

STEWART ALTERNATIVE ELEMENTARY SCHOOL



Parent & Student Handbook

2018-2019

A COLUMBUS CITY SCHOOL
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Dear Stewart Families,

The purpose of this **Parent & Student Handbook** is to provide both parents and students with information about the policies and procedures in place at Stewart Alternative Elementary School. I also hope that this handbook will promote open and effective communication between school and home. I encourage you to sit down with your child and review the information in this packet.

Stewart will continue its track record of being an Alternative School with a Traditional Focus. We proudly blend academics with character traits such as independence, effort, honesty, and respect to self and others. We do this in a structured and orderly environment. Our program is academically robust, yet supportive as we differentiate to meet the individual needs of our students.

Your child's success is ultimately the product of a relationship between students, teachers, and families. When all of these are dedicated and work together in tandem, then the potential for our students to be successful is exponential. I look forward to working beside you as part of the Stewart family.

In education,



James C. Eslinger, Ph.D.
Principal, Stewart Alternative ES

****Definition:** The term "parent" in this handbook also means guardian or caregiver unless otherwise stated.

Stewart Mission

Stewart staff, students, and families will collaborate to create a positive, caring, and respectful environment that focuses on the mastery of foundational skills; maintaining structured routines; self-discipline; and demonstrating pride in self and community.

Stewart Vision

100% Student Success!

STUDENT ARRIVAL AND DISMISSAL

Student safety is our number one priority while students are at Stewart. A structured and orderly dismissal plan has been created to ensure that dismissal goes smoothly and safely. We have three separate dismissals 1) Bus & Daycare Riders; 2) PK Car Riders (and their siblings); and 3) K-6 Car Riders taking place at Stewart and every single staff member has a daily role in dismissing our students. Therefore, it is imperative that each individual understands and follows these dismissal procedures. This plan has been created in a way that allows each staff member to focus on our students and we can ensure their safety each day. If you are picking up your child by car, you must follow the route on the map below. Students will not be sent to other areas to get into a car.

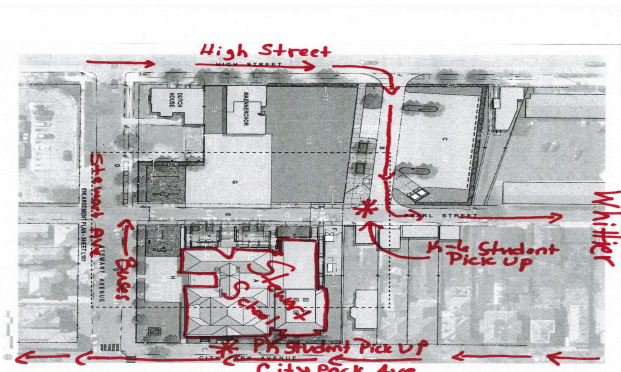
ARRIVAL

1. All Prekindergarten through sixth grade cars must enter through our parking lot on High Street
2. Drop off takes place at the corner of our parking lot and Pearl Street
3. After you have dropped off your child, you must continue on Pearl Street (left turn) to Whittier

DISMISSAL

1. **Prekindergarten** students (and their siblings) will dismiss out the doors onto City Park Avenue at 3:25 PM. Please follow the traffic flow arrows. Students will only be released to vehicles going South on City Park Avenue (the direction of the arrows). School buses will be using Stewart Avenue, so you will not be able to turn here
2. **Kindergarten – Sixth Grade** students will be dismissed at the asterisk on the map labeled “K-6 Student Pick Up” (this is the same location of student drop off in the morning); do not come in the opposite way or pull up beside other cars, this is unsafe
3. Pick up takes place at the corner of our parking lot and Pearl Street
4. After you have picked up your child, you must continue on Pearl Street (left turn) to Whittier
5. Students will only be released to vehicles following the arrows on the map
6. Do not call your child to cross traffic or move in front or behind cars
7. Cars cannot enter the parking lot from Pearl Street after 3:00 PM

STUDENTS WILL ONLY BE DISMISSED TO PARENTS FOLLOWING THE TRAFFIC FLOW PROCEDURES. THANK YOU FOR YOUR UNDERSTANDING.



