

# EAKIN ELEMENTARY

Parent  
Handbook

September

2023

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**Eakin Elementary follows four guiding principles in NCLB:**

1. We teach students using standards-based curriculum and scientifically based methods proven to be successful.
2. We are accountable for demonstrating that all students are meeting academic goals each year. Schools not making progress or meeting annual targets in reading or math are in designated as "focus" or "priority" schools.
3. Teachers and instructional paraprofessionals must be highly qualified. School districts must develop plans to ensure highly qualified teachers and instructional paraprofessionals are in Title I funded programs.
4. Parents must be given more information, rights and choices concerning their child's education. NCLB states parents have a right . . .
  1. to have access to their child's individual performance levels on the statewide assessments,
  2. to know if their child's school is making progress ([links to Ohio Department of Education Local Report Cards](#))
  3. to know the qualifications of their child's teachers, and
  4. to be informed if their child is being taught by a substitute or a non-highly qualified teacher for longer than four consecutive weeks.


**EAKIN ELEMENTARY SCHOOL**

3774 Eakin Road  
Columbus, Ohio 43228  
Ph. (614) 365-5928  
Fax. 614-365-5930

Theresa Eraybar, 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.*

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August 18, 2023

Dear Eakin Families,

Welcome to the 2023-2024 school year. This year we will have a **Welcome Back Opening Circle** in the Breakfast room on Wednesday, August 23, 2023. All families are invited to come to school for our Strong Start Opening. We will have light refreshments for parents. Our Opening Circle will begin at 8:45 am with staff introductions, and a welcoming energizer for the students. Following the Opening Circle, students will be dismissed by their homeroom teacher. Parents are welcome to stay and walk to your child's classroom. This will give you the opportunity to support your students as they begin the 2023-2024 school year.

The **first day of school** is **Wednesday, August 23, 2023**. Students in 1<sup>st</sup> – 5<sup>th</sup> grade will begin right away. I encourage students to dress for the warm weather with consideration of our dress code, which is in the 2023-2024 Guide to Student Success. Water bottles are welcome if they contain water and can be sealed.

Our kindergarten students will start **Monday, August 28, 2023**. Your kindergarten student's teacher will be calling to set up a time for you to bring in your student to complete the Kindergarten Assessment. Pre-Kindergarten students will begin their program on **September 7, 2023**. Your Pre-Kindergarten student's teacher will be contacting you soon.

As a reminder each student will receive FREE breakfast and lunch. Breakfast will begin at 8:30; I encourage all students to participate in the meal program.

School will begin promptly at 9:00. Teachers will welcome students into the classrooms beginning at 8:45 am. After 9:00 students must visit the office to receive a tardy slip. It is important that students arrive to school on time ready to learn.

Each family is encouraged to check their parent portal to complete the annual update. This is important to verify that we have the most recent information.

Enjoy the last few days of summer, and plan on becoming a partner in your student's education.

Sincerely,

Theresa L. Eraybar, Principal

**Eakin “We Can!” EMBRACE • UNITE • EMPOWER**

The Columbus City School District does not discriminate because of race, color, national origin, religion, sex or handicap with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

The Columbus City Schools system will not discriminate because of race, color, national origin, sex, or handicap in the admission, access to, treatment, or employment in its programs and activities. This policy is applicable in all programs and activities of the school system.

## VISION STATEMENT EAKIN ELEMENTARY

Our vision for Eakin Elementary School family and community is one in which all learners, both children and adults, grow and succeed in the 21<sup>st</sup> century. We celebrate the diversity of cultures and value individual differences. We work to support our learners and expect the very best because our students are capable, and we believe in them.

**Eakin Vision:** 100% of Eakin Students will read on grade level by the end of the 3<sup>rd</sup> grade prepared to transition to reading to learn by the end of 5<sup>th</sup> grade. This will be measured by each student's success to communicate in multiple ways both verbally and in print.

