

# **2019-2020 Hubbard Elementary School**

## **Parent Handbook**



**104 W. Hubbard Ave.  
Columbus, Ohio 43215**

**Phone 614-365-5564**

**Fax 614-365-5562**



"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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**104 W. Hubbard Ave.**  
**Columbus, Ohio 43215**  
**Telephone: 614-365-5564**  
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**Parent/Student Handbook**

Dear Parents/Caregivers and Students,

Welcome to Hubbard Elementary School. This handbook is designed with you in mind. It should be useful and informative. I hope you read the information and use it as a reference throughout the school year, **there have been changes made to this handbook for this school year.** If you have any further questions, please feel free to call the school office. Please fill out the last page and return it to school with your child. I am looking forward to a successful year working with our students and families.

Mr. Robert Losee  
Principal

**MISSION STATEMENT**

Hubbard School focuses on character development through a variety of experiences preparing our students to be leaders, workers and global citizens in the 21<sup>st</sup> century. Highly qualified staff with diverse backgrounds develops service learning projects which foster perseverance, and problem solving techniques which meet the learning needs of individual students. Pre-Kindergarten through grade 6 students will foster respect, creativity, and independent thinking to prepare them for their future.

**COLUMBUS CITY SCHOOL'S DISTRICT MISSION STATEMENT**

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

**ARRIVAL / DISMISSAL**

All parents who transport students to and from school should arrive through the student pick-up and drop off area located on Wilber St. on the North side of the school building. Students will then enter the school through the entrance. School buses and daycare vans dropping off and picking up students will pull up in front of the school on Hubbard Ave. and unload students. The students will then enter the school through the café entrance near the gym.

**Parents/guardians who escort their students to school should stop at the café door and allow the students to walk to their classroom on their own.**

When picking your child up at the end of the school day, please wait in your car, on the north side of the building and your child will be escorted outside through the cafe door where the walkers exit. If you are walking to pick up your child, please stand on the sidewalk. All visitors should sign in and wear their visitor's badge while in the school. Please sign out when you leave. The doors will be locked the entire day. When picking up your child early, please go to the front office and sign your child out. The secretary will call the classroom for the student to report to the office.

**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 3:00.

**BELL SCHEDULE**

8:30 a.m.	Breakfast for bus riders and daycares
8:40 a.m.	Breakfast for car riders and walkers
8:55 a.m.	Students Report to Classrooms
9:00 a.m.	Tardy Bell
11:25 a.m.	Recess grades K and 1
11:55 a.m.	Lunch grades PK, K, 1
12:00 p.m.	Recess grades 2 and 3
12:30 p.m.	Lunch grades 2 and 3
12:35 p.m.	Recess grades 4, 5 and 6
1:05 p.m.	Lunch grades 4, 5 and 6
3:25 p.m.	Dismissal for Car riders/walkers
3:30 p.m.	Dismissal for Bus Rider

## **ATTENDANCE – ABSENCES**

*Every Day Counts*

### **Tardiness**

- Students arriving at school after 9:00 a.m. are marked tardy.
- A note signed by a parent/caregivers stating the reason for tardiness is required.
- If your child is going to be tardy, please contact the school prior to 9:00 to request a lunch or pack him/her a lunch.

### **Excused Absences**

- Serious accident or illness
- Death of a relative
- Religious holiday

### **All other absences are considered Unexcused Absences.**

Parents must call the school by 9:00 AM to report student absences.

Upon return from an absence, the following procedure is to be followed:

A written note signed by the parent, stating date(s) of and reason(s) for absence from school. Please send the note to school with child the day he/she returns to school.

## **BREAKFAST & LUNCH PROCEDURES**

### **Breakfast**

Breakfast is offered to all Columbus City School students daily free of charge.

### **Lunch**

ALL Columbus City School Students are eligible for free lunch.

If your child is going to be late for school, you must call the school by 9:15 AM to order your child a hot lunch. If the call is made after 9:15 AM, the child must pack a lunch.



