

Broadleigh Elementary School

Student-Family Handbook

2024-2025



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Columbus City Schools District Mission

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

Broadleigh Mission

We exist to provide the foundation for graduation, and to ensure every student makes a positive impact on the community in which they live.

Broadleigh Vision

At Broadleigh Elementary, all students will achieve at least one year's growth in the areas of Reading and Math.

Broadleigh Goals

- **To address individual needs, learning styles and multiple intelligences.**
- **To frequently assess and provide a variety of opportunities for students to demonstrate mastery through state-aligned curriculum.**
 - **To model the qualities and characteristics that we hope to instill in our students.**
 - **To maintain a positive and safe school environment through consistent management.**
- **To increase parent involvement through activities and opportunities for shared learning.**
 - **To build character and leadership in our students.**

Important Dates for 2024-2025 School Year

August 20	Ice Cream Social		January 22	No School - Records Day
August 21	First day 1-5		February 5	No School - PD
August 23-25	KG Appointments		February 17	No School - Conference Trade
August 28	First day KG		March 5	No School - PD
September 2	No School - Labor Day		March 26	No School - Records Day
September 18	No School - PD		April 17	30 minute early release
September 25	Open House		April 18-25	Spring Break
October 18	No School - PD		April 28	Students Return
October 23	No School- Records Day		May 7	No School- PD
November 5	No School - PD		May 26	No School – Memorial Day
November 25-29	No School - Thanksgiving		May 29	Last Day for Students
December 20	30 minute early release		May 30	No School- Records Day
December 23-January 3	Winter Break		June 19	No School - Juneteenth
January 3	Students Return			
January 20	No School - MLK			
January 21	No School - PD			

Broadleigh School Day

8:30 am	Student may enter for breakfast
9:00 am	Tardy bell rings - Need to sign students into the front office
11:55 am	K,1,2 Grade lunch with recess at 12:25 pm
12:25 pm	3,4,5 Grade lunch with recess at 12:55 pm
3:00 pm	The school office will close at 3:00 pm to prepare for dismissal.
3:30 pm	School day ends

PARENTS/GUARDIANS, PLEASE NOTE: any changes to your child's regular dismissal routine MUST BE CALLED IN TO THE SCHOOL OFFICE BEFORE 2:30 to ensure the office staff has adequate time to notify your child and the teachers. We will not accommodate change requests after 2:30 and your child will be dismissed as normal.

Arrival

Students can enter the building at 8:30 for breakfast. Students will not be allowed to enter the building before this time. If your child is not eating breakfast, please try to drop them off after 8:45. All students enter the building through the gym entrance doors from 8:30- 9:00 am. Parents and students arriving after 9:00 am will need to enter through the front entrance by the main office. Car riders are dropped off in the rear of the building on Chesterfield Road. Please adhere to speeding and traffic directional flow signs. Chesterfield Road is a one-way street; parking is prohibited. Parents remain in their vehicles during morning drop off and afternoon dismissal.

Dismissal (see map below)

If you are picking up your child, please do not get them before 3:30. They are working hard in their classroom and may miss important information if they leave early. When a child leaves before dismissal, they need to be signed out. Car riders will be dismissed from the rear of the building out of the gym doors. The car pick-up lane will be located on Chesterfield Road. Please adhere to speeding and traffic directional flow signs. Chesterfield Road is a one-way street; parking is prohibited. Parents are to remain in their vehicles during pick-up. A staff member will be outside to get your child's name and call them out to your vehicle. If you would like to get out of your vehicle and meet your child at the gym door, please park on the side of the school on Broadleigh Road. Walkers will be dismissed from the playground side door. Only students walking home will be dismissed from the side door. Students getting into a vehicle are car riders and must be picked up in the rear of the building.

BROADLEIGH'S DISMISSAL CHART



=CAR RIDERS. Please do not exit your car to retrieve your students. A staff member will direct your student to your car.



=BUS RIDERS. Staff member on bus duty will check student off the list as they enter the bus for dismissal.



