****Weinland Park Elementary School**

**211 E. Seventh Avenue**

**Columbus, Ohio 43201**

**Ph. 614.365.5321**

**Fax 614.365.5431**

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

2019-2020 Weinland Park Elementary Student Handbook

*Welcome to Weinland Park Elementary School! This packet contains useful information about policies and procedures at Weinland Park Elementary School. Please review it carefully with your child, and store it in a safe place for easy reference when you have questions throughout the year. We look forward to having an amazing year!*

*Dr. Porsha Robinson-Ervin, Principal*

# Weinland Park Elementary School Vision Statement

**Weinland Park Elementary School is committed to supporting all students, families, and staff. In partnership with our community members, we are devoted to nurturing the whole child through a positive, collaborative environment. Our continuous professional growth and high expectations allow us to foster excellence in student achievement to develop lifelong learners.**

# Weinland Park Elementary Student Pledge

**S - SMART**

**T - TALENTED**

**A - ARTICULATE**

**R - RESPECTFUL**

**S - SUCCESSFUL**

## School Schedule

##### 8:30 a.m. ……………………………………………………………………………… breakfast 9:00 A.M. ……………………………………. Learning begins/Late bell rings 11:15-1:30 p.m.. ………………………………………………………….. lunch & recess

|  |  |  |
| --- | --- | --- |
|  | **Lunch** | **Recess** |
| **kindergarten & third grade** | 11:15 – 11:45 a.m. | 11:45 a.m. – 12:15 p.m. |
| **first & fourth grade** | 11:50 – 12:20 p.m. | 12:20 p.m. – 12:50 p.m. |
| **Second & Fifth grade** | 12:30 – 1:00 p.m. | 1:00 – 1:30 p.m. |

##### 3: 25 p.m. …………………………………..……car riders & walkers dismissed 3:30 p.m. ………………………………………………………….... bus riders dismissed

## Attendance

We want your child in school and learning every day! Under state law, children who are absent must be accounted for by 9:00 a.m. Please call the school as soon as possible to notify us of your child’s absence. After consecutive absences, we will contact you. It is important for you to provide the school with up to date contact information. A student will not receive a perfect attendance award if they accumulate tardies and absences (based off of minutes). In the case your child is absent please send an excuse with your child upon their return to school.

## Arrival and Dismissal

It is very important for students to arrive on time for school each day. However, **students should not arrive prior to 8:30 a.m. as there is no adult supervision at this time**. If you need to drop off your child at school prior to 8:30 a.m., please contact the Columbus City Schools Latch Key Department to get information about their Latch Key program at 614-365-5891. Dismissal for walkers and car riders is at 3:25 p.m.- please be on time. Bus riders are dismissed by route number beginning at 3:30 p.m.

## Early Dismissal

Your child’s safety is very important to us**. Please remember you must bring a picture ID each time you wish to pick up your child during school hours and only those individuals listed on your child’s emergency card may pick up your child (and these individuals must provide a picture ID as well). Please also keep in mind, no students will be released between 3:15 p.m. and 3:30 p.m. while the building staff focuses on a safe and orderly dismissal.**

If you wish to change their child’s routine dismissal procedure, please send a written note each day you wish to make the change. If it is a last-minute change, please feel free to contact the main office prior to 2:30 p.m. **Any changes in routine dismissal after 2:30 p.m. will require building principal approval.** It is very difficult and potentially unsafe to ensure ALL necessary individuals are informed so close to our building dismissal time. **Please make every effort to send a written note with your dismissal changes.**

Early pick up is discouraged because it is disruptive to the classroom. All children leaving the school before dismissal must be signed out in the office where a record will be kept of their names, time of departure, and reason for leaving early and with whom. Keep in mind consistent early pick can lead to a P.M. tardy.

###### \* DISTRICT POLICY: Any student who is signed out prior to dismissal will be marked early leave in their attendance record. \*

## Emergency Information Card

When a child becomes ill at school, an attempt to contact the parent or guardian will be made. An Emergency Information Card will be sent home with your child by **Thursday, August 22, 2019. Please complete these cards and send back to school with your child no later than Thursday, August 29, 2019.** These cards are kept in the main office. It is necessary to know who is to be contacted if we are unable to reach you. Please keep all contact information up to date. If information changes throughout the year, please update it with the office staff.

