

North Linden Elementary School

1718 E. Cooke Rd.
Columbus, Ohio 43224
614-365-6055
Fax: 614-365-6054



Parent and Student Handbook

North Linden Families,

Welcome to the 2011-2020 School Year! We are pleased to have you and your family as valuable members of the North Linden Community! As a staff, we are committed to the social, emotional and academic development of all of our students. We will make every effort to ensure our partnership is a success as we prepare your child to become a citizen in our global society! Please take a moment to read the contents of this handbook to familiarize yourself with our policies and procedures and discuss this with your children. For any additional questions. Please contact the school at 614-365-6055. We look forward to collaborating with you all as we work towards success for all students at North Linden Elementary School.

Sincerely,

The North Linden Staff

Dear Parents,

I am pleased to inform you that North Linden Elementary is a Title I funded school. We receive financial assistance from the federal government and use our funds annually to raise academic achievement for all students. As part of the program, the North Linden Elementary staff is required to develop strategies designed to increase academic achievement for all students. The Ohio Improvement Process, in conjunction with the Ohio Department of Education, is designed to increase the academic performance for all students.

Our participation in the Title I program entitles us to purchase supplemental staff, supplemental books, and supplies, sponsor field trips, or develop programs which facilitate meaningful parental involvement. Title I dollars are used as a means to help all children meet the academic expectations at their grade level.

We are honored to be participants in the Title I programs. If you have additional questions regarding Title I funds, please contact me at 365-6055.

Sincerely,

Sarah Foster, Principal



VISION STATEMENT

A world-class model of public education that prepares members of our communities to reach their full potential.

MISSION STATEMENT

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

DISTRICT GOALS

Columbus City School has established District-wide goals that are focused on three key principles:

1. Each student reaches the student's full potential; to continue education, serve in the military, go to college, start a business, and enter the workforce as a lifelong learner.
2. The District creates safe, student-centered, innovative learning environments and recruits, develops, and retains world-class talent.
3. The District is accountable to our communities and customers; confidence in the District is maintained through strategic, responsible and transparent leadership.

North Linden Elementary Mission Statement

We will teach students using a rigorous, relevant curriculum which will prepare them to be responsible and productive citizens.

The North Linden Vision

Staff:

Be prepared to challenge students daily.

Expect every student to succeed.

Support relevant learning.

Treat everyone respectfully.

Students:

B I will be prepared for learning every day.

E I will give my best effort.

S I will stay on track and focus.

T I will treat others and school property with respect.

For Parents:

Build a positive working relationship with staff.

Expect my child to have good attendance and follow school rules.

Support structure activities like (homework, Read-a-loud, etc).

Talk to my child about school.

North Linden Bell Schedule

8:30 – 9:00 BREAKFAST

(Students are NOT to arrive PRIOR to 8:30 A.M.)

9:00 CLASSES BEGIN

11:15-11:45 LUNCH 1(Kindergarten and 1st grade)

11:45-12:15 LUNCH 2 (2nd Grade)

12:15-12:45 LUNCH 3 (4th Grade and Room 22)

12:45-1:45 LUNCH 4 (3rd and 5th grades)

11:45-12:15 FIRST RECESS

12:15-12:45 SECOND RECESS

3:25 STAFF ON DUTY/WALKERS ARE DISMISSED

3:30 CAR/BUS DISMISSAL

**ALL STUDENTS MUST BE PICKED UP NO LATER THAN 3:45
P.M.**

North Linden Uniform Requirements

Permitted:

- Black, Navy or Khaki Pants, Shorts, Skirts/skorts and Jumpers
- Navy, Blue, White, Yellow or Pink **Collared Shirts**
- Navy, Blue, White, Yellow or Pink Sweaters
- North Linden Spirit Shirts

Not Permitted:

- Sagging pants (Belts are required for all grades)
- Tank or Halter Style Shirts
- Flip Flops or High Heeled Shoes

****Incentives will be awarded to students that wear uniforms daily!****

Any family needing assistance with school uniforms can contact **Charity Newsies** at (614)263-4300.

They are located at 4300 Indianola Ave, Columbus, 43214. Their hours of operation are: Mon.-Fri. 9:00 a.m. - 12:30 p.m. and on Mondays **only** from 5:30 p.m. - 7:30 p.m.