=WALKERS. All walkers will exit through the Pre-K doors (Yellow hallway)

School Closings

On occasion the school will be closed due to bad weather or a building emergency (electric, gas, heat). All school closing decisions involving the entire school district are made by central-office administration. Notices are published on the television, radio, and the school website. They can also be found on the following websites:

www.wbns.10tv.com www.nbc4i.com www.wsyx6.com

Emergencies

Each family should complete an Emergency Information card every year. Fill in all sections and be sure that information is accurate. If at any time during the year you have a change of address or phone number, please let the school know to ensure that we always have the most accurate information.

If you are unable to come to school in the event of an emergency, have a back-up person that can be contacted by the school to pick up your child. This person needs to be on the Emergency Information card. We will not release any child to someone who is not their parent/guardian unless they are on this card. Also, please have your ID ready when you are picking up your child until we are able to recognize you. It is also important to let whomever is picking up your child early to have their ID.

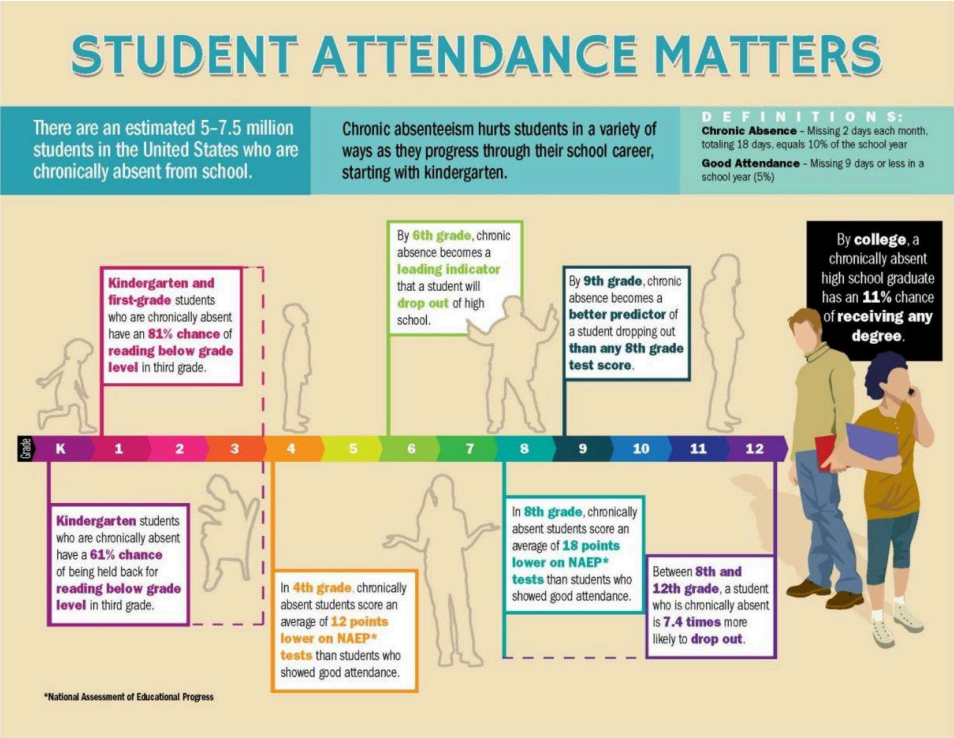
Absence Policy

Parents must call the school by 9:30 AM when a child is absent or tardy. Under state law, absent children must be accounted for. Excessive absences for any reason will be noted and referred to a district social worker. When your child returns to school, please send a note or a doctor's note with him/her. If we do not receive a note, the child is considered to have an unexcused absence. After 3 consecutive absences, we will need a doctor's note. A conference can be held for students with 5 or more unexcused absences. Please see the next page on the importance of attendance expectations.

When a student is tardy, a parent must bring the child into the office and sign them in, with a note excusing their tardiness. Do not drop your child off without signing them in. The tardy bell rings at 9:00 a.m. Students need to be in their classroom and ready to receive instruction at that time. Anyone coming into class after 9:00 a.m. will be counted as tardy and needs to report to the office. Please help your child develop good work habits: come to school on time.

