

PARENT-STUDENT HANDBOOK



LINDEN S.T.E.M. ACADEMY

2626 Cleveland Ave.

Columbus, Ohio 43211

614-365-6537

lindenes@columbus.k12.oh.us

WELCOME TO OUR SCHOOL



Dear Parents/Guardians and Students,

We want to welcome you to Linden S.T.E.M. Academy. This handbook is designed to provide our families with important information and building procedures unique to our school. Additional information can be found in our CCS STUDENT GUIDE TO SUCCESS.

<https://www.ccsok.us/domain/4283>

Thank you,
Randa Hughes Hutcherson, Principal

August 2023

LINDEN S.T.E.M. ACADEMY



SCHOOL MISSION

Our mission is to provide a rigorous, interdisciplinary learning environment that builds a foundation of academic, social, and emotional skills of life-long learning and growth.

LINDEN P.A.W.S. EXPECTATIONS

- P - POLITE AND RESPECTFUL
- A - ACHIEVE OUR BEST
- W - WORK FOR SUCCESS
- S - SAFE AND ACCOUNTABLE



STUDENT PLEDGE

I want to learn! I am somebody!

There is no one like me.

I WILL

Show respect to my classmates.

Show respect to all adults.

Always do my best to manage myself at all times.

Share my school work with my parents.

I AM

A good person, a good student.

There is no one just like ME.

I AM SOMEBODY!



OFFICE PROCEDURES

● SCHOOL OFFICE TEAM & INFORMATION

School Secretary: Chante'e Russell-Bozman

Attendance Secretary: DeTonya Smith

School Office Hours are 8:30am - 3:00pm

The office closes at 3:00pm for student dismissal.

For the safety of our students, students will not be dismissed between 3:00-3:30 for any reason. If you must pick up your student early from school, please pick them up prior to 3:00pm.

*A change in transportation on the same day **MUST** occur prior to 2:30pm. A note must be sent to the school.

● PICKING UP STUDENTS EARLY

YOU MUST HAVE YOUR ID to show when picking up your child and it will be verified in Infinite Campus.

****Absences** are counted by the minutes, and we need our students at school **EVERY** day **ALL** day.

● ATTENDANCE

When your child is absent, please call the attendance line to report the absence.

***ATTENDANCE LINE:** (380) 997-6796

You may also send an email to lindenstem@columbus.k12.oh.us to report an absence.

● EMERGENCY DRILLS

Fire, tornado, and lockdown drills are required by Ohio Law to be conducted every month. We try to have our fire drills on days with mild weather. No one is permitted to enter the building during these drills.

HEALTH SERVICES



We have the services of a registered nurse five days a week. Her name is **Nurse Tammy Krug** and she would be happy to talk with you regarding any health problems that may affect your child's performance. Please call the school office for an appointment.

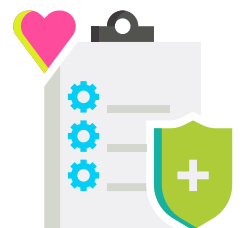
School Nurse Role:

The school nurse's primary role is to promote good health for the district's students. As a member of the educational team, the school nurse enhances students potential for attendance, class participation, and learning by identifying and addressing medical conditions that may impact the student's ability to achieve the district's performance standards. School Health Nursing is a specialized practice of professional nursing.

WHEN SHOULD MY CHILD STAY HOME?

Columbus City Schools want every child to learn and be successful. School attendance is linked to learning. However, there are times when your child may be ill and should stay at home until he/she feels better or is no longer contagious to others. Below are some guidelines to help you determine when your child should stay home.

- Temperature above 100° by mouth
- Vomiting or diarrhea
- Shortness of breath or wheezing during normal activity
- Cough that interrupts normal activity
- Pain from earache, sore throat, or recent injury
- Yellow or green drainage from eye(s)
- Rash or draining sores



CCS HEALTH SERVICES WEB PAGE:

<https://www.ccsch.us/Page/366>

ARRIVAL & DISMISSAL

ARRIVAL

PRE-KINDERGARTEN STUDENTS:

All Pre-K students will enter in through the doors by the small enclosed playground



K-6th GRADE STUDENTS:

8:30am-9:00am: Drop-off & walkers will enter through the cafeteria doors.

