

Gables Elementary School

2019-2020

Family / Student Information Handbook





## GABLES ELEMENTARY SCHOOL

Charlotte R. Bell Ed.S., Interim

Principal

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*Mission: 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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January 27, 2020

Welcome Gables Elementary Families!

I am excited for our journey together the second half of the year. This handbook has a variety of important information to efficiently and effectively operate our school environment. I hope this proves to be another valuable resource as we collaborate to provide high academic growth and achievement for all of our students.

My goal this semester is to continue serving you in ways that foster the very best Gator Gables students in everything we do! I strongly believe that every minute, every hour, everyday counts!

As always, my door is always open if you have any questions and concerns. Thank you for allowing me to be a part of this community.

Respectfully,

Charlotte R. Bell

Interim 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.

# Gables

## Mission Statement

At Gables, we are committed to creating a community of learners that promotes respectful, responsible, safe, and highly-motivated students to become productive citizens in the ever-changing world. Through the collaboration of staff with students, families, and the community, we hold ourselves accountable to maintain a safe, supportive, and welcoming environment so that our students can achieve a higher level of academic excellence and express their unique talents and diversity through a challenging and creative curriculum.



# GABLES

Elementary School

2019-2020

## Daily Bell Schedule

8:30 – 8:55 Breakfast

9:00 Classes Begin/Tardy Bell

11:45 –12:45 Lunch 1/Recess 1 for 1<sup>st</sup> & 2<sup>nd</sup>

12:15 –1:15 Lunch 2/Recess 2 for Kindergarten & 3<sup>rd</sup>

12:45 –1:45 Lunch 3/Recess 3 for 4<sup>th</sup> and 5<sup>th</sup>

3:30 –Dismissal

**All students must be picked up no later than 3:45pm, unless they are latch key.**

## Staff Roster

<b>Staff Member</b>	<b>Subject</b>
<b>Bell, Charlotte R</b>	<b>Interim Principal</b>
<b>Charlemagne, Leslie</b>	<b>Retired Sub-Principal</b>
<b>Cahill, Jennifer</b>	<b>Secretary</b>
<b>Wilkerson, Uniesa</b>	<b>Kindergarten</b>
<b>Rude, Tiffany</b>	<b>Kindergarten</b>
<b>Buchan, Belva</b>	<b>Kindergarten</b>
<b>Schoolcraft, Jennifer</b>	<b>1st Grade</b>
<b>Ruth, Palmer</b>	<b>1st Grade</b>
<b>Schooley, Ellen</b>	<b>1st Grade</b>
<b>Belcastro, Riley</b>	<b>2nd Grade</b>
<b>Mohan, Lata</b>	<b>2nd Grade</b>
<b>Drier, Andrew</b>	<b>2nd Grade</b>
<b>Smith, Carrie</b>	<b>3rd Grade</b>
<b>Erwin, Megan</b>	<b>3rd Grade</b>
<b>Buchanan, Lori</b>	<b>3rd Grade</b>
<b>Seagraves, David</b>	<b>4th Grade</b>
<b>Rensel, Dawn</b>	<b>4th Grade</b>
<b>Graham, Tracey</b>	<b>4th Grade</b>
<b>Hamilton, Scott</b>	<b>5th Grade</b>
<b>Grace, Christy</b>	<b>5th Grade</b>
<b>Gates, Stephanie</b>	<b>5th Grade</b>
<b>Collins, Julie</b>	<b>Gifted &amp; Talented Math</b>
<b>Mattucci, Wendy</b>	<b>Gifted &amp; Talented Reading</b>
<b>Fritsche, Lora</b>	<b>Art</b>
<b>Gehrisch, Susie</b>	<b>Vocal</b>
<b>Damicone, Travis</b>	<b>Instrumental Music</b>
<b>Ankeney, Amie</b>	<b>Primary ESL</b>
<b>Morsy, Gigi</b>	<b>Primary ESL</b>
<b>Oates, Michael</b>	<b>K-3 Intervention Specialist</b>
<b>Osorio, Socorro</b>	<b>Intermediate ESL</b>
<b>Mendoza, Sharon</b>	<b>Intermediate ESL</b>

<b>Insinga, Elaine</b>	<b>PE/Health</b>
<b>Kidwell, Susan</b>	<b>Library Assistant</b>
<b>Kalvakis, Vicki</b>	<b>P.E.A.K. Instructional Assistant</b>
<b>Hauser, Kim</b>	<b>Kindergarten/General Instructional Assistant</b>
<b>Feltz, Lisa</b>	<b>Kindergarten/General Instructional Assistant</b>
<b>Bratka, Jennifer</b>	<b>Latch Key</b>
<b>Herriott, Rozalyn</b>	<b>Latch Key</b>
<b>Merrill, Amanda</b>	<b>Special Education Intervention Specialist—Part Time</b>
<b>Gille, Carolyn</b>	<b>LLI</b>
<b>Lowe, Nikki</b>	<b>Speech Language Pathologist</b>
<b>Norling, Mike</b>	<b>Psychologist</b>
<b>Stinchcomb, William</b>	<b>Head Custodian</b>
<b>Gibbs, John</b>	<b>Night Custodian</b>
<b>Johnson, Gloria</b>	<b>Food Service</b>

## **Daily School Schedule**

Our doors open daily to receive students at 8:30 a.m. in the cafeteria. This is when student supervision begins in the morning with our breakfast service. Instruction begins promptly at 9:00 a.m. We start our dismissal process at 3:25 p.m. Our Latchkey program operates from 7:00 a.m. –9:00 a.m. and 3:30 p.m. –6:00 p.m.