Students should not arrive to school **prior** to 8:30 AM because there are no staff members to supervise them. The breakfast doors open at **exactly** 8:30 AM, and students may enter and begin eating. At 8:45 AM, students who are finished eating will walk to class and begin some form of learning experience. At 9:00 AM, the tardy bell rings and class begins immediately. In order for your child to have the maximum amount of time to eat breakfast, they should arrive at 8:30 AM.

LATE ARRIVALS

If your child is going to be late to school (tardy) or absent from school altogether, it should be reported to the school by 9:30 AM for each day the student is absent. For late students, this allows us to let the child's teacher know as well as order them a lunch if they need one.

A tardy will be considered excused if your child has been to a doctor's appointment (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 to their classroom after 9:00 AM. Remember, they can go into the classrooms at 8:45 AM.

DISMISSAL DURING SCHOOL HOURS

Please make every effort to schedule student's appointments before or after school hours. First, time in class is so valuable. Second, calling into your child's class to retrieve them is disruptive to the classroom and other students' learning.

The final 30 minutes of the school day are perhaps the most important and definitely the busiest at Stewart in classrooms, the front office, and throughout the building. We always wish to provide you with stellar customer service, so we are requesting that if your child must be signed-out early for any reason, please come to the school office and do this **PRIOR to 2:45 PM**. This is most respectful to teacher, other students, and the overall learning environment in the classroom, and also allows us to focus on you when you arrive!

Students leaving the building during the school day must be signed out in the office. The person signing them out must be at least 18 years old; identified on the Emergency Card; and bring a photo ID each visit. If the student returns to school, the adult must sign them back into the office.

CHANGES TO DISMISSAL/HOW YOUR CHILD GETS HOME

A consistent dismissal routine is important to the safety of your child when leaving school. If you are changing how your child is getting home, **please provide a written note to the office**. The note should include your child's name and room number, date, your name, and signature. **Please do not email dismissal changes**. Unless it is an extreme circumstance, we will not change dismissal procedures. If no note is received, we will send your child home the typical way they go home.

STUDENT ATTENDANCE

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.

Some General Guidelines

- ✓ Students can enter the classroom each day and begin learning at **8:45 AM**
- ✓ Students who enter the classroom after the bell rings at **9:00 AM** are considered tardy
- ✓ If your child is absent, call and report the reason to the office by **9:30 AM** each day
- ✓ A written note must be submitted to the school within **two days** of the absence explaining the absence (if beyond two days, principal must approve)
- ✓ If no note (or phone call) is provided, the absence will be considered **unexcused**
- ✓ Only **9 written notes** from parents to excuse absences are allowed each school year

- ✓ After 9 parent notes, students must bring in documentation from their child's doctor, dentist, etc. or the absence will be unexcused
- ✓ If a student has 5 unexcused absences in a row, 7 unexcused absences in a month, or 15 unexcused absences in during the school year, **the district is may have to file truancy and/or notify Franklin County Children's Services Board (FCCS). Chronic and habitual truancy may result in court intervention**
- ✓ Don't forget to make sure your child completes and returns any classwork and homework provided

ATTENDANCE POLICY

If a student is going to be absent from school the parent must notify the school office (by 9:30 AM). Please send a written note with your child upon return.

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

All other reasons for keeping your child home from school are considered unexcused absences.

GENERAL INFORMATION & PROCEDURES

VISITORS

- ✓ should enter through the front, main doors of the building
- ✓ must show ID, sign-in at the office with Lobby Guard, and get a visitor's sticker to wear where it can be seen every time you visit

We appreciate all of the supportive parents that we see each day. Even though we know most of you very well, to be fair and consistent, we must have everyone sign-in with Lobby Guard and take a visitor's sticker each visit. While this may be inconvenient, it is to keep everyone safe. Thank you for your support!

SCHOOL AND CLASSROOM VISITS

We welcome the involvement of parents in their child's learning. Teacher conferences must, however, be made with prior arrangement with the teacher. Classes cannot to be interrupted to inquire about a child, drop off an item, or just to say *hello*. To ensure every child is getting his/her educational best, we must guarantee the greatest amount of learning time that we can. Therefore, interruptions are too costly to allow. Teaching and learning are our priorities. Arrangements for exceptions can be discussed and approved by the classroom teacher. Visitors are not permitted to interact with the other children in the classroom (unless instructed to do so by the teacher) or interfere with classroom instruction.