## **HOMEWORK**

*(please note that this policy will be revised this year and your child's teacher will communicate their expectations to you)*

Homework is routinely assigned as an extension and reinforcement of the daily classroom learning activities. Students are expected to complete and submit on time all homework assignments given by their teachers.

The following are recommended amounts of time for homework to be given at each grade level:

Kindergarten – 10 minutes nightly

First Grade – 20 minutes nightly

Second Grade – 30 minutes nightly

Third Grade – 40 minutes nightly

Fourth Grade – 50 minutes nightly

Fifth/Sixth Grade – 60 minutes nightly

## **REPORT CARD GRADING SCALE**

All report cards (K-5) distributed in Columbus City Schools will follow the format of the new Common Core Standards-Based Report Card. This new grade card is aligned with the Columbus City Schools curriculum guides which are aligned with the Ohio Common Core Standards.

- The KEYS for Levels of Performance in ACHIEVEMENT are as follows:

4 – Advanced	Consistently <b>EXCEEDS</b> required level of performance
3 – Proficient	Consistently <b>MEETS</b> required level of performance
2 – Basic	<b>WORKING TOWARD</b> required level of Performance
1 – Below Basic	Consistently <b>WORKING BELOW</b> required level of performance

\*Note that these KEYS of 1-2-3-4 in achievement are NOT to be equated with letter grades of A-B-C-D-F.

A score of a 4 means a student has demonstrated the ability to complete work beyond the required level of performance. (At least one grade level higher).

A score of 3 is a great score. Students are expected to be proficient at their grade level. This is where we want all students to be at a minimum.

A score of 2 does not mean the child is failing. What it does mean is the child has not mastered all of the indicators under the standard and is working toward proficiency in the standard.

A score of 1 could be an indicator that the child is experiencing great difficulty with the standard and should be a reason for concern.

## SCHOOL RULES & GUIDELINES

All staff members are responsible for all students. Students are to be respectful and to follow the instructions of **ALL** staff members at **All** times.

School rules are designed to ensure the best possible atmosphere for learning and for getting along with other students and teachers. The rules are as follows:

1. No classroom disruptions will be tolerated. Each student has the right to learn, and every teacher has the right to teach. Therefore, no student will be permitted to disrupt any class and thereby infringe on the rights of the teacher to teach and the rights of the students to learn. Students must obey the directions of the school staff and may not talk back in a disrespectful manner. Students must learn that there are consequences to their actions and behavior.
2. Every student has the right to feel secure, safe and free from threat and intimidation. Fighting, bullying, or inappropriate verbalizations and gestures toward others will not be tolerated.
3. All students are expected to respect school property, as well as other student personal property at Hubbard School.
- 4. Every student at Hubbard will show respect for themselves.**
5. Students at Hubbard will show respect for cultural differences. Racial slurs, inappropriate language or gestures, and profanity are prohibited.
6. The grounds, cafeteria, halls, restrooms and buses are integral parts of the school and students are to conduct themselves in a responsible way in each of these areas.
7. Honesty is imperative to group living. Therefore, students are expected to display honesty and will not cheat or steal.

Students who do not follow the school rules will be dealt with in a **firm, fair,** and **consistent** manner. Students will always have the opportunity to explain the situation. Those who do not utilize alternatives to the misbehavior(s) and continue to violate rules may be subjected, but not limited to, the following penalties:

1. Parent Conference
2. Time-Out
3. Detention
4. PEAK
5. Suspension
6. Expulsion



Please refer to the *Guide to Positive Student Behavior* for more detailed information.