## School Emergency

If your child becomes ill or is injured while at school, every effort will be made to contact you. If we cannot reach you, we will begin to call other emergency contact numbers you have given us until we reach someone. We request that you or someone you select come to school to pick up your child. This makes it very important for you to complete and return the yellow and white emergency cards to school as soon as possible. If any of this emergency information including home and work telephone numbers should change, please notify the school immediately.

## Closing School-Emergency

Announcements pertaining to emergency closing of schools will be made news outlets no later than 6:30 a.m. on the day of the closing. Emergency closing of schools due to extreme weather conditions, equipment failure, etc. during the school day will be determined by our Superintendent, Dr. Talisa Dixon. Elementary schools are typically dismissed at their normal time when extreme weather conditions cause early dismissal for middle and high schools. Each parent should have a plan for such emergencies and should instruct their children where to go should no one be home.

## Lobby Guard

All visitors are required to report to the office before going to another part of the building. **ALL visitors (without Columbus City ID) ARE REQUIRED to sign in through Lobby Guard.** Our new visitor check in system through Columbus City Schools. Lobby Guard requires sign in through a person’s State ID. Weinland Park will strictly adhere to Columbus City School’s Policy regarding Lobby Guard. **If a visitor does not have his/her state ID, he/she will NOT be allowed outside of the office area of the school building during school hours.**

## Parent Visitation

Parents are encouraged to visit their child's classroom to observe the instructional program and to participate in school related activities. In addition, we encourage parents to plan conferences with the teacher. Please keep in mind that these conferences cannot occur during class time. The best time to come in for a conference is after school. Teachers are more than happy to schedule a time to meet with you, however teachers must be given at least 24-hours-notice in the event of a conference request.

## Proper Dress/Uniform Policy

##### Our students are expected to follow the Columbus City School dress code policy.

**The Columbus City Dress Code Policy includes:**

* **Shirts with sleeves and shirt long enough to cover the stomach**
* **Shorts and skirts are knee-length**
* **Slacks, skirts, and shorts are to be worn firmly at the waist**
* **Students ARE NOT allowed to wear slippers, flip-flops, or shoes that have wheels.**
* Neatness, cleanliness, and good taste are expected.
* Clothing should not distract or interfere with the learning environment.
* Suggestive pictures, writing across the seat area of skirts, pants, shorts, and clothing that advertises alcohol, drugs, gangs, and/or violence/death are not permitted.

**To meet the expectations of the District Dress Code Policy,   
Weinland Park students are to wear uniforms:**

**Uniforms can Include:**

**Black, navy, or tan bottoms (pants, skirts, shorts) and/or dresses**

**Solid color Polo style/Collar Shirts (blue, red, white, yellow, etc.)**

Students who wear inappropriate clothing will be sent to the office to call home for a change of clothes.

## Breakfast Policy

Breakfast begins at 8:30am each day until 8:55 a.m. To ensure the safety and timely arrival of our students, parents will not be permitted into the breakfast room. However, parents of Kindergarten through Fifth Grade students will be permitted to drop their child in the entryway. Pre-Kindergarten parents will be permitted to walk their Pre-K child to their designated classroom.

## Breakfast and Lunch Programs

Each student in the Columbus City School District will be receiving **FREE** breakfast and lunch for the 2019-2020 school year. Do keep in mind if your child does not take a complete lunch they may be charged as a-la cart items.

## Lunchroom Behavior

Proper behavior in the lunchroom is essential. We know that our students have been taught good table manners and know how to conduct themselves well. Our lunchroom is a quiet time for our children to have a balanced meal. Since lunch is a part of the school day, we expect our students to be leaders and have appropriate behavior in the lunchroom. Also, due to food allergies, students are not allowed to share food with others. Students can bring a packed lunch but they are not allowed to bring other separate items such as chips, candy, juice, and soda.

## Recess Guidelines

Depending on the weather, recess is either held outside on the school playground or inside the students’ classrooms. Children will be going outside if the weather is 20˚F degrees or higher without rain or snow. Please be sure that your child is dressed appropriately each day to ensure that your child stays healthy and safe.

**Each day prior to recess, students repeat the   
Weinland Park STAR Recess Procedures:**   
Follow Directions of all staff.   
Keep your hands, feet, and other objects to yourself.   
Do not run to catch, grab, or hit another person.   
Do not throw mulch or rocks.   
Flip only in the grass and not off objects or other people.   
Go up the ladder and down the slide.   
Do not go on top of the monkey bars.   
Stay away from the tables unless sitting down.   
When you hear the whistle blow, freeze.   
If you don’t have anything nice to say, don’t say it at all.   
 If you have a problem, tell the teacher.