Student Attendance

Did you Know...



When is too sick for School?

WHEN IS SICK TOO SICK FOR SCHOOL?

 <p>Send me to school if...</p> <p>I have a runny nose or just a little cough, but no other symptoms.</p> <p>I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.</p> <p>I haven't thrown up or had any diarrhea for 24 hours.</p>	 <p>Keep me at home if...</p> <p>I have a temperature higher than 100 degrees even after taking medicine.</p> <p>I'm throwing up or have diarrhea.</p> <p>My eyes are pink and crusty.</p>	 <p>Call the doctor if...</p> <p>I have a temperature higher than 100 degrees for more than two days.</p> <p>I've been throwing up or have diarrhea for more than two days.</p> <p>I've had the sniffles for more than a week, and they aren't getting better.</p> <p>I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).</p>
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 **Attendance Works**
Adapted with permission from Baltimore City Public Schools.

If your child is too sick for school...



**Please call by 9:30 am
614-365-6144**

Make Up Work

If your child is too sick for school, please arrange for student work completion. We can arrange to send

it home with a sibling, you can pick it up, or let us know what works best for you and your family and we'll put it together.

What if we're just going to be late?

A tardy will be considered excused if your child has been to some type of doctor's appointment (you must bring an excuse slip from the doctor's office), has been to Charity Newsies, or the bus is late. All other tardies will be considered unexcused. Your child is considered tardy if they arrive after 9:00 AM.

Every Minute Counts in the State of Ohio

Did you know that the state of Ohio takes school attendance so seriously that EACH MINUTE YOUR CHILD IS NOT IN SCHOOL IS MONITORED? This means that each minute missed counts towards a student's attendance record.

The following excuses shall be accepted as excused absences:

- * Personal illness or quarantine (may require a doctor's excuse if student has 9 or more parent notes on file)
- * Illness or death in the immediate household
- * Observance of a religious holiday
- * Medical or dental appointment
- * College visitation or Charity Newsies event

* Emergencies of any other occurrences or situations, which, in the judgment of individual principals, may necessitate absence from school as a last resort

- Up to 9 parent notes are allowed, more than this and the absence will be considered unexcused.
- After 9 parent notes, students must bring in documentation from their child's doctor, dentist, etc. or the absence will be unexcused.
- Absence notes will only be excused if they are sent to the school within one week of the absence. Parent notes received after one week will be reviewed by the principal for approval.

All other reasons for keeping your child home from school are considered unexcused absences.

Excessive Unexcused Absence Policy

In the event of excessive absences, the school has the right to require doctor's notes/excuses in order for the absence to be excused.

Chronic and habitual truancy as defined in Board Policy 5132 may result in court intervention.

House Bill 410 (HB 410)

- Defines "excessive absences"
 - 38+ hours in one school month; or
 - 65+ hours in one school year.
 - When a student is "excessively absent" from school, the district will notify the student's parents in writing within 7 days of the triggering absence.
- Defines "habitual truant" is any student who is absent without a legitimate excuse for
 - 30+ consecutive hours;
 - 42+ hours in one school month; or
 - 72+ hours in one school year.
- When a student is "habitually truant", the following will occur:
 1. Within 7 school days of the triggering absence, the district will do the following:
 - a. Select members of the absence intervention team;
 - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team (put attempts into PLP).
 2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
 3. Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan; and

4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

If your child meets the qualifications for excessive absenteeism (by the State of Ohio) we will...

1. Meet as a Team: We will ask you to work with the school to identify any obstacles that are preventing your learner(s) from attending school regularly and try to determine solutions. Childcare issue? We can help. Chronic Medical need? Our nurse has resources.
2. Make a Plan: We will ask you to partner with us to support your learner with the creation of an attendance plan that we will monitor together
3. Monitor, Revise and Celebrate: When the plan is working and your student is attending school regularly, we will keep those supports coming and close out the plan.