## **Early Sign-Out**

Signing a student out early disrupts both classroom instruction and student learning, but we understand, at times, it is necessary for you to do so. The last 45 minutes of the school day is an extremely busy time, perhaps the busiest time throughout the entire school. In the classroom, students are directions reinforced, going over homework and wrapping up the day with important announcements. The school office is exceptionally busy at this time as well as preparing for dismissal, dealing with transportation changes and updates.

**In order to provide you with the best possible customer service, please call the office prior to 2:30 p.m. If you must pick your child up early, please do so before 2:45 p.m. Doing this will allow us to provide you with the best customer service possible.**

## **Buses**

Your child's bus stop, route number, and pick-up and arrival times will be mailed to you by the Columbus City Schools Department of Transportation. If the information mailed to you is incorrect, call them immediately at **(614) 365-5074**.

Due to high call volume, it is best to call before the first day of school. Your child should be at the bus stop 5 minutes before the scheduled pick up time. Due to unforeseen circumstances, buses may run late especially at the beginning of the year. Patience is truly appreciated.

## **Parking Lot Drop-Off & Pick Up**

Our parking lot is very small. As a result, traffic during daily arrival and early dismissal times can be a challenge. If you are dropping off or picking up your child, please pull all the way up as far as you are able to keep as many cars as possible in the lot and off the side street. This is usually a fairly quick process, and something as simple as pulling as far forward as possible helps this time run more smoothly.

## **School Supply Lists**

Student supply lists are on the Gables website under the Families Tab at [ccsoh.us/GablesES](http://ccsoh.us/GablesES) .

## **Breakfast/Lunch**

Breakfast and lunch are free for all students. Breakfast will be served daily from 8:30 a.m. –9:00 a.m. Menus are posted online via the Columbus City Schools and Gables websites. Students are



provided a 30-minute lunch period in addition to a 30-minute recess period each day. Recess and lunch times vary but are appropriately mid-day.

### **Food Policy**

Due to various growing food allergies, students and parents cannot bring treats or other food items for distribution.

### **Birthdays**

Due to various growing food allergies, and in order to maximize learning time, Gables does not permit birthday celebrations or birthday deliveries (i.e. balloons, flowers, etc.) to students. Birthdays may be recognized or acknowledged within their classes, but not through parties or activities that will detract from the learning environment. Thank you for your support regarding this.

### **Visitors**

Your visits to our school are appreciated? It is important that you visit the office anytime that you enter the building. For the safety and security of all students, we have to maintain a protocol for visiting the building. Please remember that 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 picture ID as well). You will be given a visitor badge to wear while you visit the school. We have a new computerized sign-in system that generates a picture ID with a barcode. We also ask that when picking up your child at dismissal, please wait outside the school where your child exits. Dismissal is a very busy time of day with teachers trying to discuss homework as well as pass out papers/materials to take home. Your active participation in your child's education is very important to us. We appreciate your support and cooperation.

### **Important Forms**

Your cooperation is needed in completing and returning the following forms (found in the first day's green folder being sent home with each student):

**Emergency Information Form** (Please complete one card for each child).

It is essential that we have this important information in case of an emergency. We use these cards to contact families if a child is ill. Please make certain that the card has your current phone number listed on it and is updated when necessary during the course of the school year.

### **Emergency Medical Authorization**

This card authorizes us to take appropriate action in case of a student coming seriously ill or hurt at school. We must have a card on file for each child.

### **Field Trip Form**

This provides permission for all field trips for the school year. Specific permission slips are sent home at the time of the trip as well.

## **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.

## **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. We will communicate these sites in the event of an emergency.

## **Homework**

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

- To allow children to obtain the needed practice on skills learned at 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.

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.

## **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.

## **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**

Gables 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.

## **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.

## **Student Forms**

These forms are included in the green folder your student will bring home the first day of school. There is also a “Guide to Student Conduct” booklet. At the back of the booklet there are four forms that need to be read and reviewed with your student, signed, and returned to their classroom teacher.

Our PTA is planning an “Ice-Cream Social” on Monday, August 20, 2018 from 5:00 p.m. –7:00 p.m., as an opportunity to meet as many of our staff as are able to attend. We hope to see you there? There will be tables set up in the gym and organized by class if you would like to drop off school supplies to avoid having to that that on the first day of class.

We will be holding our Kindergarten Orientation Night for parents on Tuesday, August 21, 2018 from 6:00 p.m. –7:00 p.m. to help our families and our new KinderOGators feel more comfortable as they prepare to enter the Gables family.

If you have any questions at all, please call us at (614) 365-5499. With your help, the entire Gables staff will do our best to make this school year a meaningful and rewarding experience for your child. I look forward to working with you this school year!