## SCHOOL BUS RULES

The bus driver is responsible for the management and safety of pupils and responsible for enforcing the rules. Disorderly pupils will be referred to the principal and he will be responsible for notifying parents/caregivers that **continued disorderly conduct will result in suspension from the bus.** Bus rules include (but are not limited to):

1. Remain in assigned seat; changing from seat to seat while the bus is in motion is very dangerous and prohibited.
2. Pupils must ride the designated bus. If other arrangements at dismissal have been made, a note from parent/caregiver is required or the pupil will be put on his/her designated bus. This note must be turned into the office by 9:30 a.m. **NO EXCEPTIONS**
3. A respectful level of conversation must be maintained. Excessive noise is dangerous and prohibited.
4. At railroad crossing and other danger points, quiet must be maintained.
5. Pupils may not extend any body part through open windows on the bus.
6. When exiting the bus, students must observe appropriate rules for crossing the street.
7. Throwing objects or spitting from bus windows is prohibited.
8. Pupils will refrain from eating, drinking, or littering on the bus.
9. Pupils are to follow directions given by the bus driver at all times.
10. Animals, pets, or glass containers may not be transported on the bus.
11. Parents/Caregivers will assume responsibility for any damage or marking on the bus by the pupil.
12. Pupils will speak respectfully at all times; profanity is prohibited.
13. Students should arrive on time at the designated stop; school buses **cannot** wait on tardy students.



## **VISITORS**

1. All visitors must check in at the office upon entering the building.
2. Parents have the right and are encouraged to observe their child's classroom at anytime; however, parents may not disrupt the learning environment, and may not hold conversations with their child or the teacher during the classroom visit.
3. Conferences must be made by prior arrangement with the teacher.
4. No visitor should come into a classroom without identification.

## **STUDENT DRESS CODE**

Hubbard School follows the Columbus City Schools dress code policy.

All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing shall be sufficient to conceal undergarments at all times.

- Dresses, skirts, or shorts shall be within the bounds of decency and good taste and not shorter than mid-thigh.
- No sleep wear.
- No bare midriffs. As a test for appropriate length, no bare midsection shall be exposed when arms are raised above the head.
- Tops may not be low cut, off the shoulder or otherwise revealing. Tube tops, spaghetti strap tops, halter tops and/or any strapless top or dress which reveals the midriff or breasts are neither acceptable nor permitted.
- No undershirts shall be worn as outerwear.
- Clothing may not be "see through."
- Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
- Shorts, pants, and skirts shall have no writing across the seat area.
- Clothes may not be tight or form fitting.

Shoes must be worn at all times. Flip-flops, slippers/bedroom shoes and beach shoes are not permitted.

Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire.

- Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane, sexually suggestive or which advocate negative racial, ethnic, gender or religious prejudice, or use or glorification of drugs, tobacco, alcohol or violence.
- Metal studded collars and chains hanging from clothing are not allowed.

Hats, caps and other types of head covering (other than for religious purposes) shall not be worn inside school buildings.

Sunglasses are approved for wear outside, but not for inside the school building.

Students may wear Bermuda shorts, walking shorts or other shorts within the following guidelines:

- Shorts must be hemmed and straight legged.



- The length of shorts must be within the bounds of decency and in good taste as appropriate for school.
  - Shorts must be no shorter than two inches above the knee, and must be worn to the waist. Sagging shorts are not allowed.
  - Short shorts or gym shorts are not to be worn other than for physical education courses.
- Long pants are allowed for both boys and girls. The fullness of pants must not interfere with normal school activities and must be neat and clean at all times. All long pants must be proper waist size, length and leg size (no sagging; no oversized clothing).
- Students wearing overalls or other bib type attire must have the straps buttoned appropriately and wear an acceptable shirt or blouse underneath.
  - The waist of the pants must not be more than one inch bigger than the correctly measured student waist size.
  - Pants cannot be gathered or drawn together at the waist and must not hang below the waist.
  - Pant inseams must be appropriately sized for the student. Pant length should not touch or drag on the ground.
  - Belts must not be more than three (3) inches longer than the student's measured waist size.