## Toys and Electronics

To support an atmosphere for learning, all toys should be left at home, unless teachers have asked the child to bring them. Only school issued equipment is permitted for use on the playground. All portable gaming systems, tablets, or MP3 players are not permitted in school.

## Cell phones

All cell phones brought in by students are to be turned off and teachers will collect cell phone at the beginning of the school day. Phones will be returned to students at the end of the day. If students do not comply with this rule, their cell phone will be taken by the principal. The principal will call the parents and will make arrangements to pick up their child’s cell phone.

## Social Media

Students shall refrain from using social media. Elementary aged students are not old enough to use social media and issues related to social media often distract students from learning.

## Restroom and Water Breaks

Students are to use the restrooms prior to lunch and recess, unless it is an emergency situation. Students will be permitted into the building for drinks or restroom use during their lunch or afternoon recess with a teacher's permission.

Students should have a **hall** **pass** from their teacher when using the restrooms.

Students must keep the restrooms clean by flushing the toilet, washing their hands, and throwing paper towels and other trash into the trash cans.

## Use of Medication

**Students may be permitted to use prescribed medication during school hours   
when the nurse has received the following:**

1. A signed medication authorization form from the parent/guardian and a properly completed physician’s statement. These may be obtained in the school office.
2. A physician’s verification of the necessity for the medication to be taken during school hours and identification of medication dosage and time intervals.
3. Medication must be in the container in which the doctor or pharmacist packaged it. A statement must be signed, releasing and holding the Board of Education and school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student. These may be obtained in the office.
4. A medication authorization form (completed by both parents and physician) is also required to be on file for non-prescription medication to be administered at school. Non-prescription medication also must be in their original containers. If your child has any medical conditions or takes any medications that you would like the school nurse or staff to be aware of please call the school at 365-5321.
5. Medication will be locked in the office for safe keeping.
6. Trained office staff or School Nurse will administer the medication.

## Fire Drill

*Monthly fire drills are required by law. The object of these drills is to clear the building as quickly as possible and account for all students.*

Fire drills are extremely important because they help students know what to do in case of a fire. For this reason, running, shoving, pushing or any kind of aggressive behavior is not tolerated. During fire drills there is absolutely no talking. Firemen frequently check buildings and conduct fire drills to make sure these regulations are observed.

## Crisis Drill

Weinland Park Elementary School will provide students, staff, parents and visitors a safe and secure environment conducive for effective teaching and learning. The staff will be proactive in their approach to the identification and assessment of potential and/or actual building wide threats. In case of extenuating circumstances regarding internal and/or external occurrences on the school grounds that are of a threat, an evacuation of the building would be necessary. At a specified point in the school year the students and staff will practice a relocation drill, in case of emergency.

## Tornado Drills

Tornado drills are done during the tornado season so children can learn how to move quietly to designated places of safety in the event of a real tornado.

## Students in the Office

Students should not come to the office unless they are sent their by a teacher or other staff member. Students sent from classroom to the office for discipline must have a note from a teacher or other staff member, stating their concern. In the office, students are to remain seated and quiet. No student may go behind or beyond the secretary's desk, unless given permission by office personnel

## Homework Policy

As a matter of policy, homework is given on a regular basis to each pupil attending Weinland Park Elementary School.

**The purpose of homework is:**

* To allow children to obtain the needed practice for things that has been taught in school.
* To provide children the opportunity to demonstrate to parents what they are learning in school.
* To keep each parent in touch with what is being taught in school.
* To help foster the habit of learning as a process that happens, both in and out of school.
* To develop a sense of responsibility toward work.

Homework shall be related to the goals and objectives of the instructional program and shall reinforce or extend learning that has taken place in school or shall link school learning with out-of-school interests and activities. The amount of homework given will be based on the grade level of students. Homework may differ from homeroom teacher.

Please set a specific, quiet time away from distractions such as television and radio for your child to complete his or her homework. Please take time to review your child's work daily and ensure that it is done correctly and completely, and turned in by it’s due date. Homework will be a grade marked on your child’s report card.

## Classroom Teacher Requests

Parents may submit a request for a particular teacher in writing to the building principal. The requests will have to be submitted by the last Friday in April. Please note that a request does NOT guarantee a child’s placement in the requested teacher’s classroom. It serves to notify the principal of the parent preference. The principal will make the FINAL decision based on multiple factors (equity in class size at each grade level, classroom composition, etc.).

