



Stewart Alternative Elementary School

Dr. James C. Eslinger, Principal
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Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

August 1, 2018

Dear Parents & Caregivers of **PREKINDERGARTEN** Students,

Welcome to the **2018-2019** school year! I hope that you and your family had an enjoyable and relaxing summer. I spent a lot of time with family and friends, as well as reflecting on this past year. I am energized to begin this year, as we work together to provide all of our students with a quality education that will prepare them to pursue their dreams. As you know, in order for our students to achieve their dreams later in life, they must work hard now and learn the academic and social skills necessary to take them wherever they wish to go.

Stewart has a long history of success. We are a Regional Lottery School, which means that most of you filled out the necessary paperwork and “lotteried” out of your neighborhood school and into Stewart. This means you have selected us and value our **TRADITIONAL** philosophy. This philosophy, most likely, sets us apart from your neighborhood school. Here we value **EXCELLENCE, STRUCTURE, HARD WORK, PERSEVERANCE, LEADERSHIP, DEDICATION, ORDER, and INDEPENDENCE** that are central to Stewart’s **TRADITIONAL** focus. We are preparing students to become productive **CITIZENS** who will make wise decisions and make our communities and country better! At Stewart, we believe in *dressing for success*, so our students follow a **UNIFORM POLICY** (see enclosed). We believe in a strong partnership between home and school, so our students will excel in all areas of life. We firmly believe in accountability so that teachers, parents and caregivers, and students are all responsible for our young learners’ academic success. It truly takes a village to ensure students’ success in school and life.

We are excited about the learning experiences in store for your child at Stewart. Your child will learn foundational skills and they will be exposed to academic content that will prepare them for success in kindergarten. We are also committed to modeling and promoting independence, respect for self and others, punctuality, and patriotism. At Stewart, we aim to prepare your most valued treasure for success in the *real world*. To do this, students must learn to be productive citizens, engage in social and political processes, and understand that determination coupled with skill can propel their success in college, trade school, the military, business, and/or the workforce. To prepare our students for the 21st century, they will partake in both individual and group learning activities, utilize classroom technology, and participate in a nationally renowned program called *Leader in Me*, which develops the seven traits of successful individuals. It is going to be an amazing year!

Shortly, your child’s Prekindergarten teacher will be making contact with you with further details about the beginning of the year.

In education,

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

MEET, GREET, & DROP

When: **Wednesday, August 22, 2018**
4:30 – 6:00 PM

Where: Stewart Alternative Elementary School

- ✓ Meet and greet your child’s teacher
- ✓ Drop off school supplies
- ✓ See the classrooms
- ✓ Sign up for PTO
- ✓ Drop off gently used uniforms for donation

The classroom with the highest attendance rate will have a pizza party!

Important Information

Meet, Greet, & Drop

This event will be on [Wednesday, August 22, 2018](#), from 4:30-6:00 PM. Stewart will open its doors and you can bring your child in to meet their teacher and drop off school supplies to the classroom. A supply list is included in this flyer.

School Hours

Breakfast begins at 8:30 AM daily and students go to class at 8:45 AM. The tardy bell rings at 9:00 AM. Dismissal begins at approximately 3:25 PM. PK students can enter through the front doors of the building to eat breakfast in the classrooms each day, and K-6 enter through the cafeteria. Parents may escort students to class on the first few days of school. However, after Labor Day, student Safety Patrol members and staff will be available to help students get to class.

Visiting Stewart

Each visit to the school requires the guest to sign in with *Lobby Guard* in the front office and receive a sticker that should be worn and visible during the visit. Lobby Guard is a system that scans a driver's license for sexual offenses and associated warrants. Teachers and staff are in meetings and planning before school so if you need to speak with your child's teacher, leave a message in the front office or make an appointment in advance.

School Schedule

Stewart's daily schedule will be sent home the first week of school. It is very important for students to arrive on time for school each day so that they can take advantage of breakfast and learning opportunities. There is no supervision at Stewart prior to 8:30 AM; so students should not arrive prior to this time. Our doors open at 8:30 AM sharp. Students arriving after 9:00 AM should enter through the front doors.

Uniform Policy (see attached)

As a Traditional school, we do have a uniform policy; we dress for success at Stewart! Please review the enclosed uniform guidelines for specific detailed information regarding the uniform policy. In short, all clothing must be solid red, white, or navy blue. Students are expected to be in uniform on the first day of school. Please check local stores such as Old Navy, Target, K-Mart, Kohls, and Wal-Mart, for back to school uniform sales.

