



# **Indian Springs Elementary School**

## **Student-Parent Handbook**

**2023-2024**

## **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.**

## **ISE Core Values**

**Students' needs come first.**

**Compassion and empathy guide our decisions.**

**All voices are heard through the use of teamwork.**

## **Important Dates for 2023-2024 School Year**

August 23	First day 1-5		January 17	No School - Records Day
August 23-25	KG Appointments		February 7	No School - PD
August 28	First day KG		February 19	No School - Conference Trade
September 4	No School - Labor Day		March 6	No School - PD
September 20	No School - PD		March 20	No School - Records Day
October 25	No School - Records Day		March 28	30 minute early release
November 7	No School - PD		March 29-April 5	Spring Break
November 20-24	No School - Thanksgiving		April 8	Students Return
December 19	30 minute early release		April 24	No School - PD
December 20-January 2	Winter Break		May 27	No School - Memorial Day
January 3	Students Return		May 30	Last Day for Students
January 15	No School - MLK		May 31	Records Day
January 16	No School - PD			

## ISE School Day

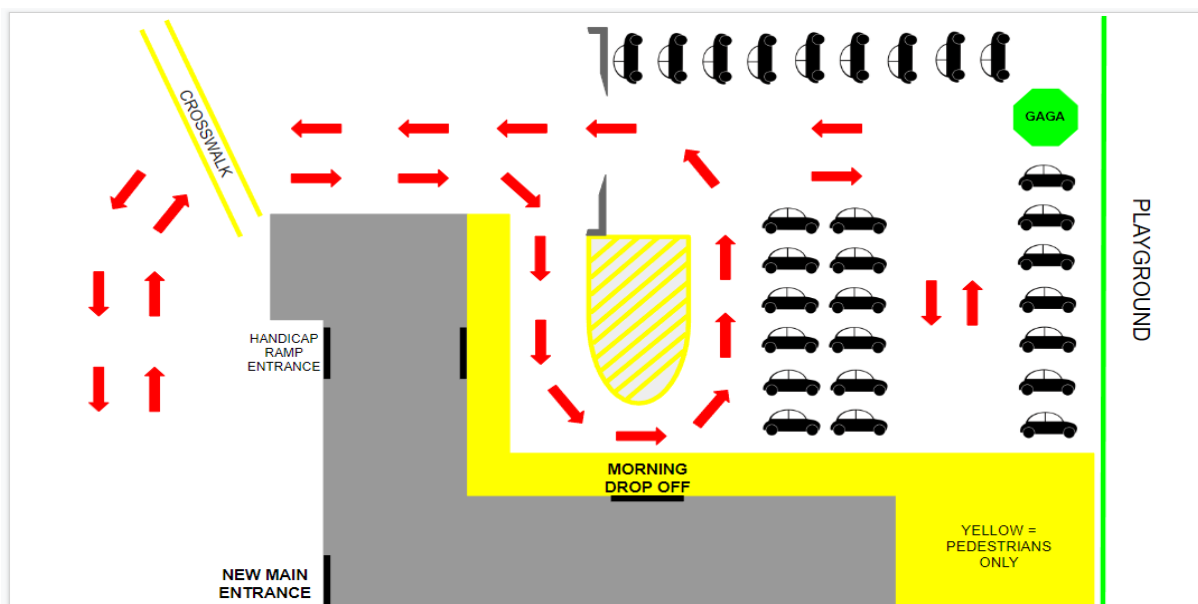
8:30 am	Student may enter for breakfast
9:00 am	Tardy bell rings - Need to sign students into the front office
11:30 am	3rd/5th Grade lunch with recess at 12:00 pm
12:05 pm	1st/4th Grade lunch with recess at 12:35 pm
12:35 pm	KG/2nd Grade lunch with recess at 1:05 pm

### Arrival (see map below)

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. Students are able to enter their classroom at 9:00 am.

### Dismissal (see map below)

Students will begin to be dismissed from their classroom at 3:30 (3:25 for kindergarten). 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. We will not call students down for early release at 3:00 or later. **You will receive two pick-up passes on the first day of school in order to create a safe and expedient dismissal. You will need to have this pass every time. If you forget it, then you will need to go to the front office and show ID.**



## **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](http://www.wbns.10tv.com)    [www.nbc4i.com](http://www.nbc4i.com) [www.wsyx6.com](http://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. Please see School Board Policy 5131.3 in the back of this handbook for more information on our attendance policy.

## Student Attendance

Did you Know...