## Progress Reports

We make efforts to accurately report to you your child's progress throughout the year. There are three methods used. We have the Progress Report Cards which are sent home four times a year. We will also send home Interim Reports showing progress being made. The final and perhaps best way is through parent conferences. We encourage you to talk with your child's teacher in a conference or by phone if you have any questions concerning progress or behavior. A close contact between parent and teacher is vital for providing the best possible education. There will be two scheduled Parent-Teacher conference days this year. However, please call and arrange a conference anytime you feel it is needed, and we will endeavor to do the same.

## Student Recognition for Achievement

We believe it is important to recognize our students' academic, attendance, and civic successes. Throughout the school year we will recognize our student’s accomplishments though awards assemblies.

###### **CCS Grading Scale**

Please see the following scale explaining how students are evaluated on their grade card.

|  |  |
| --- | --- |
| **Score** | **Achievement Scale** |
| **4 – Advanced** | Exceeds required level of performance consistently |
| **3 – Proficient** | Meets required level of performance consistently |
| **2 – Basic** | Working toward required level of performance, but *inconsistently*. |
| **1 – Below Basic** | Working below required level of performance consistently. |
| **0** | Not enough work completed to score |
| **N** | Not evaluated during this grading period |
| **NA** | Not taught at this school |

|  |  |
| --- | --- |
| **Score** | **Effort Scale** |
| **4** | Consistently focuses on learning and works hard on all tasks |
| **3** | Usually focuses on learning and works hard on most tasks |
| **2** | Sometimes focuses on learning and works on some tasks |
| **1** | Rarely focuses on learning and works on few tasks. |
| **0** | No evidence of effort |

## Library Expectations

We ask that parents support Library rules and stress behavior by their children in the Library Learning Center.

**Expectations of Students while in or using the Library**

Return books on the date they are due.

Report lost or damaged books immediately.

Supply a plastic bag to carry books to school on rainy or snowy days.

Keep books in a safe place at home

###### Care of Library Books

Library materials and textbooks are furnished free of charge by the Board of Education. The responsibility for the return of these books is with the child. If a book is damaged, marked or lost, a fee will be charged. Please encourage your child to respect books.

## Behavioral Expectations

The following Guidelines were prepared by the staff for the purpose of helping to insure each student will have a safe and appropriate environment in which to learn. We are seeking the cooperation of parents and students to help make Weinland Park Elementary School a place where each student will be able to achieve his/her highest potential.

**Students are expected to follow the   
Weinland Park behavioral expectations:**

##### **Be Safe Be respectful Be responsible**

## Introduction to PBIS

Positive Behavior Interventions and Supports (PBIS) is a framework for supporting a positive school climate and culture to support student learning. PBIS practices are research based and data driven. Here is a list of the things you will see as part of our PBIS program Weinland Park Elementary.

##### Clear Expectations

We set clear expectations that are consistent in all areas of the school. When students know and understand what is expected of them, they are more likely to meet expectations.

##### Explicit Teaching of Expectations

We teach all of our students what respect, responsibility, safety and problem-solving look like in all areas of the building. We teach through lessons, modeling, practice and reinforcement.

##### Acknowledging when students meet expectations

When students meet expectations, we celebrate! We place our attention and energy on what students are doing right, rather than their mistakes. We use a variety of ways to positively reinforce student behavior.

##### Support for students who do not meet expectations

We view mistakes as learning opportunities. We use research based, proactive, and restorative solutions to working with student misbehavior.

##### Teaching of Prosocial skills

We believe in teaching the social skills necessary to succeed in school and life. When student needs are met socially and emotionally, they are better equipped to learn at high levels.

##### Home-School Partnership

Together, we are your child’s support team. We believe in working with you to support your child’s learning and behavior. Your partnership is critical to ensuring all students grow and learn at high levels. Communication between school and home is a vital part of our shared success. Your questions, concerns and ideas are welcome any time by contacting your child’s teacher, the school counselor, the principal, or any member of our school team. We will be contacting you as well, to keep lines of communication open and to work together for your child’s success.

## “Star Bucks”

Students have opportunities to earn “Star Bucks” when they follow the school behavioral expectations. These are used to help reinforce positive behavior.

How are Star Bucks earned?Students can earn Star Bucks from any staff member when they are “caught” following safe, respectful, and responsible behavior. Students will then be able to cash in Star Bucks bi-weekly at the school store.

STAR PARTIES

Students who have demonstrated the 3 School Expectations- Be Responsible, Be Safe, Be Respectful will earn the chance to attend the quarterly STAR Parties at Weinland Park!

