



**YORKTOWN**  
MIDDLE SCHOOL



**COLUMBUS**  
**CITY SCHOOLS**

**Principal:** Mrs. Brittney McCord

**Assistant Principal:** Mrs. Lesley Landis

5600 E. Livingston Ave  
Columbus, Ohio 43232  
Phone: 1-614-365-5408  
Fax: 1-614-365-5411

**School Website** - <https://www.ccsok.us/yorktownms>

**Attendance** - What should you do when your student is absent?

1. Call the school at 614-365-5408. Message should include: Student Name, Grade, Parent Name, Reason for Absence and Date.
2. OR Send a note with your student explaining the reason for the absence. The note should be turned into Mrs. Search or Ms. Towns in the office.
3. OR Email [ytowns@columbus.k12.oh.us](mailto:ytowns@columbus.k12.oh.us) or [bsearch9970@columbus.k12.oh.us](mailto:bsearch9970@columbus.k12.oh.us).

**Cell Phone Policy**

1. Phones are to be kept in lockers at all times.
2. If a student has a phone out during the school day, they will be asked to return it to the locker. If the behavior continues, progressive discipline will apply. See student handbook for details.
3. Phones may not be used to bully or harass others or cause any type of school disruption. Students who do so will be subject to disciplinary action.

**Teacher Information** - How can I talk to my student's teachers?

1. Email - Locate on the [school's website](#).
2. Message them through the Parent Portal.
3. Call the school and leave a message with the office.

**Homework**

1. **Email your student's teacher if you have questions about a specific class.**
2. Read at least 20 minutes every night.

**Address Change** - How do I change my address? **Choose one.**

1. Use your Parent Portal Account and complete the **Annual Update**. You will need a digital copy of one of the following documents: a recent utility bill or a current lease. See the district website for specific information about other acceptable documents. <https://www.ccsok.us/Page/1176>
2. Make an appointment at Central Enrollment, 614-365-4011.

**Transportation** - What do I do if my student's bus does not come?

1. First, wait at least 15 minutes before and 15 after the bus arrival time.
2. Call transportation, 614-365-5074, to report it. ALSO, report your student's absence and explain that the bus did not come.

**Parent Portal** - Parent Portal is an important way to receive information from the district.

1. Get your activation code from the secretaries or school counselor.
2. Create your account by going to <https://www.ccsbh.us/Page/2437> and clicking on New User Activation. You will create your username and password.
3. If you need help you can email [parentportalaccess@columbus.k12.oh.us](mailto:parentportalaccess@columbus.k12.oh.us) OR Call the District FACTLine at 614-221-3228 OR the Central Enrollment Center at 614-365-4011.

**Tutoring and Academic Support** - How can my student earn a better grade and grow academically?

1. **Families are very important in school success.** Read with and around your student. **Talk** about school and connect it to current events and your student's future goals.
2. **Paper** - Paper is an online tutoring service that is provided by the district. It can be found on your student's Clever page. Tutors are available for all subjects. Tutors can speak English, Spanish or French. All interactions are recorded. Students should bring an activity or assignment that they have questions about.
3. Columbus Metropolitan Library offers Homework Help from 3pm until 7pm on Mondays - Thursdays and from 3pm-6pm on Fridays.
4. Contact your student's teachers for specific guidance. They can expertly determine where you and your student can focus outside of the classroom.

**Dismissal Procedures**

1. Parents wanting their child to leave before 2:30 must come into the school and sign them out.

**Adult Classes** - <https://www.ccsbh.us/Page/2200> **CCS offers FREE classes for adults.**

Contact the Aspire Program to register. Choose one.

1. Click here to register - <https://tinyurl.com/2ypvzsvx> Submit your name. You will be contacted.
2. Call (380) 997-7636.

**Interpreting Services** - The ESL Department offers direct lines for the following languages. Call these numbers if you have questions, but do not feel comfortable speaking English. They will work with the school to answer your questions.

- a. Spanish - 614 365 5118
- b. Somali - 614 365 8972
- c. Nepali - 614 365 3105
- d. French - 614 365 5327
- e. Arabic - 614 365 6920
- f. Kinyarwanda/Swahili - 380-997-0891