# STUDENT ATTENDANCE MATTERS

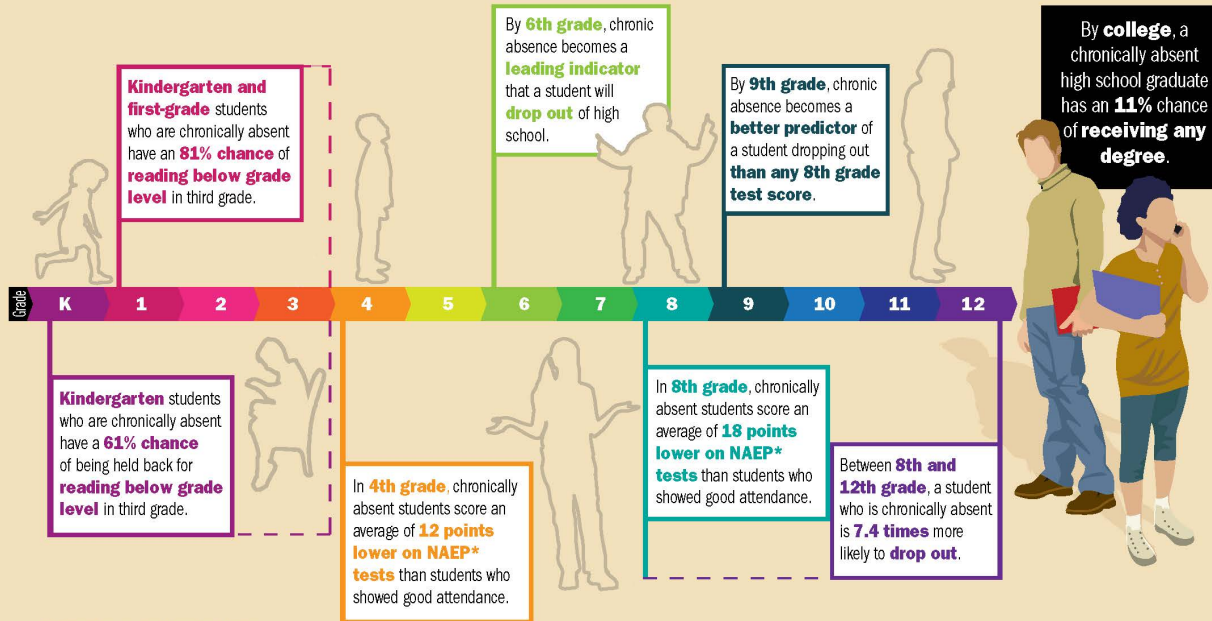
There are an estimated 5-7.5 million students in the United States who are chronically absent from school.

Chronic absenteeism hurts students in a variety of ways as they progress through their school career, starting with kindergarten.

### DEFINITIONS:

**Chronic Absence** - Missing 2 days each month, totaling 18 days, equals 10% of the school year

**Good Attendance** - Missing 9 days or less in a school year (5%)



## When is too sick for School?

### WHEN IS SICK TOO SICK FOR SCHOOL?



Send me to school if...

I have a runny nose or just a little cough, but no other symptoms.

I haven't taken any fever reducing medicine for 24 hours, and I haven't had a fever during that time.

I haven't thrown up or had any diarrhea for 24 hours.



Keep me at home if...

I have a temperature higher than 100 degrees even after taking medicine.

I'm throwing up or have diarrhea.

My eyes are pink and crusty.



Call the doctor if...

I have a temperature higher than 100 degrees for more than two days.

I've been throwing up or have diarrhea for more than two days.

I've had the sniffles for more than a week, and they aren't getting better.

I still have asthma symptoms after using my asthma medicine (and call 911 if I'm having trouble breathing after using an inhaler).



Adapted with permission from Baltimore City Public Schools.

If your child is too sick for school...



Please call by 9:30 am

614-365-5499

### **Make Up Work?**

If your child is too sick for school, please arrange for student work completion.

Need for us to send it home with a sibling? No problem.

Will you be picking it up? No Problem.

Just 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.

### **But, even if you call the school 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 Intelligent
2. We are Safe
3. We are Empathetic

## **Bus Rules**

The bus driver is responsible for the management and safety of pupils and is responsible for enforcing the rules. Any disorderly pupil shall be reported to the principal or assistant principal. The principal or assistant principal will be responsible for notifying parents and explaining that continued disorderly conduct will result in removal from the bus.

1. Changing from seat to seat while the bus is moving is prohibited.
2. Pupil must ride his/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. A pupil placing any part of their body through the window is prohibited.
6. Spitting or throwing objects from the bus is prohibited.
7. Eating, drinking or littering on the bus is prohibited.
8. Pupils must obey the driver's instructions.
9. Transporting of animals, pets or glass containers on the bus is prohibited.
10. Use of profane language is prohibited.
11. School buses are not permitted to stop longer than necessary to pick up pupils. School buses cannot wait for tardy pupils.