Staff

Principal: Sarah Foster

Administrative Assistant: Tess Kitsmiller

<u>Staff Members</u>	<u>Assignment</u>
Mechling, Molly	Kindergarten
Petitjean, Elaine	Kindergarten
Wilson, Patricia	Kindergarten
Wells, Sigrid	1 st
Gegel, Leslie	1 st
Southerington, Heather	2 nd
Harrison, Yolanda	2 nd
Small, Diana	2 nd
Hoover, Carrie	3 rd
Kessler, Kathy	3 rd
Finnerty, Kristin	3 rd
Kennon, William	4 th
Allan, Amy	4 th
Long, Terri	4 th
DeVendra, Elaine	5 th
Melton, Jamie	5 th
Greene, Brent	5 th
<u>Specialists and Support Staff</u>	

Ricker, Tesia	ESL Teacher
Rosenthal, Teresa	ESL Teacher
Caryn, Shapiro	ESL Teacher
Alana, Gerbec	Special Education-Intervention Specialist
Howard, Michelle	Special Education Tutor
Tomallo, Cara	Psychologist
LeRoy, Judy	Speech
Keith, Marisa	Art
McKeel, Katie	Nurse
Boggess, Charles	Music
Enyart, Jon	Phys. Ed.
Eaton, Elizabeth	LLI Tutor
Salem, Amy	Reading Instructional Coach
<u>Instructional Assistants</u>	
Monke, Priscilla	Library Assistant
Loudin, Ginny	General Fund/Kindergarten IA
Carter, Nita	Kindergarten IA
Stewart, Renee	PEAK IA
Marshall, Julie	Food Service
Guerra, Olga	ESL IA
<u>Custodial Staff</u>	
Belinda, Stevens	Head Custodian
Allen, Cornwell	Night Custodian

19-20 School Calendar

- August 22-School Starts
- **Labor Day-NO SCHOOL**
- September 11th- Early Release @ 2pm
- October 4th- PTO Grandparent's Celebration @ 9:45
- October 9th- Early Release @ 2 pm
- **October 18th-NO SCHOOL-Professional Development**
- October 22nd-End of Quarter 1
- **October 23rd- NO SCHOOL-Records Day**
- **November 5-NO SCHOOL-Professional Development**
- November 8th- Quarter 1 Awards Ceremony
- November 13- Early Release @ 2 pm
- November 27- No School-Thanksgiving Break
- December 11- Early Release @ 2 pm
- December 20th- Early Release @ 3 pm
- **December 23rd-January 3rd-NO SCHOOL-Winter Break**
- January 8th- Early Release @ 2 pm
- January 14th-End of Quarter 2
- **January 15th-NO SCHOOL-Records Day**
- **January 20th- NO SCHOOL-Martin Luther King Jr. Day**
- January 23- PTO, Blankets and Books @ 6 pm
- January 31st -Quarter 2 Awards Ceremony
- February 12th- Early Release @ 2 pm
- **February 17th- NO SCHOOL**
- March 11th- Early Release @ 2 pm
- March 13th- PTO, Donuts with Dads @ 9:45
- March 24th- End of Quarter 3
- **March 25th- NO SCHOOL Records Day**
- March 27th- Quarter 3 Awards Ceremony
- April 9th- Early Release @ 3 pm
- **April 10-17-NO SCHOOL- Spring Break**
- April 24th- PTO, Muffin's with Mom's @ 9:45
- **May 25th- NO SCHOOL-Memorial Day**
- May 27th- Final Awards Ceremony
- May 28th- Last Day for Students

Parent Visitations

All visitors are required to report to the office before going to another part of the building.

Parents are encouraged to visit their child's classroom to observe the instructional program and to participate in school related activities. We encourage parents to plan conferences with

teachers. Please keep in mind that these conferences cannot occur during class time. The best time for a conference is before or after school. Teachers are more than happy to schedule a time to meet with you. North Linden Elementary has two parent/teacher conferences scheduled during the school year. The first conference will be scheduled in November and the second will be scheduled in February. Please look for additional information regarding scheduling.

Progress Reports

We accurately report your child's progress throughout the year. There are three methods used. The Standards Based Report Card; which is aligned to the State of Ohio Academic Standards. The Academic Content Standards dictate the content and skills taught each grading period. Report Cards 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.

Absence and Early Release

If your child will be absent from school, please notify us by calling before 8:45 a.m. In the event such a report is not made, we shall attempt to notify you concerning the absence. When your child returns to school, he/she is required to bring a written excuse signed by you, the parent or guardian, explaining the reason for the absence.