AUTHORIZED VISITORS

All Board of Education representatives, student teachers, and parents, who have checked with the office, are considered to be authorized visitors. After the office personnel are made aware of their presence, they will be escorted or directed to the classroom unless the teacher is expecting them. In the latter case, the teacher will be notified that they are in the building and they are coming to the room. Visitors may only enter and exit through the front doors of the building.

LOST & FOUND

All items found on the Stewart campus will be placed in a lost and found area located near the school office. Students should not bring toys or other personal items (without teacher permission). Unclaimed items will be donated to the charity at the end of each quarter.

PHYSICAL EDUCATION CLASSES

All students are expected to participate in physical education classes unless medical reasons prohibit participation. A statement from the doctor indicating the reason and length of time a student is unable to participate must be given to the physical education teacher before the child can be excused. All children are to wear athletic shoes for the physical education classes.

BIRTHDAY CELEBRATIONS

Your child's birthday is an important milestone. We honor birthdays at Stewart by acknowledging them during the daily announcements and giving students a birthday item (e.g. crown, pencil, sticker). Due to our Food Allergy Policy, students may not bring food items to share with classmates.

DELIVERIES FOR STUDENTS

We strongly discourage the delivery of balloons and flowers. Deliveries will be kept in the school office until the end of the day.

PHONE CALLS/MESSAGES

Phone calls to the school requesting us to give messages to a student should only occur if there is some form of emergency. Furthermore, learning and the classroom environment will not be interrupted to call students to the phone to take a phone call, nor will students be permitted to make phone calls of a non-critical nature.

FIELD TRIPS

Students will partake in educational field trips throughout the school year. A signed permission slip must be on file in order to attend. However, students will not be allowed to attend a field trip if they are suspended.

BREAKFAST & LUNCH

All students are eligible for a free breakfast and a free lunch.

MONEY, TOYS, & PERSONAL BELONGINGS

Toys, games, balls, technology, excess money, cards, etc. should not be brought to school. The school cannot assume responsibility for any personal property of students. These items are only allowed with teacher permission.

SAFETY PATROL

Intermediate students may apply for Safety Patrol. Stewart Safety Patrol will be visible at student drop-off and pick-up.

ACCESS TO RECORDS BY PARENT/GUARDIAN

Student records are maintained in the school office. They contain academic progress reports, registration, medical, and standardized test information. Parents may review these records upon request. Such review must take place in the presence of a school official (principal/or designee) so that proper interpretation and security is provided. In order for a student's cumulative record to be retrieved for review, a request must be put in writing and we will make every attempt to respond within 48 hours.

ACCESS TO RECORDS BY NON-CUSTODIAL PARENT

A non-custodial parent has the right to inspect and review records unless a court order or divorce decree states otherwise. Furthermore, non-custodial parents have the right to conference with the teacher unless a court order or divorce decree states to the contrary. In regards to stepparents, they may conference with the

teacher only in the presence of the natural parent unless he/she has adopted the child or has power of attorney. **It is imperative that the school has a copy of these documents.**

ADULTS WHO ARE LEGAL CUSTODIANS, LEGAL GUARDIANS, ADOPTIVE PARENTS OR FOSTER PARENTS

For the protection of your child, copies of legal documents verifying any of the above must be maintained on file in the school file.

DAMAGE OR LOSS OF SCHOOL PROPERTY

If a student damages any form of school property or losses school property (e.g. library books, textbooks) a fine must be paid that is approximately the value for a replacement item.

HOMEWORK & REPORTING STUDENT PROGRESS

Homework shall be related to the goals and objectives of the instructional program. Homework shall reinforce or extend learning that has taken place in school or shall link school learning with out-of-school interests and activities.

HOMEWORK EXPECTATIONS

Homework may be assigned as an extension of any classroom instruction. It may be designed to reinforce basic skills, develop self-discipline and independent work habits, provide growth in research skills, or enhance creativity.

Student Responsibilities

- ✓ Before leaving class, understand what the assignment is and how to do it
- ✓ Write down all assignments
- ✓ Complete and turn in all assignments on time
- ✓ Find out and complete assignments from all missed classes

Parent Responsibilities

- ✓ Find out from the teacher if homework is being assigned
- ✓ Be aware of what assignments are being made
- ✓ Provide daily study time and a place away from distractions
- ✓ Supervise student's eating and sleeping habits so that proper rest and nutrition are provided

The teacher assigns homework that should be completed outside of the school day. Please encourage your child to complete these important assignments and have them ready by the due date. This is important not only for their academic growth, but also as preparation for further schooling.

