

# **2025-2026**

# **Hubbard Elementary**

# **School**

## **Parent Handbook**



**104 W. Hubbard Ave.**  
**Columbus, Ohio 43215**

**Phone 614-365-5564**  
**Fax 614-365-5562**



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

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**Parent/Student Handbook**

Dear Parents/Caregivers and Students,

Welcome to Hubbard Elementary School for the 2025-2026 school year! This handbook is designed with you in mind. It should be useful and informative. I hope you read the information and use it as a reference throughout the school year. If you have any further questions, please feel free to call the school office. I am looking forward to a successful year working with our students and families.

Mrs. Kendra McGaughy  
Principal

**MISSION STATEMENT**

We imagine a future where every student feels confident, curious, and proud of who they are. By honoring our diverse cultures and experiences, we empower students to lead, learn, and make a positive difference in the world.

**VISION STATEMENT**

Hubbard Elementary will foster a community where effort is celebrated and challenges are seen as opportunities. We will empower **confident**, **generous**, curious, and proud students to **dream big**, lead with **kindness**, and celebrate diverse cultures and experiences. Together, we build leaders who live with **PRIDE** through high expectations for learning and personal growth.

**COLUMBUS CITY SCHOOL'S DISTRICT MISSION STATEMENT**

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

## ARRIVAL / DISMISSAL

Doors open at 8:30 am. **Students are not permitted in the building prior to 8:30 am as there is no supervision.** We recommend that you do not bring your child until doors open at 8:30 am.

Once doors open, students report to the gym/cafeteria whether they are eating breakfast or not.

All parents who transport students to and from school should arrive through the student pick-up and drop off area located on Wilber St. on the North side of the school building. Students will then enter the school through the entrance by the gym/cafeteria. **Parents are not to park on Wilbur or in the parking lot during arrival and dismissal.** Parents are not to drop off or pick-up on Hubbard unless it is after 9:00 am (students will be marked tardy and must be signed into the office by the parent/guardian dropping off). Additional traffic on Hubbard Avenue causes safety issues for students. Parents are expected to follow all school procedures.

School buses and daycare vans dropping off and picking up students will pull up in front of the school on Hubbard Avenue and unload students. The students will then enter the school through the main entrance on Hubbard Avenue.

Walkers will enter and exit through the gym/cafeteria entrance on Hubbard. You must call the office and sign your child up as a walker in order to arrive and dismiss through this method. Walkers will all be dismissed at the same time at the end of the day. If you are walking to meet your child, please wait at the sidewalk. Students that are signed up as walkers and being dropped off or picked up in a car will be removed from the walker list.

**For the safety of our students, students will NOT be dismissed between 3:00-3:30, for any reason.** If you must pick up your student early from school, please pick them up prior to 3:00. Dismissal changes cannot be made after 3:00 pm. When picking up your child early, please call the office ahead of time so we can have your child ready. You must come to the office to sign your child out.

## SCHEDULE

|           |                                |
|-----------|--------------------------------|
| 8:30 a.m. | Doors open for Breakfast       |
| 8:55 a.m. | Students Dismiss to Classrooms |
| 9:00 a.m. | Tardy Bell                     |

|            |                                    |
|------------|------------------------------------|
| 11:15 a.m. | Recess grades 2/3(30 minutes)      |
| 11:45 p.m. | Lunch grades PK,K,2-3 (30 minutes) |
| 11:50 p.m. | Recess 1,4,5(30 minutes)           |
| 12:20 p.m. | Lunch 1,4,5 (30 minutes)           |
| 12:20 p.m. | Recess grades PK,K (30 minutes)    |
| 3:25 p.m.  | Dismissal for Car riders/walkers   |
| 3:30 p.m.  | Dismissal for Bus Riders           |

## **ATTENDANCE – ABSENCES**

*Every Day Counts*

### **Tardiness**

- Students arriving at school after 9:00 a.m. are marked tardy and must be signed in by the parent/guardian/adult bringing the student.

### **Excused Absences**

- Serious accident or illness
- Death of a relative
- Religious holiday

### **All other absences are considered Unexcused Absences.**

Parents must call or email the school by 9:00 AM to report student absences.

Upon return from an absence, the following procedure is to be followed:

A written note signed by the parent, with date(s) of and reason(s) for absence from school. Please send the note to school with your child the day he/she returns to school. If an absence or tardy is due to a medical appointment please request a school excuse from the medical office and provide it to the school.