After 9:00am: At this time students are considered late (tardy) and will need to enter in through the main doors.



BELL SCHEDULE

- 8:30 Arrival/Breakfast
- 8:55 Students Go To Class
- 9:00 Attendance/Classes Begin
- 11:30 1st Lunch Period
- 12:05 2nd Lunch Period
- 12:40 3rd Lunch Period
- 1:15 4th Lunch Period
- 3:30 Dismissal

DISMISSAL

Students will remain in the cafeteria during dismissal. You are to remain in your car and give your child's name to one of our team members with a walkie. **DO NOT COME TO THE DOORS.** Go to a staff member with a walkie and give them the name of your child. **NO** = Please keep clear for students.



ATTENDANCE POLICY

Ohio Law House Bill 410 requires schools to track missed class time. No longer are absences tracked only by the number of days your child has missed. Lost time is now counted by how many hours your child is out of class, both excused and unexcused.

Excessive Absences

Students are expected to be in class the entire school day. Miss too much time - even if it's a doctor's appointment or family vacations - and the new law will now require the District to send families an official notice that your child has "excessive absences".

You'll receive an excessive absences warning letter in the mail when your child is:

- Absent 38 hours or more in one school month with or without legitimate excuse.
- Absent 65 hours or more in one school year with or without legitimate excuse.

Habitual Truant

If your child is excessively absent without a legitimate excuse, the new law labels him/her as "habitually truant". This happens after your child is:

- Absent 30 hours or more consecutive hours without legitimate excuse.
- Absent 42 or more hours in one school month without legitimate excuse.
- Absent 72 hours or more in one school year without legitimate excuse.

Visit this link for additional information:

<https://education.ohio.gov/Topics/Student-Supports/Attendance-Support>

UNIFORMS & DRESS CODE

TOPS:

Tops must be hunter green, green, black, or white and have a collar. Long and short sleeved tops are acceptable. Green, white, or black sweaters (no hoods) are permitted.

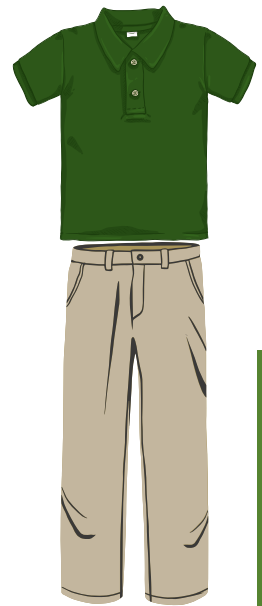


*Approved Linden Leopard spirit wear may also be worn as a uniform top with uniform bottoms.

NO t-shirts (other than approved spirit wear)

NO sleeveless shirts or tank tops

NO logos or writing



BOTTOMS:

Bottoms must be solid khaki or black.

*pants, skirts, shorts, or jumpers

NO pants that sag or drag on the ground

NO bottoms shorter than mid-thigh in length

NO jeans, athletic pants, or sweats



FEET:

Shoes must completely enclose the foot to include the heel.

*black or white is preferred

NO wedges or sandals

NO flip-flops or slides

NO Crocs or Heelys



Hats, bandanas, sweatbands, scarfs, wave caps, and head coverings (unless it is for religious purposes) are NOT permitted.



CCS GUIDE TO STUDENT SUCCESS



CELL PHONE POLICY



STUDENTS ARE PERMITTED TO BRING CELL PHONES TO SCHOOL UNDER THE FOLLOWING RULES AND CONDITIONS:

- Cell phones are to be turned off (powered off, not just on vibrate) during the entire school day, including during recess, restroom break, and on the school bus to and from school.
- During the school day, cell phones are to be stored in book bags or given to the teacher to be locked up.
- Text messaging is not permitted at any time during the school day.
- Students may not use cell phones to take photos, videos, or post on social media content of other students or any part of the school day, including while riding to or from school on the school bus.
- Students violating these cell phone rules will have the cell phone confiscated and will be subject to appropriate disciplinary measures.