In addition to schoolwork, we would like to recommend that parents encourage their child to read nightly. Research indicates that students who read outside of school do better in their academic subjects. Research further indicates that an adult reading to children is very valuable.

GRADES & GRADE CARDS

Columbus City Schools uses a Standards Based Report card. Each subject is broken down into the standards that students are required to master. Students are not assigned an averaged letter grade (A, B, C, D, F) for a subject. Rather, a student is graded on mastery of each standard within each subject. Students earn numbers (one through four) depending on their level of mastery. Mastery of a standard states that the student is able to complete work at grade level. Therefore, the child will receive a 3 for that standard. There are numerous standards within each subject.

Grade Scale	What it means	Grade level working at
4 – Advanced	Consistently EXCEEDS required level of performance	Working above grade level
3 – Proficient	Consistently MEETS required level of performance	Working at grade level
2 – Basic	PROGRESSING TOWARD required level of performance	Working slightly below grade level
1 – Below Basic	Consistently WORKING BELOW required level of performance	Working significantly below grade level
0 – Not Enough work to grade	The student is new to West Broad and has not completed enough work to assign a grade.	

EFFORT GRADES

Students are also graded on the amount of effort they put forth in each subject. The effort grade is usually the last category within each subject. Effort grades are also on a scale of one through four.

Effort Grade	What it means
4	CONSISTENTLY focuses on learning and works hard on ALL tasks.
3	USUALLY focuses on learning and works hard on MOST tasks.
2	SOMETIMES focuses on learning and works on SOME tasks.
1	RARELY focuses on learning and works on FEW tasks
0	NO evidence of effort/ NO work completed.

PARENT TEACHER CONFERENCES

Parents will be invited to a formal Parent Teacher Conference two times a year (October and February).

THIRD GRADE READING GUARANTEE (3GRG)

Ohio's Third Grade Reading Guarantee is legislation in place that requires schools to identify and provide intervention to students in Kindergarten through Third Grade who are not reading on grade level. Students in K-3 who are not “on-track” will be given a Reading Improvement and Monitoring Plan (RIMP). Furthermore, according to Ohio law, all third graders must earn a certain level of achievement on the state reading test (currently this is the English Language Arts AIR test) or a state approved alternative test in order to be promoted. Students have multiple opportunities to meet the promotion score. Students exempt from the consequences of retention under 3GRG are 1) some students who have an IEP (must state this explicitly in the IEP); 2) students who have limited English proficiency, have been enrolled in school in the United States for fewer than three school years, and had fewer than three years of English as a Second Language (ESL) instruction; and 3) students who have previously been retained with a record of 2 years of intense reading intervention.

If a child is retained in third grade, can a district promote them to fourth grade during the school year?

Yes. If a third grader does not meet the promotion score on the test during the school year or during the summer after third grade, he or she must be retained in the third grade. However, that retained third grader can be promoted to fourth grade during the next school year if they meet the district's mid-year promotion criteria. Students who repeat third grade are not required to be held back a second time, if they don't score high enough on the reading assessment during their second year in third grade (if they have record of two years of intense reading intervention).

Are third grade students who do not meet the third grade reading requirements able to be promoted to fourth grade next year in other subjects?

No. Ohio law prohibits students from being enrolled in two grades at the same time. However, if retained third graders in Columbus City Schools are on grade level in other subjects, the district is exploring how to provide fourth grade level instruction in other subjects, while these students are still receiving third grade reading instruction.

If a third grade student does not earn a high enough score on the Third Grade ELA AIR Assessment, can parents override the school's decision to retain their child in third grade?

No. The Third Grade Reading Guarantee is a law and does not allow parents to override the school's decision to retain.

EMERGENCY PROCEDURES

Your child will be given instructions about safety procedures in the event of emergencies. We will have monthly emergency drills (e.g. fire; lockdown; tornado), which will teach and prepare students safe and orderly processes in the event of an actual emergency. In addition to fire preparedness, we will instruct students how to protect themselves in the event of a tornado or an intruder in the building. During crisis events, the building will go into lockdown. In the event of a lockdown, no one is allowed in or out of the building. This will ensure that the students in the building are safe and secure within the school. Unfortunately, during crisis events, we are not allowed to release students to parents or even let them enter the building. This procedure is in place for a number of reasons. First, allowing students and parents in and out breaches our level security. Secondly, our attention of student safety is distracted by the procedures of signing students out. Student sign-out can resume immediately following the end of the crisis event.