Toys, Phones, & Fidget Spinners

Toys should not be brought to school unless given special permission by a teacher. Spinners are considered toys and we have found them quite disruptive to the classroom environment in a relatively short amount of time. However, if your child has a disability or a condition that may require the use of a Fidget Spinner, please contact me to discuss options. According to the CCS Electronics Devices Policy, cell phones must be powered off during the school day and should remain out of sight until students are off school grounds. For safety, I wholeheartedly agree that our students may need cell phones; but please remind them they should turn them off before coming to school and they should remain put away until after they leave school property.

Arrival and Dismissal

Procedures for arrival and dismissal are located in this packet. Clear dismissal procedures allow us to keep all children safe as they leave the building. Please read our procedures carefully and be mindful of ALL students at dismissal. Please have clear communication with your child's teacher and your child about how they are getting home the first week of school and thereafter. In the unlikely event that you need to make changes to your child's dismissal method, contact the school office prior to 2:45 PM. Please do not email dismissal changes. In other words: No call, No Note, NO STAY.

Car Rider Drop-Off & Pick-Up

There is one designated area for students to be dropped off and picked up. We have worked with CCS Safety and Security to organize traffic patterns with student safety as a first priority. Please review closely the enclosed information regarding Car Rider-Pick Up & Drop-Off Procedures. Also, please be aware that car rider dismissal may take longer than usual the first two weeks of school. We ask that you remain patient and we will get your child to you as soon as possible. School dismisses at 3:30 PM, students are picked up and the car line is gone by 3:38 PM (only 8 minutes). Please see the important flyer and map in this packet.

Early Sign-Outs

Signing a student out early disrupts both classroom instruction and student learning. Furthermore, the last 45 minutes of each day are perhaps the busiest time throughout the entire school. In the classroom, students are getting last minute

directions, going over homework, and wrapping up the day. The school office is also exceptionally busy at this time as well, preparing for dismissal etc. **In order to provide you with the best customer service, please call the office prior to 2:45 PM. If you must pick your child up early, please do so before 2:45 PM. Doing this, we can provide the best customer service.**

Buses

Your child's bus stop, route number, and pick-up and arrival times will be mailed to you by the CCS Department of Transportation. If the information mailed to you is incorrect, call them immediately at 365-5074. Due to unforeseen circumstances, buses may run late especially at the beginning of the year. Please be patient.

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>

Safety

Student safety is our number one priority. Please remember that you **must bring a picture ID** each time you wish to pick up your child during school hours and only those individuals listed on your child's emergency card may pick up your child (and these individuals must provide picture ID as well). Stewart also has a Food and Allergy policy that indicates students cannot bring treats or other food items for distribution. Furthermore, after August 31, students cannot be escorted to class but can be dropped off at the front doors.

Latchkey Program

For parents needing childcare before and after school, we do have a Latchkey program available. Latchkey hours are from 7:00-9:00 AM each morning and after school from 3:30-6:00 PM. Students must be registered to attend. The Latchkey office may be reached at 365-5891. Please contact them if you wish to receive additional information.

Breakfast and Lunch

Both are free for all CCS students. Breakfast runs from 8:30-9:00 AM and lunch times vary by grade level.

Medication

Please note that school personnel are not permitted to give any type of medicine nor apply topical creams/lotions without medical authorization from a doctor or hospital (this includes cough drops, sun tan lotion, etc.). There are forms available for physicians to complete in the event your child needs to take medicine during the school day. If your child should be taking medication on the first day of school; please call the school office **PRIOR** to school beginning so you can get the appropriate paperwork.

Birthdays

Please note that due to possible food allergies and also in order to maximize learning time, Stewart does not permit classroom birthday celebrations or birthday deliveries (e.g. balloons, flowers, etc.) to students. Stewart 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.

Forms to be Returned & Friday Folders

We will continue the use of our school-wide Friday Folder as a means to communicate with families. Each Friday your child will bring home a folder that will contain information from the school and/or your child's Teacher. Please make sure to check this folder each Friday. Your child's first Friday Folder will come home on the first day of school, and will be filled with important papers for you to read, sign, and return on the following **Monday, the 27th**.

Food Policy

Students and parents may not bring in food items (even store purchased) to share with others.

Completion/Promotion Programs

The Stewart staff has determined that beginning this year, we will have formal promotions for PK and 6th grade only. We will honor the youngest and oldest students at the end of the year.

The Columbus City School District does not discriminate based upon sex, race, color, national origin, religion, age, disability, sexual orientation, gender identity/expression, ancestry, familial status or military status with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

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.