P.A.W.S. EXPECTATIONS

P = Polite & Respectful

-Building and maintaining good character and social behavior



A = Achieve Your Best

-We want our students to grow and celebrate their growth in academics and social/emotional behavior.

W - Work For Success

-We have very high expectations for our students!

S = Safe & Accountable

-We want our students to work and play safely and be accountable for their behavior socially and academically.

PAWS Bucks:

ALL students are expected to follow and display these expectations. PAWS Bucks (\$1.00) will be used to recognize students right away for demonstrating our P.A.W.S. expectations as well as the following...

- Random or extraordinary acts of kindness
- Positive character traits
- Following dress code
- Coming to school on time/great attendance
- Significant self-improvement in behavior



Students rewarded with PAWS Bucks will have opportunities to spend their PAWS Bucks monthly on items at the PAWShop.

BEHAVIOR INTERVENTIONS & CONSEQUENCES

Parent Contact/Conference – Notification and conferencing with the parent regarding the student's behavior for all disciplinary actions.

School-Based Behavioral Strategies – Examples include:

- Creating a behavioral contract with the student
- Teach/Learn anger management strategies
- Loss of school-based privileges
- Re-teaching the behavioral expectation
- Referral to school counselor or school social worker
- Referral to the Intervention Assistance Team or begin the Multi-Tiered Systems of Support (M.T.S.S.)

Positive Efforts for Adjustment and Knowledge (P.E.A.K.) – provides students a space within the school for problem-solving, decision-making, self-regulation, and additional behavioral and emotional supports to develop positive behaviors at school.

School Detention – A student may be required to stay after school or be assigned to lunch detention as a consequence for his/her behavior.

In School Suspension – Reassignment of the student from the classroom to an alternative setting.

Out of School Suspension – Removal of a student from school for a period of one (1) to ten (10) days.

Expulsion – Removal of a student from school for a period of eleven (11) to one-hundred and eighty (180) days.

Linden STEM Academy staff and students adhere to the policy and procedures of the Columbus Board of Education on matters of behavior and discipline practices. We ask that you discuss with your child the importance of and the need for good behavior while at school.

BEHAVIOR MANAGEMENT FLOW CHART



Observable Problem Behavior
(Based on PBIS building wide expectations.)



Level One Offenses:

- Dress Code Violation
- Consistent Disruptive Behavior (talking, name calling, verbally disrespecting another student, profanity, off task behavior that disrupts the class)
- Out of seat continually without permission
- Electronic Communication Devices
- Stealing (from a student, i.e. school supplies or student personal items)

INTERVENTIONS

Tier I & Tier II



Teacher/Staff Options – Tier 1 Interventions

Ignore, reinforce positive behaviors of other students, verbal warning, reset expectations, CALL HOME
***Parent/Guardian MUST be notified/consulted if Tier I is not working.**



Observable Problem Behavior Continues/Escalates – Tier II Interventions

Parent/Guardian – Teacher/Student Relationship – P.E.A.K. – School Counselor/Social Worker – BIP



Level Two Offenses:

- Fighting, Threats
- School Bus Disruption
- Gross Insubordination
- Destruction of property
- Verbally bullying
- Extortion
- Theft/Stealing (from teacher/staff member)
- Leaving the classroom without permission
- Leaving assigned area without permission

INTERVENTIONS

Tier I & Tier II



Level Three Offenses:

- Physical Assault
- Fighting/The Aggressor
- Serious Bodily Injury
- Throwing Furniture Violently
- Sexual Harassment/Offense
- Weapons/Dangerous Instruments
- Volatile Acts
- False Alarms (pulling fire alarms, etc.)
- Insight School Disruptions

INTERVENTIONS

Tier I & Tier II



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Tier III Interventions

Parent/Guardian – Teacher/Student Relationship –
P.E.A.K. – School Counselor/Social Worker – BIP –
Parent Come to the Building –
Parent/Student/Teacher/Principal Meeting – Behavioral
Referral – ISS w/Student Work – OSS w/Student Work –
Expulsion