EMERGENCY INFORMATION CARD

In order to keep your child the safest, it is imperative that we have the Columbus City Schools Emergency Information Card filled out completely and on file in the school office. Phone numbers and the names of contact people **MUST** be **CURRENT** and **ACCURATE** if we are to provide appropriate care for your child.

CHANGE OF ADDRESS OR PHONE

Any changes to a child's address or phone number must be given to the school office and the child's teacher.

EMERGENCY CLOSING OF SCHOOLS

When extreme weather conditions dictate the closing of schools by the superintendent, announcements will be made through various media outlets. This may be due to weather, water issues, heating equipment malfunction, power outages, etc. Often these events happen out of the blue. Therefore, please work with your child to establish a place to go in case you are not home and school must be dismissed early due to an emergency.

STUDENT HEALTH AND SAFETY

RECESS

Recess is an important time for children because they are able to get a break from their studies and interact with their friends. During the winter months, it will be necessary for students to be dressed appropriately for outdoor recess. All CCS schools have outdoor recess unless the temperature dips **below 23 degrees** (wind chill and other factors will be considered). All students should be prepared to go outside. If for a medical reason this is not possible, we will need a doctor's note to confirm the reason for staying inside.

If your child is at recess and you would like to speak with them on the playground, please refrain from doing so without informing a playground supervisor.

HEALTH SCREENINGS

As part of School Health Services of Columbus City Schools, and in fulfillment of Ohio Law 3313.69, school nurses conduct periodic student health screenings. The State of Ohio mandates that screenings include: height, weight, vision, hearing and dental. The school nurses perform various screenings in kindergarten, 1st, 3rd, 5th, 7th and 9th grades and students new to the school district. In addition to state mandated screenings, children in kindergarten, 3rd, 5th, 7th and 9th grades and students new to the school district will have their Body Mass Index (BMI) calculated using their height and weight. BMI is a screening tool designed to track children's growth and development. Parents will receive the results of all screenings. If you have any questions or concerns regarding your child's health screening, please contact the school nurse.

MEDICATION

For safety reasons, children are not allowed to keep **ANY** form of medication with them. All medication is to be turned into the office and will be dispensed by our staff. However, for us to give any medication (aspirin, cough syrup, etc.), we must have a CCS Medical Authorization Form completed with a physician's signature. The medicine must be in the pharmacy container, labeled with the dispensing procedures as requested by the physician. Without this information, we will not be able to administer the medication. Please see the school nurse with any questions.

ALLERGIES

If your child has an allergy or any physical condition that we should be aware of, please make note of this on the student enrollment card (yellow card) and let the school know.

IMMUNIZATIONS

Ohio Revised Code requires that all students must meet school district immunization requirements in order to attend school. Students who do not meet school district requirements for school immunizations will be excluded from school. Ohio Department of Health School Immunization Requirements can be viewed at: <http://www.odh.ohio.gov/~media/ODH/ASSETS/Files/dis/immunizations/schoolsummary%202015.ashx>

LICE

Head lice are a common school problem and approximately 10 million American children and their parents are affected by it each year. Lice are not the result of poor health habits and are not a social disgrace. However, lack of adequate attention to the problem could indicate neglect. If lice are detected, a parent will be contacted to have the child return home to be treated. Parents have the responsibility to treat when live lice are found. The school nurse can assist with treatment options, information, and products if necessary. **Once a child is treated, he/she is to return to school with a parent to be rechecked by the nurse or other staff member.** To be proactive, we recommend frequently checking your child's hair.

CHILD ABUSE AND NEGLECT

It is a legal mandate that if a school staff member has reason to believe that child abuse or neglect has occurred, it must be reported. A mandated reporter must also report any and all information provided by the child that may be deemed as child abuse or neglect.

Truancy (repeated student absences) is also a form child abuse/neglect. After obtaining necessary information, a report to Franklin County Children's Services **MUST** be filed. It shall then be their responsibility to follow through with an investigation. Mandated reporters do not investigate or determine validity of the information.