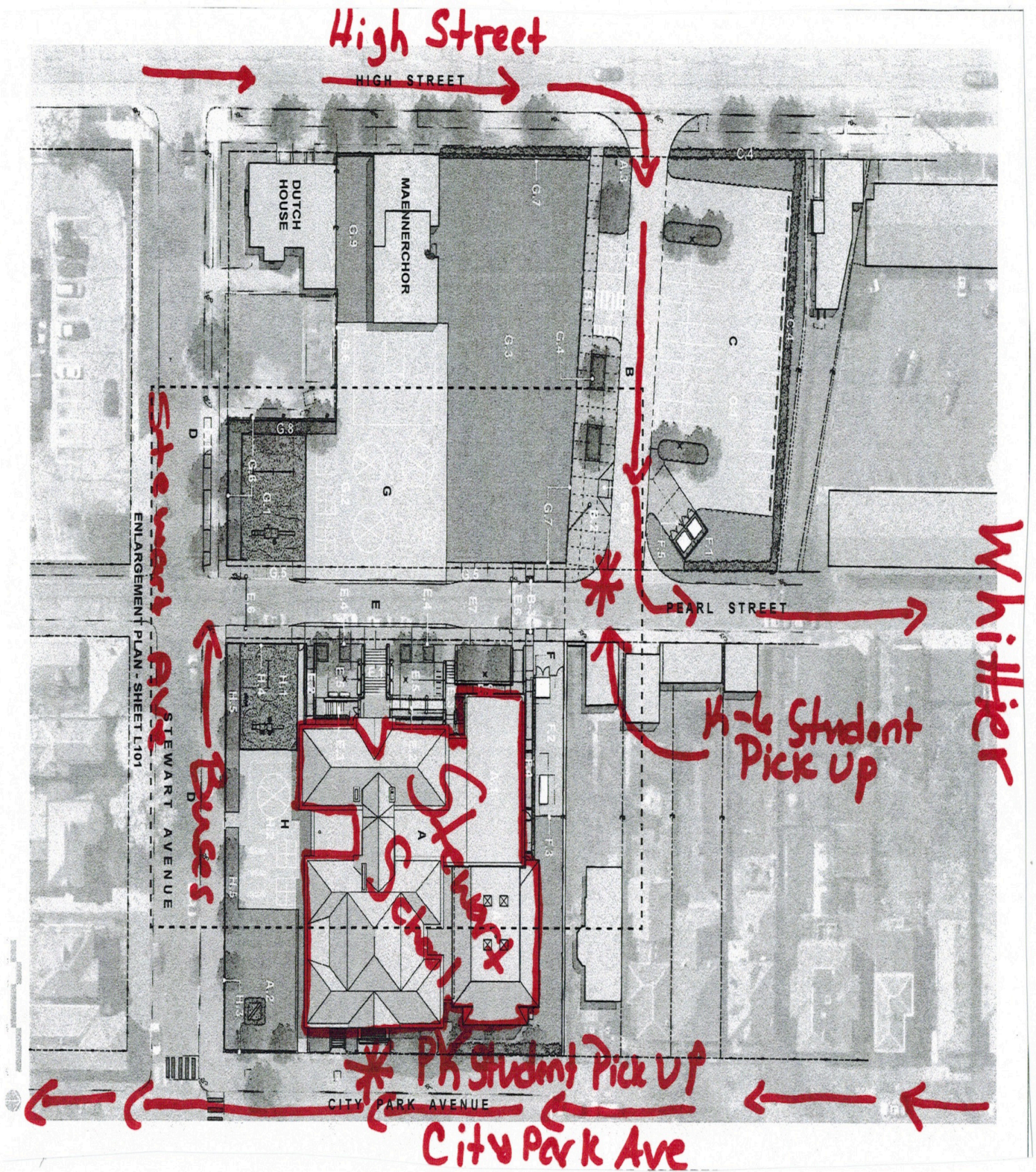
ARRIVAL

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.



Frequently Asked Questions of Dr. Eslinger

Can I bring in homemade or store bought cupcakes for my child's birthday? I love cupcakes. However, our food and allergy policy allows only foods provided by school staff to be given out to students. There are a couple of exceptions in which we may ask for items for special events (special parties).

I drive my child to school, what time can I drop her off? She can be dropped off at 8:30 AM. There is no supervision for children dropped off prior to 8:30 AM, nor can they enter the building prior to this time. Dropping a child off before 8:30 AM is a liability.

What happens if I am continually late picking up my children? School dismisses at 3:30 PM. We are obligated to contact Franklin County Children's Services if parents are habitually late in picking up their children.

My daughter loves to wear hoop earrings but they are not allowed with the dress code correct? What about colored socks? You have chosen a school with a dress code that is clearly explained. Students should not wear dangly earrings or colored socks. Appropriate colors are SOLID Red, White, and Navy Blue. The only exception is that students can wear ANY color Stewart spirit-wear shirts. Please make sure your child is in the correct uniform so we do not have to call you for support in getting the appropriate clothes. We are counting on you for this.