Eakin Elementary Beliefs  
Be an E.A.G.L.E

### **Effort, Achievement, Growth, Learning, Excellence**

We believe that through our efforts we will improve student achievement. By providing all of our students with opportunities for growth, learning will occur and excellence will be achieved.

### **Statement of Staff Beliefs:**

- *We will teach students the expectations for responsible behavior in all school environments. We will teach behavior like we teach academics.*
- *We will provide positive feedback to students when they are meeting expectations.*
- *We will work together to solve behavior problems that are chronic and severe.*
- *We will respond calmly and consistently to all misbehaviors with corrections and consequences.*

### **EAKIN EAGLE EXPECTATIONS**

- Responsible
- Respectful
- Ready to Learn

## **SCHEDULE OF SCHOOL DAY**

Morning Instructional Blocks	
8:30 Breakfast begins	Walkers enter the building in the Side entrance.  Bus riders enter the building through the Front entrance
8:45	Students dismissed from breakfast: enter classroom
9:00 – 11:45	Morning Instruction Grades: PreK-1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>
9:00-12:15	Morning Instruction Grades: 4 <sup>th</sup> , 5 <sup>th</sup>

Recess / Lunch Blocks	
11:30 – 12:00	2 <sup>nd</sup> and 3 <sup>rd</sup> grade Recess
12:00 – 12:30	2 <sup>nd</sup> and 3 <sup>rd</sup> grade Lunch
11:45 – 12:15	Kindergarten and 1 <sup>st</sup> grade Recess
12:15 – 12:45	Kindergarten and 1 <sup>st</sup> grade Lunch
12:15 – 12:45	4 <sup>th</sup> and 5 <sup>th</sup> grade Recess
12:45 – 1:15	4 <sup>th</sup> and 5 <sup>th</sup> grade Lunch

### **Student's Day**

- Hours of Instruction – The school day for students in kindergarten through fifth grade is 9:00-3:15.
- Recommended Arrival Time –Breakfast begins at 8:30, students may arrive beginning at 8:30 for breakfast. At 8:45 students will report to the classroom.
- Dismissal Time and Dismissal Procedure – Dismissal time is 3:20. We will dismiss students by sibling groups. All students will exit out the side door near the gymnasium. This will ensure all families are gathered prior to exiting the building. Students who ride a school bus will wait in the gymnasium until the bus arrives.

## School Sign-out Procedures

If you need to sign-out a student during the school day, please be aware of the following procedures that keep your student safe at school:

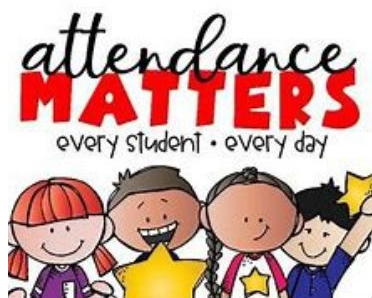


### IDENTIFICATION IS REQUIRED WHEN SIGNING OUT A STUDENT.

Any students being picked up early must be signed out by a relative / adult that is listed in Infinite Campus. Parent's can list adults allowed to pick-up their student in the Parent Portal. If an unlisted adult needs to pick up a student, the listed **Guardian MUST** call the school office at 614-365-5928.

STUDENTS WILL NOT BE RELEASED BETWEEN 3:00 - 3:15 PM.

If your student has a doctor's appointment after 3:00 or you just want to pick them up early, please sign them out BEFORE 3:00pm. This will prevent the interruption of the teaching process. Students are dismissed starting at 3:20, but teaching continues up until that time. We appreciate your concern for your students continued and uninterrupted education. We thank you in advance for your cooperation in this matter.



## School Absences

If your student will be absent from class it's important that you let us know by contacting us at any of these options:

email: [attendance.eakin@columbus.k12.oh.us](mailto:attendance.eakin@columbus.k12.oh.us)

call: (380) 997-6013 or call the school at (614) 365-5928

This will keep your student's attendance as accurate and current as possible.