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 provided. **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.**

We ask that parents call and let us know if students will arrive late. Lunches are ordered each morning at 9:30 a.m., and we MUST know who will be in school by that time.

If for some reason a child must leave school early for a doctor/dentist appointment or an emergency, parents or a family member must pick them up from school. Parents who wish to pick up children are requested to stop in the office and sign them out. We will call the student from the classroom.

After 3:00 p.m., we request that you please do not ask for students to be dismissed early unless there is an emergency. Early pick-ups are a disruption to the learning process. **Telephone requests for children to be sent home WILL NOT be honored due to the danger. We cannot change a student's transportation method unless it is in writing and signed by a parent or guardian.**

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. Only those individuals listed on your child's emergency card may pick up your child (and these individuals must provide a picture ID). 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 your 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. Please make every effort to send a written note with your dismissal changes. Dismissal for car riders will take place directly behind the school at Feddersen Recreation Center. **There is NO PARKING at the front of the school building during dismissal. This area is designated for BUSES ONLY.**

Emergency Closing

You should have a plan, known to your child(ren), of a place to go in case school is dismissed early due to an emergency such as heavy snow. Bus students will be kept in the building until the bus arrives.

The decision to close all schools for an entire day because of an emergency will be made and announced by the Superintendent. Radio and television stations will broadcast school closing announcements, beginning no later than 6:30 a.m., on the day of the emergency closing.

The decision to close a school due to an emergency is not made at the building level.

All CCS schools are required to have two emergency and two evacuation sites. Our evacuation sites are Feddersen Recreation and Christian Assembly Church.

Homework

As a matter of policy, homework is given on a regular basis to each pupil attending North Linden Elementary School. The purpose of homework, among other things is:

1. To allow children to obtain the needed practice on skills learned at school.
2. To provide children the opportunity to demonstrate to parents what they are learning in school.
3. To keep each parent in touch with what is being taught in school.
4. To help foster the habit of learning as a process that happens, both in and out of school.
5. 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.

Please set a specific, quiet time away from distractions such as television and radio for your child to complete his homework. Please take time to review your child's work daily.

Breakfast Program

North Linden Elementary School has a breakfast program available to our students. We will serve breakfast from **8:30 a.m. to 9:00 a.m.** on school days. **At no time should children arrive before 8:30.** As we are limited in serving time, we would ask that all children come in quietly, limit their talking, eat quickly, and prepare themselves for a busy school day.

Lunch Program

ALL students enrolled in Columbus City Schools qualify for free lunch every day.

*Parents will no longer need to complete an application or verify income.

Philosophy of Discipline

Meaningful student discipline must be developed and shared by home, community and school. It is necessary that classrooms and schools be settings where effective learning can occur. Students and school personnel have a right to a safe and orderly learning environment. To ensure an atmosphere conducive to learning and personal growth, standards of discipline must be developed and maintained.

Disciplined behavior is a basic need of all people. It is a developmental need of students, since appropriate limits serve to provide security and direction which contribute to the educational process.

In a society which affirms democratic ideals, the concept of discipline has special meaning within the educational structure, since a goal of education is self- discipline.

Discipline should not be thought of solely as punishment. Instead, it is best thought of as being constructive and as helping students to adjust by turning unacceptable behavior into acceptable behavior. Discipline is largely a matter of morale, of positive classroom atmosphere and interpersonal relationships, and of self- discipline and pride.

Children are expected to enter the building in a quiet and orderly manner. They are to walk to their classrooms. While in class, children are expected to learn. Children are expected to be respectful to all adults and peers. We believe this standard of discipline is imperative in order to provide the best quality education for each child.

Student Rights and Responsibilities

1. A copy of the Student Rights and Responsibilities Handbook is available for review by parents and students in the school office.
2. Students are entitled to due process of law as administrators enforce the Expulsion, Suspension, and Removal Policy of the Columbus City Schools dated September 1, 1978.
3. The school has a 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 or an item which will cause harm to the student or to 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 student making this request must be 18 years of age. A request to view records should normally be honored within three (3) days.
6. It is the responsibility of the student to know what the school rules are and to act in accordance with them.

Rules and Guidelines

The following Guidelines were prepared by the staff for the purpose of helping to insure that each student will have a safe and appropriate environment in which to learn. The most important characteristic one should attain is self-discipline. We are seeking the cooperation of parents and students to help make North Linden Elementary School a place where each student will be able to achieve his/her highest potential.