## **BREAKFAST & LUNCH PROCEDURES**

### **Breakfast**

Breakfast is offered to all Columbus City School students daily free of charge.

### **Lunch**

ALL Columbus City School Students are provided with free lunch everyday. Students should not be entering the school with Starbucks, McDonalds, Wendy's, etc. If your child is eating breakfast with you, please make sure they finish their breakfast before entering the building. If a child forgets their lunch, they may either get a school lunch or parents may bring the packed lunch.

## HOMework

Homework is routinely assigned as an extension and reinforcement of the daily classroom learning activities. Students are expected to complete and submit on time all homework assignments given by their teachers.

The following are recommended amounts of time for homework to be given at each grade level:

Kindergarten – 10-20 minutes nightly

First Grade – 10-20 minutes nightly

Second Grade – 30 minutes nightly

Third Grade – 40 minutes nightly

Fourth Grade – 50 minutes nightly

Fifth Grade – 60 minutes nightly

## REPORT CARD GRADING SCALE

The KEYS for Levels of Performance in ACHIEVEMENT are as follows:

|                 |   |
|-----------------|---|
| 4 – Advanced    | Consistently <b>EXCEEDS</b> required level of performance       |
| 3 – Proficient  | Consistently <b>MEETS</b> required level of performance         |
| 2 – Basic       | <b>WORKING TOWARD</b> required level of Performance             |
| 1 – Below Basic | Consistently <b>WORKING BELOW</b> required level of performance |

\*Note that these KEYS of 1-2-3-4 in achievement are NOT to be equated with letter grades of A-B-C-D-F.

A score of a 4 means a student has demonstrated the ability to complete work beyond the required level of performance. (At least one grade level higher).

A score of 3 is a great score. Students are expected to be proficient at their grade level. This is where we want all students to be at a minimum.

A score of 2 does not mean the child is failing. What it does mean is the child has not mastered all of the indicators under the standard and is working toward proficiency in the standard.

A score of 1 could be an indicator that the child is experiencing great difficulty with the standard and should be a reason for concern.

## SCHOOL RULES & GUIDELINES

All staff members are responsible for all students. Students are to be respectful and to follow the instructions of **ALL** staff members at **All** times.

School rules are designed to ensure the best possible atmosphere for learning and for getting along with other students and teachers. The rules are as follows:

1. No classroom disruptions will be tolerated. Each student has the right to learn, and every teacher has the right to teach. Therefore, no student will be permitted to disrupt any class and thereby infringe on the rights of the teacher to teach and the rights of the students to learn. Students are expected to follow the directions of the school staff.
2. Every student has the right to feel secure, safe and free from threat and intimidation. Fighting, bullying, or inappropriate verbalizations and gestures toward others will not be tolerated.
3. All students are expected to respect school property, as well as other student personal property at Hubbard School.
4. **Every student at Hubbard will show respect for themselves and others.**
5. Students at Hubbard will show respect for cultural differences. Racial slurs, inappropriate language or gestures, and profanity are prohibited.
6. The grounds, cafeteria, halls, restrooms and buses are integral parts of the school and students are to conduct themselves in a responsible way in each of these areas.

Students who do not follow the school rules will be dealt with in a **fair**, and **consistent** manner. Students will always have the opportunity to explain the situation. Those who do not utilize alternatives to the misbehavior(s) and continue to violate rules may be subjected, but not limited to, the following penalties:

1. Student/Parent Conference
2. PEAK
3. Suspension
4. Expulsion

Please refer to the *Guide to Positive Student Behavior* for more detailed information found in the Parent Portal.

## SCHOOL BUS RULES



The bus driver is responsible for the management and safety of pupils and responsible for enforcing the rules. Disorderly pupils will be referred to the principal and she will be responsible for notifying parents/caregivers that **continued disorderly conduct will result in suspension from the bus.** Bus rules include (but are not limited to):

1. Remain in the assigned seat; changing from seat to seat while the bus is in motion is very dangerous and prohibited.

2. Pupils must ride the designated bus. If other arrangements at dismissal have been made, a note from parent/caregiver is required or the pupil will be put on his/her designated bus. This note or communication must be turned into the office before 2:30pm. **NO EXCEPTIONS**
3. A respectful level of conversation must be maintained. Excessive noise is dangerous and prohibited.
4. At railroad crossings and other danger points, quiet must be maintained.
5. Pupils may not extend any body part through open windows on the bus.
6. When exiting the bus, students must observe appropriate rules for crossing the street.
7. Throwing objects or spitting from bus windows is prohibited.
8. Pupils will refrain from eating, drinking, or littering on the bus.
9. Pupils are to follow directions given by the bus driver at all times.
10. Animals, pets, or glass containers may not be transported on the bus.
11. Parents/Caregivers will assume responsibility for any damage or marking on the bus by the pupil.
12. Pupils will speak respectfully at all times; profanity is prohibited.
13. Students should arrive on time at the designated stop; school buses **cannot** wait on tardy students.