**Ohio Law requires that schools track minutes absent from schools. This means that coming to school late or leaving early affects your student's attendance record.**

## EAKIN IS A TITLE I SCHOOL



- This means Eakin receives Federal Title I funding to support academic achievement.
- Title I funding is spent on supplies, materials, staffing, and programs to support student achievement.
- As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child. Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner. We are happy to provide this information to you. At any time, you may ask.



## Student Guide to Success

The 2023-2024 electronic Student Guide to Success is now available!

The publication contains important documents that must be filled out and returned to your student's school of attendance OR completed as part of the [Parent Portal Annual Update \(preferred method\) in Infinite Campus](#).

The Annual Update can be accessed in the Parent Portal by first clicking on **"More"**

and then "Annual Update." If your scholar has a form on file and he or she is remaining at the same school for 2023-2024, a new form will not have to be submitted. Separate forms must be on file for each individual student.

<https://www.ccsch.us/Page/11009>



## Discipline

Pupil discipline must be developed and shared by home, community, and school. It is necessary that classrooms and schools be places where effective learning can occur. Pupils and school personnel have a right to a safe and orderly learning environment, to ensure that an atmosphere conducive to learning and personal growth is present. Standards of discipline must be developed and maintained.

Discipline should not be thought of solely as punishment. Instead it is best thought of as being constructive and as helping pupils to develop good study habits so they can adjust by turning unacceptable behavior into acceptable behavior.

Responsible Responsibility / Self-Discipline	Respectful Respect / Honesty / Courteous	Safe Courage
I can care for my physical environment.	I can follow the routines so that everyone's needs are met.	I can contribute to a safe and warm community.
I can access and manage materials safely, efficiently and responsibly.	I can treat others the way I want to be treated.	I can describe my needs and how I can appropriately meet them.
I can actively participate in our learning community.	I can be trusted in what I say and do.	I can help others in my community to meet their needs.
	I can use kind words and appropriate actions in all settings.	

To support students who make mistakes: Students are redirected, Calming Station, Calming Center (Room 18), Safe Zone (Room 14), Parent meeting, Suspensions are the last resort.




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## Eakin Eagles Ready To Learn

Location	Be Responsible	Be Respectful	Be Safe
Circles	<ul style="list-style-type: none"> <li>Participate by speaking and listening</li> </ul>	<ul style="list-style-type: none"> <li>Listen to speaker &amp; respect all voices</li> <li>Use talking piece</li> <li>Be patient</li> </ul>	<ul style="list-style-type: none"> <li>Hands &amp; feet to self</li> <li>Stay in assigned area</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Complete work</li> <li>Tell an adult if there is a problem</li> <li>Be prepared with tools</li> </ul>	<ul style="list-style-type: none"> <li>Listen to adult directions</li> <li>Use kind words with others</li> </ul>	<ul style="list-style-type: none"> <li>Stay in classroom and area</li> <li>Keep hands &amp; feet to self</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>Keep Hands &amp; Feet in Personal Space</li> <li>Walk in a straight line</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices</li> <li>Look with your eyes and not your hands</li> </ul>	<ul style="list-style-type: none"> <li>Walking feet</li> <li>Walk on right side of hallway</li> <li>Face forward (Head Behind Head)</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Tell an adult when someone gets hurt</li> <li>Line up when signaled (Head Behind Head)</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words</li> <li>Share and take turns</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Use equipment properly</li> <li>Walk on blacktop</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>In and out:               <ul style="list-style-type: none"> <li>1 flush</li> <li>1 squirt</li> <li>1 towel</li> </ul> </li> <li>Tell an adult if there is a problem</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Leave clean floors, walls, ceiling</li> <li>Stay in personal/private space /time</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Walk</li> <li>Respect others' privacy</li> </ul>
Lunch Room	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Use indoor voices</li> <li>Clean up trash and spills</li> <li>Use kind words and actions</li> <li>Be patient</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own food</li> <li>Stay seated in your own personal area</li> <li>Use walking feet</li> </ul>
Auditorium (Gymnasium)	<ul style="list-style-type: none"> <li>Walk in quietly</li> <li>Listen to adult directions</li> <li>Sit in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>Eyes on the speaker / performance</li> <li>Applaud when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your seat</li> <li>Keep hands to self</li> </ul>