FOOD ALLERGY POLICY

The Columbus City School District is committed to providing a safe school environment that promotes and protects students' wellbeing. The district recognizes that food allergies, in some instances, may be severe and life threatening and has adopted a Food Allergy Policy to create a framework for accommodating students with known food allergies and reduce the likelihood of allergic reactions at school. As a measure to prevent allergic reactions, foods provided by means other than the school breakfast, snack, lunch, and vending programs are subject to approval by the building principal or school nurse.

Stewart Alternative Elementary School has established the following policy as a measure to prevent allergic reactions:

- ✓ Food distributed by the CCS breakfast, snack, lunch, and vending programs is allowed
- ✓ On special occasions, food may be provided by school personnel during a school-wide activity, teacher-directed learning project, or a unique celebration
- ✓ Students may not bring any food items to share with classmates

Please **DO NOT** send food items to school for sharing for birthdays or other celebrations. Food that is brought in to share will be sent home and not distributed to the class.

BEHAVIOR EXPECTATIONS & DISCIPLINE

Meaningful student discipline must be developed and shared by home, community, and school.

It is necessary that classrooms and schools be settings where effective learning can occur. Students and school personnel have a right to a safe and orderly learning environment. To ensure that an atmosphere is conducive to learning, and personal growth is present, standards of discipline must be developed and maintained. Disciplined behavior is a basic need of all people. It is a developmental need of students, since appropriate limits serve to provide security and direction. In a society that affirms democratic ideals, the concept of discipline has special meaning within the educational structure, since a goal of education is self-discipline.

Discipline Should Not Be Thought of Solely as Punishment

Instead, it is best thought of as being constructive and as helping students to adjust by turning unacceptable behavior into acceptable behavior. Stewart has a robust PBIS plan in place with many incentives for appropriate behavior.

Students are expected to enter the building in a quiet and orderly manner. They are to walk to their classrooms. While in class, students are expected to learn. This requires good manners and cooperation with the classroom teacher. Students are to be respectful to all adults in our building and in turn all adults will endeavor to respect them. Stewart, as a traditional school, believes in strong discipline in order to provide the best quality education for each child.

DISCIPLINE

Our primary expectations at Stewart are for our students to be Stewart STARs. STAR is an acronym for students showing positive traits; STARs are 1) safe; 2) trustworthy; 3) always respectful; and 4) responsible. As a Traditional school, adherence to these expectations is very important and we may seek support from parents if a student is struggling to adhere to the STAR values. If there is a problem, students will:

- ✓ have the opportunity to explain the situation,
- ✓ be reminded of the rules, and
- ✓ be made aware of appropriate behavior and
- ✓ if necessary have a consequence

Some disciplinary consequences may include: a talk with the child, a visit to the principal, time in P.E.A.K., call to parents, parent conferences, suspensions or as a last resort, an expulsion. **See the Guide to Student Success for more information.**

BULLYING & HARASSMENT

The CCS Board of Education has enacted an anti-harassment policy. This includes bullying and/or making threats and means there shall be no slurs, jokes, intimidation, or any verbal or physical attack directed at a student's actual or perceived race, sex, sexual orientation, religion, color, national origin, age, gender identity or expression, ancestry, familial status, military status, disability, genetic information, or association with a person or group with one or more of the above mentioned characteristics whether actual or perceived. We will not allow a child to infringe upon any other individual's rights. Disciplinary measures could result if harassment is determined. We believe in being firm, fair, and consistent and we believe that each child is responsible for his/her behavior.

Furthermore, retaliation of any kind is also not condoned at Stewart. If issues arise, it is the expectation that students inform a staff member. The staff member will handle the situation in a private and effective manner. Discipline of children other than your own is confidential. Please do not encourage your child to retaliate at school. While school rules may not be the same as rules at home, our goal is to be a physically and emotionally safe environment and encouraging retaliation disrupts this goal. No good ever comes out of it.

HANDS-OFF POLICY

Your child's safety is our number one priority; therefore, Stewart has a **Hands-Off Policy**. This means no pushing, shoving, fighting, (even play fighting) or any similar action. Please speak with your child about the importance of our Hands-Off policy. Stewart will continue to be a safe place for all children to grow and learn. Consequences for not following the Hands-Off policy will follow the CCS Guide to Student Success.