Students' Rights and Responsibilities

1. The Student's Guide to Success is available through the parent portal. That is where parents will sign that they have read and understand the contents.
2. The school has the 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.
3. Parents or guardians have the right to review a student's school records. A request to review records should normally be honored within three days.
4. It is the responsibility of the student to know what the school rules are and to act in accordance with them.

School Rules

Our school expectations are:

1. We are Respectful
2. We are Responsible
3. We are Safe

School Field Trips

Field trips are scheduled for students, with transportation furnished by Columbus City Schools. Teachers will inform parents of the time, date, and place, and any other relevant information. Students must have a signed written permission slip and a completed medical emergency card on file in the office in order to participate in the field trip.

Parents who have been asked to chaperone field trips will need to provide their own transportation. Parents are not to bring other siblings who are not members of the class taking the field trip.

Medication Policy

A medication form, available in the school office, must be on file at school for your child if medication is needed during school hours. The school's policy at this time is for the school nurse to administer all medication only with written permission from the student's doctor. School personnel are not permitted to dispense over-the-counter nonprescription drugs to students and students may not have over-the-counter prescription or non-prescription drugs with them.

Please contact the school nurse if you have questions regarding medication at school at 614-365-6032.

First Aid Policy

In case of an accident, the parent will be notified immediately. Emergency first aid will be given if necessary. Emergency cards must be completed annually and on file in the school's office as required by state law.

Child Abuse

The Ohio Revised Code requires school personnel to report any suspected abuse or neglect of a child. School authorities must report abuse or neglect to the Franklin County Children's Services. It is then up to FCCS to determine the next steps.

Title I- Parent & Guardian Right to Know

Broadleigh ES is a Title I School and we are proud to offer your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualification as defined in the *Every Student Succeeds Act*. These rules allow you to learn more about your child's teachers training and education. We are happy to provide this information to you.

Parent's Right to Know- Section 1112(e)(1)(A)

Qualifications: At the beginning of each school year, an LEA that receives Title I funds must notify parents of each student attending any Title I school that the parents may request, and that the agency will provide the parent upon request (and in a

timely manner) information regarding the professional qualification of the student's classroom teachers, including at minimum the following:

- Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides education;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree; and
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

Additional Information- A School that receives Title I Funds must provide to each individual parent

- Information on the level of achievement the child has made on all state assessments; and
- Timely notice that the parents' child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified

PARTIES AT SCHOOL

We have children with allergies to foods such as eggs, peanuts, milk, flour, etc. at our school. Therefore, please do not send any food treats to school to celebrate your child's birthday. We will only allow nonfood items as part of birthday celebrations at school.

Suggested alternatives might include:

- Small gift bags for each child in the class including such items as pencils, stickers and erasers
- Donation of a classroom game to be used during inside recess
- Donation of a book in your child's honor to the school library

Please contact your child's teacher for preferred birthday options. To avoid disruption to the classroom environment, any balloon/floral arrangements delivered to the school will be held in the office until the end of the day.

SCHOOL VISITATION AND TEACHER CONFERENCES

We welcome and encourage visitors for special events. It is important that our students' parents and guardians become better acquainted with the school and its programs through regular visits. Any classroom visitation discussing a student's progress or behavior must be arranged through a scheduled conference. (See "Teacher Conferences").

For visits with staff other than teachers, please phone for appointments to ensure you that they are available. To schedule any meeting with a staff member, please phone the school at 365-6144.

For all unscheduled visits during school hours (including tours), please call the school office to set up an appointment.

For all visits, proceed immediately to the school office. Using your driver's license, please sign in at the terminal located at the left side of the secretary's desk in the office. **The security of our students depends upon your cooperation.**

TEACHER CONFERENCES

If you desire a conference with your child's teacher, please send a note or call the school office before coming to the building. Scheduling conferences will help to ensure a more productive meeting and will minimize possible disruptions of the learning environment. You may leave messages for teachers by calling 614-365- 6144 from 8:30 a.m. until 3:45 p.m. Also, please consider connecting with our school on ClassDojo. See your child's teacher for more information.

PARENT PORTAL

Please make sure your information is up-to-date in our Parent Portal.