		Is the behavior dangerous?	
Yes			No
<ul style="list-style-type: none"> <li>Physical Assault on self, student, or staff</li> <li>Throwing Heavy Objects</li> <li>AWOL (out of class out of sight or building)</li> <li>Kicking or pounding on window / doors / wall</li> <li>Bringing in weapon / using an object with the intent of a weapon</li> <li>Sexualized behaviors</li> </ul>			Profanity Walking around room Walking out of room (within sight) Disruptive behaviors Yelling Non-compliant (not causing harm to self or others) Verbal outbursts
Principal: Entered in IC	PEAK: Entered in IC		Classroom: documentation of events and results
<ul style="list-style-type: none"> <li>Parent contact</li> <li>ISS</li> <li>OSS</li> <li>Referral agency</li> </ul>	<ul style="list-style-type: none"> <li>Sensory support</li> <li>PEAK &gt; 1 hr</li> </ul>		<ul style="list-style-type: none"> <li>Ignore</li> <li>Address student in calm manner</li> <li>Redirect (multiple times)</li> <li>Regulation Station in classroom</li> <li>Regulation Station in buddy classroom</li> <li>Calming Pass to PEAK (must use the provided pass)</li> <li>Utilize resources provided for Trauma supports   Restorative Practices   MTSS team</li> <li>Parent contact   conference</li> <li>If appropriate options above have been tried, enter in IC</li> </ul>
<b>MTSS should be utilized with students who have multiple events (3)</b>			
<b>Parent Contact Looks Like</b>		Teacher making the call with interpreter support: This insures that the message is delivered directly from the teacher. Daily communication notes	

STAFF ROSTER 2021-2022

<b>Role</b>	<b>Name</b>	<b>Location</b>
Principal	Theresa Eraybar	Office
Secretary	Allison Begue	Office
IA PEAK	Open Position	Room 18
IA Librarian	Vicki Snyder	Library
Curriculum Coach	Mary Taylor	Room 11
Counselor	Megan Jewell	Counselor Office
School Psychologist	Lexi Myers	Counselor Office
Speech Therapist	Natalie Zaccardi	Nurses Office / Counselor Office
Occupational Therapist	Hannah Storar	Office
School Social Worker	Devorah Schlein	Counselor Office M/T/R
Nurse	Andrea Ross	Nurse T/R
Food Service Manager	Jocelyn Pierre	Food Service Manager
Head Custodian	Gerald Cox	Head Custodian
Evening Custodian	Marquis Green	Evening Custodian
Pre-Kindergarten	Valerie Anderson	Room 21
IA Pre K	Sherita Reyes	Room 21
IA General Fund LLI	Tamara Peaks-Richardson	Room 11
IA General Fund LLI	Lillie Hagwood	Room 11
Kindergarten	Jennifer Yoakum	Room 22
	Jennifer Angeleyk	Room 19
IA Kindergarten	Open Position	Room 22
General Fund	Amie Ndong	Office 12:00-4:00
IA Kindergarten / Prekindergarten	Joanne Gentry	Room 19
First Grade	Rachel Gonzalez	Room 17
	Debbie Wagner	Room 20
Second Grade	Kim Browing	Room 13
	Donna Kubisiak	Room 16
Primary ESL	Kathy Jimenez	Room 15
IA Primary ESL	Megan Reed	Room 15
	Hawo Mohamed	
Third Grade	Cynthia Cullen	Room 7
	Jennifer Brown	Room 5
Fourth Grade	Julie Deshuk	Room 1
	Beth Marsh	Room 3
Fifth Grade	Pam Seeley	Room 2
	Mitchell Randolph	Room 4
Intermediate ESL	Melinda Hunter	Room 6
IA Intermediate ESL	Winnie Njeru	Room 11
High Incidence Resource	Kristi Smith	Room 8
High Incidence Resource	Stephanie Bassham	Room 8