###### **Students are expected to:**

**Respect and obey all teachers and adult school employees.**

**Respect all other students without hitting, fighting, or name calling.**

**Refrain from using vulgar or obscene language.**

**Play safely indoors and outdoors.**

**The following activities are prohibited:**

Fighting and shoving

Rough play that would include any games which involve tackling,piling on, karate kicking, or knocking other students down.

Throwing snowballs, stones, mulch, or other dangerous objects.

Climbing on the fences, the backstops, or gates to the parking lot.

Leaving the playground for any reason without the teacher'spermission.

## Fighting & Bullying Policy

Columbus City Schools and Weinland Park has **Zero Tolerance** for fighting and/or bullying. **Zero Tolerance means if any student fights on school grounds for any reason a hearing will be held.** Students who initiate a fight or retaliate will be subject to removal from school. Students must report any bullying allegations. Once a report is made a full investigation will be conducted prior to any action taken. If a bullying allegation is founded a report will be made.

## Discipline

**Everyone at Weinland Park has the right to be treated with respect.**   
We expect each child to be responsible for his/her own behavior. For these reasons, there shall be no abuse of any individual or his/her property. Those not following school rules and expectations will be dealt with in a firm, fair and consistent manner. If there is a problem, students will always have the opportunity to explain the situation.

**The following behavior system is in place school wide:**

1. Warning
2. In class time out
3. Out of class time out
4. Phone Call Home
5. P.E.A.K.
6. 190 (possible removal) – for major behaviors

## Consequences

Students who violate the standards of conduct or who commit one or more of the listed infractions shall be considered for an appropriate consequence, as determined by a professional staff member having the authority over the student. At Weinland Park we work proactively to ensure that students are taught the expectations. In the event, that an infraction may happen actions may include, but not be limited to:

|  |  |
| --- | --- |
| Reprimand | Behavior Intervention Plan |
| Time-Out (in and/or out of class) | Mediation |
| Withdrawal of Privileges | Suspension |
| Conference with student, parent/guardian | Expulsion |
| Referral | In-School Suspension |

## Selection of Consequences

Penalties shall be commensurate with the following severity of the infraction.

**Consideration shall be given to the following:**

Age of student

Mitigating circumstances

Previous behavior

Attitude

## Bus Rules

The bus driver is responsible for the management and safety of students and for enforcing the rules. The disorderly student shall be reported to the principal. The principal will be responsible for notifying the parents. Continued disorderly conduct will result in a suspension from the bus. **Students are to follow the rules below on the bus:**

1. Changing from seat to seat while the bus is in motion is prohibited.
2. The student must ride in his or her 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. Students are not to extend any part of their body through the window.
6. Students must observe rules for crossing street when exiting from bus.
7. Spitting or throwing any object from windows is prohibited.
8. Students must obey the bus driver’s instructions.
9. Transporting of animals, pets or glass containers on bus is prohibited.
10. Parents are responsible for any damage or marking of bus by a student.
11. Use of profane language is prohibited.
12. School buses are not permitted to stop longer than necessary to pick up students. Therefore, school buses cannot wait for tardy students.

##### Note for Parents Regarding the Bus Procedure

Please have your child at the designated bus stop at least five (5) minutes before the bus is scheduled to arrive at their designated pick up time.

Please discuss with your child the rules for riding the school bus (printed above).

Please notify the school in advance with a note or a telephone call if your child has to leave school early for any reason.

Please notify the school when your child will be late or is not going to ride the bus to school.

Bus transportation cannot be used for dental or doctor appointments that your child may have during the school day.

Please fill out and return to the bus driver the student enrollment card that will be given to your child the first day of school.

Please remember that state law prohibits parents riding to school on the bus with students.

## CHILD ABUSE

Cases of suspected child abuse or neglect will be reported to the building principal or designee. After examining the facts, the principal or designee will determine whether the case should be reported to the Franklin County Children Services.

School personnel will cooperate with Franklin County Children Services or the local law enforcement agency if photographs are necessary to verify suspected cases of child abuse or neglect.

Section 2151.421, Ohio Revised Code - Specifies school personnel are required to report abuse or neglect of a child; make reporting personnel immune from any related civil or criminal liability; specifies penalty for unauthorized dissemination of the information.

##### **In addition to reviewing this document be sure to review the ccs Guide to Student Conduct.**

##### **Please read and sign all required pages and return to school no later than Friday, September 6, 2019.**