\*\*If you need to contact transportation please call #614-365-5074.

**\*Families whose children are eligible for transportation services will now access their bus routing information directly through the Parent Portal. To find this information, you must click the 'Transportation' tab in the portal. You will find all the necessary details, including your child's bus number, pick-up and drop-off times, and special instructions. This shift streamlines the process and ensures families receive timely and accurate information about their child's transportation arrangements. Buses are routed based upon the address listed in the Parent Portal. To change an address please complete the "Annual Update" or Due to unforeseen circumstances, buses may run late especially at the beginning of the year. Please be patient.**

### **VISITORS**

1. All visitors must check in at the office upon entering the building and have a valid id. Please ensure that all adults are listed in the Parent Portal as contacts for your child.
2. Parents have the right and are encouraged to observe their child's classroom at any time; however, parents may not disrupt the learning environment, and may not hold conversations with their child or the teacher during the classroom visit.
3. Conferences must be made by prior arrangement with the teacher.
4. No visitor should come into a classroom without identification.

### **STUDENT DRESS CODE**

Hubbard School follows the Columbus City Schools dress code policy.

All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing shall be sufficient to conceal undergarments at all times.

## **MEDICATIONS**

All prescribed student medications are kept in the office and administered only when a CCS medical form is on file in the school office and has been completed and signed by a physician. All medications will remain locked, and are distributed according to the dosage/prescription from the prescribed prescription bottle. All medications must be in the prescribed prescription bottle. Students are not permitted to have **any** medications (prescription or nonprescription) in their possession on school property.

If you have any questions that you cannot find the answers to in this packet or the folder, please give us a call at 614-365-5564.

## **POLICY ON Birthday Parties**

Please note that due to possible food allergies, cultural beliefs and in order to maximize learning time, Hubbard does not encourage classroom birthday celebrations or birthday deliveries (e.g. balloons, flowers, etc.) to students. Feel free to reach out to your teacher with any questions.

## **CELL PHONES/ELECTRONIC DEVICES**

We understand that students have cell phones and bring them to school, but they must be turned off and kept in book bags during school hours. Phones that are not turned off and kept in book bags during school hours will be confiscated and only returned to the parent/guardian. The school will not be responsible for lost or stolen cell phones. i-Pads, gameboys, and other electronic equipment are not allowed at school. If brought to school, these items will be confiscated and only returned to a parent/guardian. The school is not responsible for lost or stolen items.

**Our CCS Electronic Device Policy is in line with [the new Ohio Law](#) regarding electronics devices in schools. According to the CCS Electronics Devices Policy, cell phones must be powered off during the school day and should remain out of sight until students are off school grounds. Students are not permitted to be on their phones during the school day. Hubbard is not responsible for lost, stolen, or damaged cell phones.**

## **SCHOOL CLOSING**

The decision to close all schools for an entire day because of an emergency will be made by the Superintendent. Radio and television stations will broadcast school closing announcements due to inclement weather no later than 6:30 AM. The decision to close school early during the day because of an emergency

will be made and announced by the Superintendent. Public announcements will be made immediately after the schools have been notified.

## **ANTI-HARASSMENT 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.**

## **Hubbard Parent Involvement Policy**

Parents are always needed and welcomed for various volunteer opportunities! Rita Hallaveld is our Parent Ambassador and will be happy to assist you throughout the year and sign you up for various volunteer opportunities. Her email is [rhallaveld@columbus.k12.oh.us](mailto:rhallaveld@columbus.k12.oh.us).

Please schedule appointments with your child's(ren's) teacher if you plan to visit the classroom. In order to allow for maximum learning in the classroom, we do not allow parents to visit rooms unannounced. **There are times (such as during state testing) that parent visitations will not be permitted.**

Please feel free to contact the school at 614-365-5564 or your child's(ren's) teacher(s) with questions to find out how you can help!