## **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.

## **Sick Children**

Students who have been ill the previous night should generally be kept home for observation. Once the student has arrived at school and is ill, it is sometimes difficult to contact parents. If the student becomes ill at school, it is essential that the school office be informed where parents may be reached or a relative or friend who is able to take the child home. Parents are to call the school no later than 9:30 a.m. to report the nature of their child's absence for that day. When a student has been absent from school, the parent or guardian must send a signed, written note explaining the reason for the absence.

*Students must be fever-free for 24 hours before returning to school.*

## **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.

## **Elementary, Middle and High School Board Policy**

### ***USE OF ELECTRONIC COMMUNICATION DEVICES BY STUDENT***

The district prohibits the use of electronic communications devices, including laptops, tablets, cellular phones, associated cameras, and pagers/beepers, at all school and school sponsored or school-related activities on or off school property, during the instructional school day except as set forth in this policy. **Under no circumstances shall student's use or access electronic devices during emergency drills, assemblies or other school evacuations.**

Students may possess electronic communications devices only under the following conditions:

- 1) Electronic communications devices must remain in the **OFF position at all times during the instructional day** whether in the school building or on school grounds unless being used for instructional purposes as set forth in paragraph 2(a) through 2(e) below. Any use of electronic communications devices during the instructional day, including during lunch periods and change of classes shall be grounds for appropriate discipline. "Forgetting" to turn off an electronic communication device is not a valid excuse for a violation of this requirement.
- 2) Electronic communications devices must be kept out of sight during the instructional day. Electronic communications devices must be kept in a locker, book bag, backpack, pocket or purse during the instructional day. Electronic communication devices shall not be kept in or on waistbands or other areas of clothing that can be easily accessed or viewed during the instructional day.
  - a. Notwithstanding the foregoing, students shall be allowed to bring their own personal electronic devices to school in anticipation for instructional uses. A personal electronic device is defined as a tool or product that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following technology tools and products are examples of personal electronic devices: laptops, tablets, cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), blackberries or smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information. Lasers and electronic games are not considered to be personal electronic devices.

b. Students may not use permitted personal electronic devices on school property or at a school-sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school or except as authorized by paragraph (a) through (e) of this policy. Teachers may elect to authorize the use of personal electronic devices to augment their class instruction. Internet access for personal electronic devices shall be only through secured, filtered school-provided Wi-Fi.

c. Students shall not be required to obtain or given additional credit or benefits for possessing and using personal electronic devices. Use of personal electronic devices beyond that authorized by this policy shall be subject to discipline under the guide to positive student behavior.

d. Acceptable personal electronic devices include laptops, tablets, mobile phones, cameras, and MP3/CD players (with headphones). Unacceptable personal electronic devices include, but are not limited to, lasers and electronic games/toys.

e. Personal electronic devices and other electronic devices shall not be used to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or at a school-related activity, without express prior notice and consent of authorized school personnel. Unless authorized by the chief academic officer or designee, the use of any camera or device which contains a camera that takes still or motion pictures regardless of format is prohibited.

f. Students shall be informed that there shall be no expectation of privacy in the use of personal electronic devices with any district Wi-Fi network.

3) *Electronic communications devices may not be used while traveling on district school buses* except in cases of an emergency and approval by the bus driver, or as a result of an Individualized Education Program (IEP) team decision.

4) During periods of state mandated testing teachers must request that students remove all devices from their possession, either by returning the devices to lockers or placing them outside the direct possession of the student.

If an electronic communication device is used at any time during the test administration, it must be confiscated and may be returned only to the parent or guardian. Any use of an electronic communications device during testing will be considered cheating and appropriate disciplinary action will be taken.

5) Building principals may grant individual students permission to use electronic communications devices during the instructional day upon advance approval based on unique circumstances or in cases of emergency.

6) Individualized Education Program (IEP) teams may grant individual students with disabilities permission to use electronic communication devices during the instructional day based on the unique needs of the student as identified in his/her IEP or 504 plan.

School building principals shall have the authority to further restrict possession of electronic communication devices in their individual buildings in order to maintain the principles of this policy and consistent with the unique circumstances of their individual schools or grade levels.

Should a student be observed using an electronic communications device, or if a device rings or beeps during the instructional day, disciplinary action will be taken including but not be limited to confiscation of the device, loss of the privilege of carrying the device permanently or for a limited period and other options for student discipline as reasonable under the circumstances.

*Should a device be confiscated for violation of this policy, the student's parent or guardian may pick up the device from the school after showing proof of ownership such as a phone bill and following a conference with the building administrator.* By this policy parents and/or guardians are on notice that confiscated devices that are not claimed by the end of the school year, shall be disposed of appropriately.

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 policy.

Policy

Adopted: 08-16-05

Amended: 02-07-13, 06-25-13

## **Title I- Parent & Guardian Right to Know**

Indian Springs ES is a Title I School and we are very 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