1. Changing from seat to seat while the bus is in motion is prohibited.
2. All students must ride their assigned bus.
3. Excessive noise or loud talking or laughter is prohibited.
4. At railroad crossings and other danger points all talking and noise is prohibited.
5. Extending any part of the body through a window is prohibited.
6. Students must observe rules for crossing streets when exiting from the bus.
7. Spitting or throwing any object from windows is prohibited.
8. Eating, drinking or littering on bus is prohibited.
9. Students must obey bus driver's instructions.
10. Transporting of animals, pets or glass containers on bus is prohibited.
11. Parents are responsible for any damage or marking of the bus by students.
12. Use of profane language by students is prohibited.
13. School buses are not permitted to stop longer than necessary to pick up students. Therefore, school buses cannot wait for tardy students.

BUS GUIDELINE FOR PARENTS

1. Provide measures, which will ensure that students arrive at designated bus stop five minutes prior to the arrival of the bus.
2. Provide protection for students when unusual conditions warrant it (cold and rainy weather, emergency instructions, information that might be appropriate).
3. Cooperate with school authorities for appropriate conduct of students.
4. Assist in implementing the school bus program; review the rules and regulations with your child.
5. Plan with students for the first day and throughout the year. If the bus is late arriving, instruct students with appropriate instructions. When this is an emergency early closing of school, instruct students what to do if they arrive home and you are not there.

BUS TRANSPORTATION - What to do....

IF YOUR CHILD IS EXTREMELY LATE COMING HOME ON THE BUS:

1. Allow time for the bus to arrive after its scheduled time. It could be delayed due to heavy traffic or inclement weather.
2. Call the homes of your child's friend(s) to see if he or she is visiting another child.

3. Make sure you know your child's bus route. This may be different in the p.m. than in the a.m. **Call Columbus City Schools' Transportation Department at 365-5074.**

IF YOUR CHILD LEAVES A LUNCH AT HOME:

1. If you discover the lunch after the student has boarded the bus, call the school and make arrangements to take the lunch to school or for the student to order a hot lunch.
2. If a student leaves a lunch at home and there is no one home to call the school, the student will be given a lunch.
3. If the student leaves a lunch on the bus, the same procedures will be followed.

IF YOUR CHILD MISSES THE BUS GOING TO SCHOOL:

Please instruct your child as to procedures to follow if this should occur:

1. If you are at home, the student could return home and be brought to school by you.
2. If, however, you are not available, designate a neighbor or friend who the child can go to for help.

Please help students remember that they should be at the bus stop at least five minutes prior to the scheduled time for the bus.

IF YOUR CHILD MISSES THE BUS LEAVING SCHOOL:

1. If it is caused by the negligence of the child, parents will be contacted to pick up the student.
2. If circumstances beyond the control of the student have caused him or her to miss the bus, we will make every effort to have the bus return and pick your child up.

2024-2025 East Columbus Parent/Student Handbook
Parent/Child Signature Page

I have received a copy of East Columbus's Parent/Student Handbook and have reviewed East Columbus's expectations with my child. I understand that expectations have been set to keep children and staff safe, and to provide an environment where students have numerous learning opportunities. My child and I have talked about the possible consequences when expectations are not followed.

Parent Signature

Date

Printed Parent Name

Child's Name

Child's Room Number

Teacher's Name

I understand that I am coming to East Columbus to LEARN, and while here, I am expected to give 100% effort in learning new things. I know that if I do not act appropriately, there will be consequences (time-out in another classroom, lost recess, detention, phone call home, PEAK, principal conference, In School Suspension, Out of School Suspension, etc.). I will do my best to meet East Columbus's expectations.

Child's Signature

Date