



“WHERE EAGLES SOAR”

**EAST LINDEN ELEMENTARY SCHOOL
STUDENT HANDBOOK**

**East Linden Elementary School
2505 Brentnell Avenue
Columbus, OH 43211
Phone - (614) 365-5459 – Fax - (614) 365-5458
Mrs. Cheryl M. Jones, Principal**

Dear East Linden Families:

Welcome to a brand-new school year at East Linden Elementary School. Our educational focus is to provide high quality instruction for each student in a safe, supportive, and welcoming environment. We look forward to working with our East Linden community and parents. We value your input and welcome your assistance in creating a school that each student is excited to attend. We have high expectations for our students - we know that each student can and will learn. With your support, each student will make academic improvements this school year. Please help us make this a successful year for your child by reading the enclosed information and following these guidelines. You are the critical link to your child's success in school.

Please help your students learn about how to be an Eagle!

Be Safe

Be Respectful

Be Responsible

Be an Eagle!

Sincerely,

Cheryl M. Jones, Principal

DAILY SCHEDULE

8:30 – 9:00 a.m.	Breakfast
8:25 – 8:45 a.m.	Patrol on Duty
8:45 – 9:00 a.m.	Students may go to classrooms
9:00 a.m.	Classes Begin
11:15 – 11:45 a.m.	Pre K, K and 1 st Grade Recess
11:45 – 12:15 p.m.	Pre K, K and 1 st Grade Lunch
11:50 – 12:25 p.m.	2 nd and 3 rd Grade Recess
12:25 – 12:55 p.m.	2 nd and 3 rd Grade Lunch
12:35 – 1:05 p.m.	4 th and 5 th Grade Recess
1:05 – 1:35 p.m.	4 th and 5 th Grade Lunch
3:20 – 3:40 p.m.	Patrol on Duty
3:20 p.m.	Car Riders Dismissed
3:30 p.m.	Bus Riders/Walkers Dismissed

EXPECTATION STATEMENTS

The staff at East Linden will provide an environment where each child will feel safe, secure, confident and motivated to learn. Students are expected to work cooperatively and to respect the rights of others to learn. The goal is to accelerate the learning of **ALL** students. The staff will support the home with frequent communication, will welcome volunteers, and will provide workshops in response to expressed needs. Each staff member will strive to increase the academic achievement of each student. The East Linden families are asked to reinforce skills taught at school and to see that homework and other school projects are completed thoroughly and on time. Parents are urged to stress the importance of education and to help their child understand that they are going to school to learn. East Linden parents and families are encouraged to share their talents and interests. Attendance at parent-teacher conferences is critical. With the East Linden community of parents, students, and teachers working together, our students will have the opportunity to make tremendous academic improvement.

CLASSROOM VISITATION BY PARENTS

We encourage parents to visit the school and observe their child's classroom while school is in session. Through these visits, you are supporting your child and the school. Furthermore, you can gain insight into the progress your child is making. There are several requests the school must ask when you plan a visit:

1. Please contact the teacher to schedule a visit. Visits should not last longer than 30 minutes, unless pre-arranged with the teacher.
2. All visitors must check in at the school office to register their presence and intent to visit a classroom.
3. **Please do not use this visit as a conference time.** The teacher is involved with twenty or more children and cannot talk with you while class is in progress. When visiting a classroom, it is best to quietly take a seat in the back of the room and leave when you are ready, without talking to the teacher. If desired, a special conference should be scheduled at a later time. You can leave a note with your request with the secretary in the office. Thank you for helping us in this request.
4. Items which are to be delivered to your child should be labeled and brought to the school office. They will be delivered by school personnel, protecting valuable teaching time.

PARENT VOLUNTEERS

Parents are warmly invited to volunteer at East Linden. Please call the office and leave a message for your child's classroom teacher. WE DO NEED YOUR HELP!

IMPORTANT REMINDERS:

- ✓ Walkers are asked to arrive at school **no earlier than 8:30 a.m.** so that Safety Patrol may assist students crossing the street.
- ✓ Please notify the school before 9:30 if your child is going to be late and needs lunch. Otherwise, you must send a packed lunch.
- ✓ Please sign your student in at the office upon late arrival.
- ✓ Call the office or send a note when your child will **not** be riding the bus. If we do not receive a phone call or note, your child will be placed on his/her regular bus.
- ✓ Call the office or send a note if someone **not** listed on your child's emergency card is picking him/her up.
- ✓ Be prompt in picking up students by 3:30. We do not have supervision for the students after 3:30 P.M.

EARLY DISMISSAL

If a student must leave school for a medical or dental appointment, or for an emergency, the child must have a written note and report to the office before leaving. **Parents are to come to the building and sign the child out.** For your child's safety, identification will be requested if someone other than the parent is taking the child.

- 🕒 Please remember that the instructional day ends at 3:15 p.m. when students leave early (even 5 or 10 minutes) they lose valuable instruction time. That loss may be reflected upon their attendance record. **No students will be released after 3:00 pm.**

DISCIPLINE

Discipline has two major purposes:

- 1) Securing a classroom atmosphere that will make learning possible
- 2) Helping each child develop self-control

The Guide to Student Conduct is located on the Parent Portal. We expect that parents will review this document and sign the form found in the parent portal stating that you have reviewed it with your child/children.