P.A.W.S. EXPECTATIONS

Classroom Expectations



P = Polite & Respectful

- Follow all directions and procedures
- Be kind and helpful

A = Achieve Your Best

- Stay focused and on task
- Complete all of your work

W - Work For Success

- Be on time and prepared for class
- Ask and answer questions

S = Safe & Accountable

- Clean up your area
- Keep hands, feet, and objects to yourself

Hallway Expectations

P = Polite & Respectful

- Voice Level "0"
- Keep hallways clean and free from clutter

A = Achieve Your Best

- Face forward
- Walk single file on the right side

W - Work For Success

- Have a hall pass or be with an adult
- Go directly to your destination

S = Safe & Accountable

- Follow directions
- Keep hands, feet, and objects to yourself



P.A.W.S. EXPECTATIONS

Cafeteria Expectations

P = Polite & Respectful

- Please say "thank you" and "please"
- Clean up your area

A = Achieve Your Best

- Voice Level "1"
- Do not get up without permission

W - Work For Success

- Get all items
- Raise your hand for help

S = Safe & Accountable

- Enter at a Voice Level "0"
- Keep hands, feet, and objects to yourself



Recess Expectations

P = Polite & Respectful

- Follow all directions and procedures
- Be kind and helpful

A = Achieve Your Best

- Handle conflict in a peaceful manner
- Play by the rules

W - Work For Success

- Work to get along with everyone
- Go to an adult if a problem occurs

S = Safe & Accountable

- Line up immediately when asked or when the whistle is blown
- Keep hands, feet, and objects to yourself



PARENT PORTAL

Is Your Parent Portal Account Activated?

Stay engaged in your child's education by setting up and signing into the Columbus City Schools Parent Portal. Through the Parent Portal, you'll be able to securely access valuable information on your student(s):



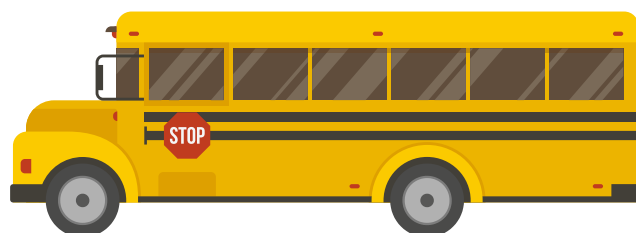
- Teacher Contact
- Grades and Course Schedules
- Daily Attendance
- Missed Assignments
- Paperless Applications for School Choice, Summer School, and Career Tech
- Update Contact Information
- Pay Fees
- Transportation Information

CCS PARENT PORTAL INFORMATION:

<https://www.ccsok.us/Page/2437>

TRANSPORTATION

614-365-5074



OUR TEAM

Pre-K Team:

Iman Ellis, Adrienne Lipsey,
Mary Logan
Peggy Bailey, Erinn Truss,
Kathy Doherty
Canaan Cook, Deshanna
Curtis

Kindergarten Team:

Janay Ray, Sarah Lyons,
Linda Chapman



1st Grade Team:

Marisa Davis, Danielle
Dedrick-Couch, Shannon
McCurdy

2nd Grade Team:

JoVone Houpe, Derek Mattson,
Faith Cardona

3rd Grade Team:

Lolita Johnson, Colleen
Robinson, Kennedy Graf,
Carolyn Egan

4th Grade Team:

Tricia Honaker, Allison Nunnally

5th Grade Team:

D.J. Smith, Chris Grecek

6th Grade Team:

Quinn Giesige, Jillian Deas

Intervention Specialists Team:

Kerry Spitzer, Lindsay Haylor



OUR TEAM

ESL Team:

Katharine Campbell-Castro,
Stephanie Garcia-Flores

Gifted Team:

Cheryl Kanuckle, Tiffany Watson

Unified Arts Team:

Jessica Nouanesengsy, Art
Erin Johnson, Physical Education
Carla Colon, Music & Instrumental
Teri Thomas, Librarian



Instructional Coaching Team:

Debra Yetts, Amber Gresham

Counseling Team:

Lindsey Cundiff, School Counselor
Sherri Kposowa, School Social Worker
Victoria McDonald, NCH Counselor

PEAK:

Lisa Lovelace



Food Service Team:

Ashley McBride, Rosalind Loyd

Custodial Team:

Tonia Grant, Robert Denham

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CONTACT INFORMATION



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