What else do I need to know about the uniform policy at Stewart? Only post earrings can be worn, no makeup, no artificial nails, no striped clothing, clothing with patterns (solid only), no clothing with words or lettering, no purses, no shirts without collars.

What is the cell phone policy at Stewart? We follow the district policy. Cell phones should be powered off prior to being on school property and left powered off until they are off school property at the end of the day. They should also be out of sight.

What is Stewart's suspension policy? 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.

Dr. Eslinger, don't you think kids should be able to defend themselves? I have spent many hours reflecting on how times have changed since I was young. Specifically, the advice I was given when I was not getting along with a peer in school. For example, my mom used to tell me things like "if someone hits you, then you hit them back" or "you are not going to be anyone's punching bag, you better defend yourself." Like my mom, I always gave similar advice to my niece and nephew too. It was not until I became a teacher and realized that this advice was dangerous, and could set them up for failure, did I change it. I did not know that if students fought, then parents could go to a prosecuting attorney and file charges against both the child and their parents! This potentially, could affect a student's record for life. With this understanding, I then changed the advice I gave (because times have changed; it's not like it used to be). Now, I instruct my niece and nephew that they should only fight if it's a "last resort" and they have "no other choice." I also stress to them that the rules for school are sometimes different than those in our neighborhoods. I share this with you because there is a good chance you were raised the way I was, when times were different, and fighting was treated in a different manner than it is today. I hope you will consider offering alternative advice to your children as well.

I have a question about something going on in my child's classroom. What should I do? We are only successful when parents and teachers work together. Feel free to reach out to your child's teacher for more clarification. We love to be able to communicate with you. Some teachers prefer texts, some Classroom Dojo, some emails, etc. Your child's teacher will let you know the best ways to communicate with him/her. Of course, I am always here for you as well. Often, it's the teacher who can give you the quickest answer.

Uniform & Dress Policy for Stewart Alternative Elementary School

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

STEWART ALTERNATIVE ELEMENTARY SCHOOL SUPPLY LIST

2018-2019 SCHOOL YEAR

ITEM	PK	K	1 st	2 nd	3 rd	4 th	5 th	6 th	SPECIFICATIONS
Backpack	1	1	1	1	1	1	1	1	Standard Size
Binder	1	1	1	1	1	1	1	1	White; One Inch; Clear Plastic Cover
Clorox or Lysol Wipes	1	1	1	1	1	1	1	1	
Colored Pencils (8 Count)						1	1	1	
Composition Notebook			2		4	1	1		Black & White Wide Rule
Crayons (24 Count)	1		2	1	1	1	1	1	Regular Size
Jumbo Crayons (8 Count)		2							Jumbo Size
Dry Erase Marker	1	1	1	1	1	1	1	1	Color: Black
Eraser				4	2	1	1	1	Pink Eraser
Facial Tissues	2	2	2	2	3	3	2	2	Standard Size
Folders w/ Pockets & Prongs	2			4	3&	4	2		Solid Colors; Pockets and Prongs
Freezer Bags (Gallon)	1	1*	1*	1*		1	1		Slide Lock Gallon
Freezer Bags (Quart)	1	1*	1*	1*	1	1	1		Slide Lock Quart
Glue Stick	2	6	4	6	6	4	2	4	
Hand Sanitizer		1				1	2	1	
Headphones	1	1	1	1	1	1	1	1	Not Earbuds; Dollar Store Brands are Fine or \$ Bin at Target
Highlighter					2	1	1	1	
Markers (8 Count)				1	1	2#	2#		Basic Colors; Washable
Markers (12 count)								1	Basic Colors: Washable
Red Notebook (Spiral)				3		1		3	Color Red; Wide Rule; One Subject
Notebook Paper (Loose Leaf)							1	1	400 Sheets
Pencils (No. 2 Yellow)		2	2	2	3	3	2	2	Ticonderoga Brand Preferred; Packs of 12
Pencils (Beginner; 8 Count)		5							8 Count
Post-It Notes					1	1			3 x 3
Ruler					1		1		Plastic
Scissors		1		1	1	1	1	1	
Supply Box				1	1	1		1	Standard Size
Texas Instruments TI-30xIIS Calculator								1	
Pencil Sharpener								1	
Flash Drive								1	With Lanyard

NOTES

* Boys purchase gallon-sized bags; Girls purchase quart-sized bags

& Primary Colors (one of each: red, yellow, blue)

One box of thin tip markers; One box of thick tip markers

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