STUDENT EXPECTED BEHAVIORS

- ☺ Listen and follow all directions
- ☺ Complete all classwork and all homework
- ☺ Wear a school uniform
- ☺ Respect yourself, property and others

PEAK CENTER

The PEAK Center is located in Room 105 and is staffed by a trained PEAK instructional assistant. A student who cannot control his/her behavior in the classroom or on the playground will be sent to PEAK for time-out. PEAK is used both as a time-out and for in-school suspension. In-school suspension occurs only after a hearing with the student and the student's parents to determine the offense and the appropriate consequence. The student completes academic assignments while in PEAK.

A letter is sent home with a student who has been in PEAK for time-out. Please sign the letter and return it the next day. This is the school's way of communicating with you, and confirming that you have received the PEAK notice. Students who do not return the signed note will spend their recess in PEAK, and we will attempt to call you at this time to inform you of the PEAK assignment.

PLAYGROUND BEHAVIOR

Students are expected to demonstrate appropriate safety and social behavior. It is also expected that the authority of the adult supervisors will be respected at all times.

- ❗ Students are to walk in the mulched playground area. Running is permitted in the field.
- ❗ Balls will be provided by the school for basketball and marked playground games.
- ❗ School playground equipment will be used at all times. Leave your own toys and balls at home.
- ❗ Actions involving rough play, fighting, pushing, and tripping will not be tolerated and will lead to time-out on the playground or a PEAK visit. Repetitive time-outs from the playground could result in a loss of recess privileges for an extended time.

SCHOOL UNIFORMS

Students should dress in navy (including blue jeans), black or khaki pants/skirts. Solid white, light blue or navy blue shirt with a collar. Shirts should not have any writing on them. Flip-flops **are not** permitted. **Pants should have belts and not sag.** Please call if you have any questions. Our goal is to make sure that students are safe and can concentrate on their lessons at school.

MEDICINES AT SCHOOL

Only medicines prescribed by a doctor may be given at school. Parents must provide the nurse with a Medication Authorization Form (which can be obtained in the school office) before medicine can be given.

Students may bring cough drops to school, but they must be accompanied with a note from the parent and given to the teacher for distribution.

Students may not share or distribute any type of medicine, including cough drops to other students.

IN CASE OF EMERGENCY

Emergency medical cards are kept on file in the office. **Parents are asked to update all information in Parent Portal.** If there is new information, such as medical problems, change of address/telephone number, contact person or other important information, please update Parent Portal. In an emergency, the nurse/office calls both the squad and the parents. Current information is vital for the safety of your child. We want to be able to reach you in an emergency. Updating Parent Portal contact information is important.

INCLEMENT WEATHER

Decisions on school closing are made by the Superintendent. Listen to the radio or TV for information on school closings. You can also call the FACTline at (614) 221-FACT (3228) to check on school closings. During inclement weather, when the temperature/wind chill is below 25 degrees, or if snow, rain or icy conditions exist, children will remain inside at recess. If weather permits, students will go outside for recess and should have clothing to protect them from the cold. If school is dismissed early due to the weather, your child should know what plans have been made.

BIRTHDAY PARTIES AND DELIVERIES

Birthday parties and celebrations are not permitted at school. Our goal is to increase academic achievement for all students, and birthday parties take away valuable instructional time. Deliveries of flowers and balloons will not be accepted at school. These deliveries interrupt the instruction in the classroom and prove to be a distraction to students.

STUDENT ATTENDANCE

Regular attendance is important to your child's success. The academic progress of each student depends greatly upon the punctuality and regularity of attendance. Students who attend school daily will secure the maximum benefits. **Parents of students who are absent from school must call the school and notify the office of the reason for absence or need to provide the school with a written note (within 2 days after student returns to school) explaining the absence. We can excuse the following: illness of student, doctor appointments, death in family, observance of religious holiday, family emergencies (approved by Administrator).** If we receive no written notice from parents or guardians, the absences will not be excused. If the child is absent or tardy frequently, a social worker from the school will contact the parent.

- 🕒 Early dismissal and tardies, (even 5 or 10 minutes) will be recorded.
- 🕒 Students arriving to school after their assigned lunch period will be counted ½ day absent. **Students arriving to school after 1:00 p.m. will be counted absent for the whole day.**

CONTACTING THE SCHOOL

When calling the school, in order not to disrupt instruction time for your student, a message for all calls to a teacher will be taken down and given to the teacher. Teachers are with students from 8:45 a.m. until 3:30 p.m. and will generally have to return your call during their lunch or after school (3:30 – 3:45 p.m.). The school office is open Monday through Friday from 8:30 – 4:00 p.m. Our phone number is (614) 365-5459.

ANTI-HARASSMENT POLICY

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 on the basis of sex, race, national origin, religion, age, disability, or sexual orientation. Harassment shall be defined as slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's sex, race, national origin, religion, age, disability, or sexual orientation. This policy is posted in each school. Its existence will be shared with staff and students.

LOST AND FOUND

Mark items of clothing, book bags, lunch boxes and other personal items with your child's name. The lost and found is located in the cafeteria. Students are encouraged to look for lost items. Items will be displayed at parent conference time. Any unclaimed items left at the end of the year are donated to a charitable organization.

BREAKFAST AND LUNCH PROGRAMS

Breakfast and Lunch will be provided for all students! Breakfast will be served beginning at 8:30 a.m. each morning. Instruction begins at 9:00 a.m. so students need to be at school by 8:45 a.m. to have time to eat breakfast before going to class. After eating breakfast, students will go directly to their classrooms and prepare for the morning period.

SAFETY PATROL

The safety patrol is trained to provide safe crossing for students as they walk to and from school. They are on duty fifteen minutes before the start of school (8:45 a.m.) and fifteen minutes after school (3:45 p.m.). Walkers are expected to wait for the signal from safety patrol to cross and remember to cross only at the designated areas.