SUSPENSIONS

We follow the CCS Guide to Student Success. Out of school suspensions are most often utilized for disrespecting adults and fighting/hands on instances. Parents do not send their children to Stewart to hear other students disrespect adults or be around students who choose to fight. Nowhere in society are these two behaviors accepted and they are not accepted at Stewart. In fact, fighting is an illegal activity. My number one charge is to run a safe and orderly school. Central to a TRADITIONAL philosophy of our school is respect for self and respect for others. This is HUGE at Stewart and we (as do you) expect students to model respect to adults at all times. Like many of you, I am worried about the state of our world these days and how some children treat adults and others. The adults at Stewart do not come to school to be disrespected nor do they disrespect students. Just because disrespect is becoming common in our society does not mean it has to be at Stewart. Your child, and you, deserve better.

UNIFORM AND DRESS POLICY

Solid Reds, Whites, & Blues

Each student is expected to be in the correct uniform every day.

BOYS

- Navy blue pants
- Navy blue shorts (**First and Fourth Quarter ONLY**)
- Solid white, red, or navy blue shirts with a standard collar or colored Stewart t-shirt
- Solid white, red, navy blue, or black socks must be worn at all times
- Closed-toe, flat shoe, or tennis shoe

GIRLS

- Navy blue pants
- Navy blue shorts (**First and Fourth Quarter ONLY**)
- Navy blue skirts/jumpers/uniform dresses
- Navy blue skort or capri pants
- Solid white, red, or navy blue shirts with a standard collar or colored Stewart t-shirt
- Solid white, red, navy blue, or black socks, tights, or ankle length leggings must be worn at all times
- Closed-toe, flat shoe, or tennis shoe (**no heels**)

ADDITIONAL APPROPRIATE ATTIRE

- Solid white, red, or navy blue turtlenecks or solid white, red, or navy blue t-shirts may be worn under the white, red, or navy blue uniform shirt. Shirts worn under the uniform shirt must be solid white, red or navy blue without designs, patterns, stripes, or lettering
- Solid white, red, or navy blue sweaters or sweatshirts may be worn over the solid white, red, or navy blue uniform shirt. Sweaters and sweatshirts may not have any designs, patterns, stripes, or lettering
- Stewart sweatshirts may be worn over the solid white, red, or navy blue uniform shirt

IMPORTANT DETAILS

- Skirts, shorts, jumpers, and dresses must be at least fingertip length (for example: walking shorts are an appropriate length for uniform shorts)
- Purses should not be brought to school
- Post earrings may be worn (hoop earrings or dangling earrings are not permitted)

ITEMS NOT PERMISSIBLE

- Any items that are not SOLID in color (e.g. stripes, hearts, patterns, Nike Elite socks)
- Any items that distract from the educational process. These items include, but are not limited to:
 - Make-up
 - Press on artificial fingernails
 - Excessive and oversized jewelry
 - Tattoos
 - Shirts without collars
 - Purses
 - Socks that are not SOLID black, white, red, or Navy Blue

ELECTRONIC DEVICES

Cell Phones...

- ✓ should be **powered off** and “**out of sight**” upon arrival to school grounds each day and can be powered on after students have left school grounds;
- ✓ cannot be used to text or call anyone while on school grounds;
- ✓ must be powered off and cannot be on vibrate, airplane, or silent mode;
- ✓ can only be powered on and visible on school grounds with permission from the principal or teacher [they should be out of sight all day and remain off];

CELL PHONES SHOULD BE TURNED OFF PRIOR TO ARRIVING TO SCHOOL AND MUST STAY OFF UNTIL STUDENTS LEAVE SCHOOL GROUNDS. SCHOOL STAFF ARE NOT RESPONSIBLE FOR CONFISCATED CELL PHONES

BUS CONDUCT & RULES

Several Stewart students ride a school bus each day and we are committed to ensuring the safe and efficient operation of school buses. Not following bus expectations put all children on the bus in danger. Pursuant to Ohio Revised Code 3327.014 students riding district school buses may have such bus riding privileges suspended by the Superintendent or other district administrators for a period of time not to exceed 80 days for any violation of the Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers. The student is subject to the Student Code of Conduct and bus riding regulations while he or she is physically riding the bus and when the student is at or near a school bus stop. Students riding district buses are under authority of, and directly responsible to, the bus driver. The driver has authority to enforce established regulations for bus conduct. **Due to the seriousness of not following bus rules, bus write-up consequences will follow the Guide to Student Success and will be taken very seriously.**

Students shall refrain from the following:

