



COLUMBUS  
CITY SCHOOLS

## GABLES ELEMENTARY SCHOOL

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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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August 7, 2019

To All Gables Families:

Welcome to the 2019-2020 school year!

Whether you are new to Gables Elementary School or a returning student, we are so happy that you have chosen to be a part of the Gables learning community! It is exciting to once again join in preparation for a great school year.

I am energized to begin this school year and help your children succeed. As you know, in order for our students to achieve their dreams later in life, they must work hard now and learn the academic and social skills necessary to take them wherever they wish to go. At Gables, we believe in a strong partnership between home and school, so our students will excel in all areas of life. We believe in accountability so that teachers, parents and guardians, caregivers and students are all responsible for our young learners' academic successes. We are grateful that you have put your trust in us.

Gables has been a very busy place over the summer! All of the old carpeting that we had throughout our building has been removed and replaced with hard surface flooring. In addition to this, we have an entirely brand new HVAC system in our building. This included almost all of the ducting replaced throughout the building, and, in the areas where it wasn't replaced, it was completely scrubbed and cleaned. The only area with any carpeting is our library. The old carpeting was replaced with brand new industrial carpet squares that can be removed and replaced as needed. We are hoping these updates to our facility will help provide a healthier and more comfortable learning environment for our students and staff.

I want to thank you for entrusting your child or children with us here at Gables. Your child will learn foundational skills in reading and math, and will engage in advanced problem-solving activities to increase critical thinking. We are also committed to modeling and promoting independence, respect for self and others, punctuality and kindness. Our goal is to prepare your most valued treasure for success in the real world. To do this, students must learn to be productive citizens, engage in social and political processes, and understand that determination coupled with skill can propel their success in college, trade school, the military, business, and/or the workforce.

We will be analyzing our performance data and will be addressing our students' educational needs by continuing our focus on literacy and numeracy, and working to make sure that we are providing students with the educational rigor that will help them succeed throughout their educational careers.

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

Please join me in welcoming back our staff as well as team members that are new to Gables:

- Lori Buchanan – Teacher Grade3 – Room 18
- Jamie Fraley – Instructional Assistant SED Grades 3-5 – Room 106
- Sharon Mendoza – Teacher of English as a Second Language Grades 2-5 – Room 15
- Michael Oates – Teacher High Incidence Grades K-3 – Room 14
- Allison Randolph – Teacher SED Grades K-2 – Room 105
- Jennifer Schoolcraft – Teacher Grade 1 – Room 3
- Ellen Schooley – Teacher Grade 1 – Room 6
- Laurel Welsh – Instructional Assistant SED Grades K-2 – Room 105

Please welcome our new Gators as a part of our Gables family!

### **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. If you are interested in applying for our LatchKey Program, you may contact the LatchKey office at **(614) 365-5891**.

### **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 getting last minute directions, going over homework and wrapping up the day with important announcements. The school office is exceptionally busy at this time as well 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 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 of 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. We try to place staff members in strategic locations during this time to help guide our families through this process.

### **First Day**

On Thursday, August 22, 2019, students will proceed directly to the cafeteria at 8:30 a.m. for breakfast. If your child is not participating in our breakfast program, we ask that they arrive at 8:45 a.m. There will be staff members on hand to help guide your child if necessary. All students without a room assignment or new to the building should report to the main office. **All Kindergarten classes will be on a modified schedule for the first days of school to complete the necessary testing and paperwork and to get better acclimated to our school environment. A letter outlining their schedule is enclosed with this letter so that you have the information that pertains to your student.**

We will have a short parent/family meeting at 9:00 a.m. in the gymnasium to go over some important information about our school focus for the 19-20 school year, in addition to some important announcements.

### **School Supply Lists**

Student supply lists are on the Gables website under the Families Tab at <http://gableses.ccsch.us/Default.aspx>

### **Website**

We use our school website to post our school calendar to help keep our families and community informed of important dates and school activities.

Please check it out at <http://gableses.ccsch.us/Default.aspx> or find Gables Elementary School under the “Our Schools” tab on the Columbus City Schools Homepage.

### **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 25-30-minute lunch period in addition to a 30-minute recess period each day. Recess and lunch times vary but are appropriately mid-day.