North Linden students are expected to ALWAYS be The **BEST** by:

B-BEING Responsible

E-Putting forth their best **EFFORT**

S-STAYING SAFE

T-TREATING themselves, others and our school with respect

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. Disciplinary action may include, but not be limited to:

Verbal Warning

Time-Out

Withdrawal of Privileges

Conference

Referral

Behavior Intervention Plan

Suspension

Expulsion

Selection of Penalties

Penalties shall be commensurate with the following severity of the infraction. Consideration shall be given to the following:

1. Age of student
2. Mitigating circumstances
3. Previous behavior
4. Attitude

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 thoughtless 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

North Linden 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. Therefore, in that case your child may not be picked up until we have arrived at the evacuation site. As a result, the school would be closed making it impossible to hold children at school.

TORNADO DRILL

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

Lunchroom Behavior

Lunch at North Linden is a time for our students to have a balanced meal and socialize with their peers. We expect our students to be leaders and exhibit appropriate behavior in the lunchroom. The expectation is that students keep their conversations within their table with a low volume. If students cannot adhere to the preferred voice level in the cafeteria, we will move to silent lunch periods.

Students are **PROHIBITED** from sharing food with peers, due to allergy concerns.

BUS RULES

The bus driver is responsible for the management and safety of pupils and for enforcing the rules. Disorderly pupils shall be reported to the principal. The principal will be responsible for notifying the parents that continued disorderly conduct will result in a suspension from the bus.

Bus Rules:

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.

Library

We ask that parents support library rules and stress appropriate behavior in the Library Learning Center.

Library Expectations:

1. Return books on the date they are due.
2. Report lost or damaged books immediately.
3. Keep books in a safe place at home.

Library materials and textbooks are furnished 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.

Cell Phones

Cellular phones, may be in a student's possession but are not to be used, seen or heard in schools unless school staff has been notified in advance of special circumstances, such as a family emergency. (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 Board policy. Students may be permitted to use electronic devices for instructional purposes.

Student Medication

Students who need to take prescribed medication during school hours must have on file a signed medication authorization form from the parent or guardian and physician. Any time the medication changes (dose, frequency) the authorization form must be updated by both physician and parent or guardian. All medication must be received in the original container in which it was dispensed by the physician or pharmacist.

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, please communicate with the office as soon as possible.

Medication will be locked in the office for safe keeping. Trained office staff or Nurse will administer medication.

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.

The principal or designee will not permit any person or agency to investigate a suspected case of child abuse or neglect unless shown proper identification.

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.

Disruption on or Near School Property

ORDINANCE NO. 1316-19

"2327.015 - Disorderly conduct, interference with school activities:

No person shall go upon any school property within the City of Columbus and make or do any offensive act, utterance, gesture, or display which tends to disrupt or interfere with educational classes or social and athletic activities then in progress."

"23127.16 - Distributing printed matter near schools:

No person shall sell or offer for sale, or give or offer to give or attempt in any manner to distribute any pamphlets, circulars or other printed matter which is directed at inciting or producing imminent lawless action and is likely to incite and produce such action, at any entrance or exit to any school house, school athletic field or within 100 feet of any school property."

WHAT CAN YOU DO TO HELP YOUR CHILD IN SCHOOL?

1. Provide adequate food and rest - A hungry child cannot learn. Every child should have breakfast before starting the school day. It is recommended that children get eight hours of sleep.
2. BE ON TIME! Schools are a training ground for adult life. If a child makes a habit of being punctual to school, this will carry over into adult life.
3. Be interested - School is the life work of a child. It is to a child as a career is to an adult. Take an interest and talk about your child's problems and achievements. A parent must make a child feel that school is worth talking about around the dinner table.
4. Homework is an important part of your child's education. Homework provides additional practice, study and reading of new material. Provide a place to study. A child should have a place of his own which is quiet and free from distractions.
5. Become involved in a "Parent Partnership" with the school. Please join and support PTO. Children whose parents show an active and supportive interest in their school usually achieve greater success in school.

Lost and Found

Parents should mark all clothing and personal items with the child's name.

All articles found on the school grounds and in the building will be placed in the Lost and Found.

All valuables and books that are found will be sent to the office.

Birthday Celebrations

At North Linden, we recognize each child's birthday in a special way. Teachers will recognize each child on his/her birthday in their classroom and the lunchroom. Please do not send or bring any birthday treats to school due to possible food allergies and also in order to maximize student learning time.