- ✓ excessive noise and activities
- ✓ harassment of bus driver
- ✓ fighting or abusive body contact (e.g. slapping, hitting, poking, shoving, tripping, pulling hair, etc.) on the bus, at the bus stop, or when loading or unloading the bus
- ✓ using unauthorized exits such as, emergency doors or windows
- ✓ using vulgar or profane language or obscene gestures
- ✓ disrespect, verbal or physical abuse of the bus driver or other passengers
- ✓ failing to obey driver directions
- ✓ damaging or defacing bus (parents of pupils damaging school buses will be responsible for proper reimbursement to the school district)
- ✓ littering of any kind
- ✓ eating or drinking on the bus
- ✓ other actions which create disturbances or are detrimental to safe riding
- ✓ chewing tobacco
- ✓ unauthorized opening, closing, or tampering of any kind with doors, windows, emergency exits, or emergency equipment
- ✓ standing and/or moving while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop
- ✓ extending head, hands, or arms out of the windows, whether the school bus is in motion or standing still
- ✓ lighting matches smoking, or using any type of flame or sparking device on the bus
- ✓ throwing objects in, out of, or at the bus

- ✓ transporting live animals, reptiles, or insects
- ✓ transporting firearms or heavy, sharp, bulky, and/or other articles that may be hazardous to other passengers, (e.g. glass, large radios, toys), particularly in the event of an accident or an emergency stop

Students shall maintain safe bus stop procedures. Pupils must leave the bus in an orderly manner. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, the students should be in view of driver at all times. Pupils must cross the highway only in front of the bus and never behind it. Also, students should refrain from indulging in any improper bus stop procedures (e.g. not lining up, throwing rocks, playing in the street, damaging property at the bus stops, rushing the bus before it stops, etc. Each pupil must see that his arms, legs and personal belongings are kept out of the aisles.

PARENT INVOLVEMENT

As an Alternative School with a Traditional focus, parent involvement is paramount to students' success and can take many forms. A few of these are listed below.

PTO

Stewart welcomes your membership and participation in this worthwhile organization. The Stewart PTO provides opportunities for you to support not only this school as a whole, but also your child as he/she progresses through his/her elementary experience. There is a real need for each of you to be involved in your child's schooling and the PTO offers you this opportunity.

Field Trips

Field trip forms must be signed and returned or a student will not be able to attend. On the bottom of the form, there is a place for you to indicate if you wish to chaperone students if the need arises.

Evening Events

Stewart has several evening events during the course of the school year that you can attend. For example, there are Parent Teacher Conferences, Open House, and Academic Theme Nights. These are fun ways to show support.

Homework & Expectations

This is perhaps the most important way for you to be involved in your child's education. Each night, talk to them about the day and inquire about what they are learning. Also, set aside homework time and be involved in learning along with your child and making sure you hold them accountable to getting their work completed each night. When they see you taking school seriously and showing support of their teachers, they will do the same.

Parent & Guardian Right to Know

In June, 2012 Ohio was granted a waiver for the federal education law known as NCLB. Under the waiver, CCS is no longer required to offer supplemental Educational Services (SES). Public school choice will still be offered through the CCS lottery process.

Beginning in the 2012-2013 school year, eligible schools will offer the following interventions and supports:

1. Extended learning opportunities that will be available at the school site for additional instruction in reading and mathematics
2. After-school academic programs will be offered starting in late fall. More details on these programs and how to sign up will be forthcoming.
3. Building-level professional development and the implementation of school improvement plans will be assisted by district staff.

There are four guiding principles in NCLB:

1. Schools are expected to teach students using standards-based curriculum and scientifically based methods proven to be successful.
2. Schools and districts are accountable for demonstrating that all students are meeting academic goals each year. Schools not making adequate progress for two or more consecutive years in reading or math are in "school improvement" status.
3. Teachers and instructional paraprofessionals must be highly qualified. School districts must develop plans to ensure highly qualified teachers and instructional paraprofessionals in Title I funded programs.
4. Parents must be given information, rights and choices concerning their child's education. NCLB states parents have a right...
 - a) to have access to their child's individual performance levels on the statewide assessments,
 - b) to know if their child's school is making adequate yearly progress (links to Ohio Department of Education Local Report Cards) <http://ilrc.ode.state.oh.us>
 - c) to know the qualifications of their child's teachers, and
 - d) to be informed if their child is being taught by a substitute or a non-highly qualified teacher for longer than four consecutive weeks.