Lunch Period 1 – 11:45 a.m. – Grades 1 & 2

Lunch Period 2 – 12:15 p.m. – Grades KDG & 3

Lunch Period 3 – 12:45 p.m. – Grades 4 & 5

Recess 1 – 12:15 p.m. – Grades 1 & 2

Recess 2 – 12:45 p.m. – Grades KDG & 3

Recess 3 – 1:15 p.m. – Grades 4 & 5

### **Food Policy**

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

## **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.

## **Medication**

Please note that school personnel are not permitted to give any type of medication nor apply topical creams/lotions without medical authorization from a physician or hospital (this includes cough drops, sun tan lotion, etc.) There are forms available for physicians to complete in the event your child needs to take medicine during the school day. If your child should be taking medication on the first day of school, please call the school office prior to school beginning so you can get the appropriate documentation in place.

## **Visitors**

Your visits to our school are welcomed and 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 time 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 becoming 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.

## **Guide to Student Conduct**

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.

## **School-Home Communication**

The link between home and school is vital to the success of your child. Therefore, we utilize multiple methods to make sure you are kept informed. Each year, recognizing the interconnectedness that technology affords, we strive to move more of our communication to electronic formats. We ask that you frequently check the school website for updated information. We will also utilize email, text and Auto-Dialers to send updated information. We have also purchased a license for **Bloomz** and we hope that our families take advantage of this tool to communicate with classroom teachers. If you have questions about downloading and using the Bloomz app, please call the school and we can connect you to a resource to assist you. You may also contact staff through our staff email addresses which are located on our school website. Additionally, we send home a vinyl green folder that we use to communicate regularly between home and school.

## **Attendance**

To avoid any confusion, please familiarize yourself with our procedures for reporting and excusing student absences and tardies. If your child is tardy, we ask that you accompany him/her into the building and sign in at the front office. Please be advised that attendance is now recorded by the minute, so **every minute counts**. It's very important that your child is on time every day. If your child is absent, please:

- Call the school at (614) 365-5499 before 9:30 a.m. to notify us of the absence

Reasons for which a student may be excused absent and/or tardy:

- Personal illness or quarantine
- Illness or death in the immediate household
- Emergencies or any other occurrences or situations which, in the judgment of the principal, may necessitate absence from school as a last resort
- Religious holiday
- Superintendent's designation

It is our goal to have each student at school on time every day. Please help us help our students establish good work and study habits by supporting their regular attendance.

## **Parents/Families Right-to-Know**

Gables Elementary is eligible for and does receive some funding from the Federal Title I budget. As such, families have the right to:

- Have access to their child's individual performance levels on statewide assessments
- Know if their child's school is making progress (please visit the Ohio Department of Education website at <http://reportcard.education.ohio.gov/Pages/default.aspx> for specific data)
- Know the qualifications of their child's teachers
- Be informed if their child is being taught by a substitute or a non-highly qualified teacher for longer than four consecutive weeks

We will share more information regarding Gables Title I funding and how it is used.

## **Classroom Assignments**

We know that students and families are excited to find out who will be their teacher for the 19-20 school year. We are continuing to finalize classroom assignments based on changing enrollments and programming needs. We will post class lists on our front windows of the school by Friday, August 16, 2019 by the end of the day. Thank you in advance for your patience as we continue to work through that process.

## **Important Dates**

Our PTA is planning an “Ice-Cream Social” on Monday, August 19, 2019 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 do that on the first day of class.

We will be holding our Kindergarten Orientation Night for parents on Tuesday, August 20, 2019 from 6:00 p.m. – 7:00 p.m. to help our families and our new Kinder-Gators feel more comfortable as they prepare to enter the Gables family.

We will have a parent meeting on Thursday, August 22, at 9:00 a.m. in the gymnasium as we kick off our first day of school for students. Remember, Kindergarten students will be on a different schedule and families will be notified of those details. (Letters are enclosed, please call us with additional questions).

FINALLY, you have reached the end of this lengthy correspondence! I apologize for that, but hopefully you have learned some important information about the upcoming school year, and we will have many more opportunities for you to learn more as our year progresses.

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!

My door is always open!

Warmest regards,

Gene A. Smith, Ed.D.  
Principal