### **After School Program with the YMCA**

This program is for afterschool only until 6:00pm. Cost is \$53.00 a week (prorated for non-student attendance days). To register go to [YMCAColumbus.org](http://YMCAColumbus.org) and click on programs, before and after school, from there select Columbus City Schools, then Hubbard and complete the registration. You will receive an e-mail conformation. Please contact the Hilltop YMCA with questions at 614-389-4565.

### **MEDICATIONS**

All prescribed student medications are kept in the office and administered only when a CCS medical form is on file in the school office and has been completed and signed by a physician. All medications will remain locked, and are distributed according to the dosage/prescription from the prescribed prescription bottle. All medications must be in the prescribed prescription bottle. Students are not permitted to have **any** medications (prescription or nonprescription) in their possession on school property.

If you have any questions that you cannot find the answers to in this packet or the folder, please give us a call at 614-365-5564.

## **POLICY ON Birthday Parties**

Please note that due to possible food allergies, cultural beliefs and in order to maximize learning time, Hubbard does not permit classroom birthday celebrations or birthday deliveries (e.g. balloons, flowers, etc.) to students. Hubbard recognizes birthdays by announcing them on the intercom and giving the child a birthday pencil in order to honor them on their special day! Thank you for your support regarding this.

## **CELL PHONES/IPODS/GAMEBOYS**

Students are allowed to bring cell phones to school, but they must be turned off and kept in book bags during school hours. The school will not be responsible for lost or stolen cell phones. i-Pods, gameboys, and other media equipment are not allowed at school. If brought to school, these items will be confiscated and only returned to a parent/guardian.

## **SCHOOL CLOSING**

The decision to close all schools for an entire day because of an emergency will be made by the Superintendent. Radio and television stations will broadcast school closing announcements due to inclement weather no later than 6:30 AM. The decision to close school early during the day because of an emergency will be made and announced by the Superintendent. Public announcements will be made immediately after the schools have been notified.

## **ANTI-HARASSMENT POLICY**

On April 7, 1998, the Board of Education adopted a policy that, in accordance with federal and state laws and district policy, the Columbus City School District will not tolerate harassment against any staff member or student on the basis of sex, race, national origin, religion, age, disability, or sexual orientation. **Harassment shall be defined as slurs, jokes, intimidation, or any verbal or physical attack directed at an individual's sex, race, national origin, religion, age, disability, or sexual orientation.**

# Hubbard Parent involvement Policy

Parents are highly encouraged to visit and assist in their child's classroom and in the building. Parents are always needed for the following:

- Help direct traffic at arrival and dismissal
- Assist with monitoring the playground
- Help younger students open their breakfast/lunch
- Cutting out items for the staff
- Reading to the students
- Working with a small group of students on
  - Basic sight words
  - Basis math facts
  - Reading skills
- Chaperone field trips
- Assist with school wide activities
  - Field day
  - Reading night
  - Etc..

Please schedule appointments with your child's(ren's) teacher if you plan to visit the classroom. In order to allow for maximum learning in the classroom, we do not allow parents to visit rooms unannounced. There are times (such as during state testing) that parent visitations will not be permitted.

Please feel free to contact the school at 614-365-5564 or your child's(ren's) teacher(s) with questions to find out how you can help!  
Please sign and return the last page.



**2019-2020**  
**Hubbard School**  
**Parent Handbook Signature Page**

**104 W. Hubbard Ave.**  
**Columbus, Ohio 43215**  
**Telephone: 614-365-5564**  
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Parent name: (Printed) \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Parent Address: \_\_\_\_\_

\_\_\_\_\_

Parent e-mail: \_\_\_\_\_

Parent Home phone: \_\_\_\_\_

Parent Cell Phone: \_\_\_\_\_

Students Printed name: \_\_\_\_\_

Students Room : \_\_\_\_\_ Grade: \_\_\_\_\_

By filling out the above, you are acknowledging that you have received, read, and agree to the parent handbook. Please return **ONLY** this page of the handbook with your child to school.