Unified Arts Staff	Jennifer Cooper	Vocal Music (cart)
	Deb Campbell	Visual Arts (cart)
	Zachary Fleer	Physical Education
	Trish Gardner	Instrumental Music Library
Building Substitute	Kayla Hancock	Room 8
Primary Enrichment Thinking Skills	Cassie Skaggs	Classrooms K-2
Family Ambassadors	Toni Hampton	
Community in the Schools	Montavia VanBuren	Room 18
Treasurer	Connie Diserio	Office

## **Promotion – Retention**

When there is a possibility a student might be considered for retention it is vital to follow the following protocol:

1. The student is brought through the MTSS process
2. The student is brought through the IAT process
3. Parent conferences have been completed
4. Indication of concern on the report card
5. Conference with Principal

A letter should accompany the second progress report. This letter indicates the child is not doing passing work, requests a parent conference and requires a parent signature as evidence of receipt. If student progress does not improve, a second letter goes home with the third progress report indicating the possibility of retention and requests a parent conference and requires a parent signature as evidence of receipt. A student should be considered for retention only if the above procedures have been followed. (A check is to be made in the appropriate box on the progress report at the time of the second and third progress reports to indicate retention is being considered.) The teacher must make principal aware of all students who are not progressing at the appropriate level prior to winter recess.

The Columbus City Schools Board of Education amended its Promotion and Retention Policy on September 7, 1999. The policy as amended provides for the following:

### **Promotion**

The policy advocates that **all** students making satisfactory progress and determined by teachers and principals to be academically prepared to meet all state standards and district benchmarks will be promoted to the next grade level.

### **Retention**

In grades K-6, a student will be retained if he or she:

1. Has been truant more than 10% of the required attendance days **and**
2. Has failed two or more required curriculum subjects, unless it is determined that the student is academically prepared to be promoted to the next grade level by the principal and the teacher(s) of the subjects failed.

Columbus City Schools will provide Summer Remediation services, including Summer School, to all third grade students who are reading below grade level. It will also provide Summer Remediation services to all 4<sup>th</sup> and 6<sup>th</sup> grade students who have failed three or more sections of the Ohio Proficiency test. Information on Columbus' Summer School Programs will be available at schools in February, and application forms will be available in schools or on the district's web page in April. For additional information on the Summer Remediation services, please call the Summer School Office at 365-5300.

## HOMework

*The staff at Eakin Elementary believes that homework serves our students in several areas. It is an excellent way to reinforce new concepts and to provide guided practice in basic skills. Homework also serves to share new-found knowledge with parents. Many assignments are designed to encourage and promote parent/student/school interaction.*

*Grades kindergarten-5 all assign homework. All homework is checked and evaluated for completion and accuracy. Primary grade classrooms may provide rewards for timely return and completion of homework. Upper grades require that unfinished class work be completed as homework in addition to work that is assigned to be completed at home. Parents are encouraged to stay in close communication with their student's teacher.*

### **Dismissal of a Student during School Hours**

- ❖ Students being dismissed from school during school hours must check out through the office.
- ❖ If a child has a doctor or dental appointment, the parent should send a note informing the teacher of the time and come to school to sign out the child in a book provided in the office. If the child can return before the end of the day, the parent should sign the child in upon returning. The same rules apply for other early dismissals. Students should not be released to walk home alone.
- ❖ Students will be excused for medical, dental, or Children's Hospital appointment; however, the student will be marked absent for the full or half day as required. When proper excuse notes are presented the absence will be excused and all work may be made up.

Connecting with Mrs. Eraybar



Theresa L. Eraybar  
Principal

### **Eakin Elementary School**

"At Eakin We Can"

We Can Embrace! We Can Unite! We Can Empower!

📍 3774 Eakin Road, Columbus, O...

📞 614-365-5928

🌐 [ccsoh.us/eakines](http://ccsoh.us/eakines)

