



# Clinton Elementary ...a great place to grow!

August 23, 2018

Dear Parents and Students:

Welcome to Clinton Elementary! We are very proud of our school and the excellent educational opportunity that we provide for all students. The staff has created a learning environment that is structured so all children can be successful. Our mission is to ensure that each child reaches high levels of achievement and develops the life skills necessary to succeed in a global society.

Parents are an integral part of their children's learning process. Working together to build strong partnerships between home and school enables our children to be successful both academically and socially. This also allows children to understand the value of working together and becoming active participants in a learning community.

This handbook was designed with you in mind. Please review the information so that you are familiar with our routines and policies. Should you have any questions, call the office at 365-6532. We look forward to sharing the new school year with you.

Sincerely,

*Patricia Price*

Principal



## **COLUMBUS CITY SCHOOLS MISSION**

### **Mission Statement**

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

### **District Goals**

Columbus City School has established District-wide goals that are focused on three key principles:

1. Each and every child reaches her/his full potential: Prepared to go to college, secure a job, serve in the military, or start a business.
2. Learning environments are student-centered, efficient, and stable.
3. The District is accountable to the community; the community's confidence in the District is restored.

### **Clinton's Mission Statement**

Clinton's Mission Statement: Our mission is to ensure that each child reaches high levels of achievement and develops the life skills necessary to succeed in a global society.

District policies and procedures are also located in the Guide to Positive Student Behavior. The Guide to Positive Student Behavior is sent home with every child the first week of school.

## **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.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students have the right to an education. Students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities must be met at all school functions whether the student is in the school building or traveling to or from school via transportation provided by the school system. In order to guarantee student and parent rights, each person will assume responsibility for his or her own behavior, and refrain from infringing upon the rights of others. All students are expected to

- be active participants in the learning process. Students should attend school regularly and be on time
- not bring materials or objects prohibited by law or school policy to school or school activities-a student may be searched if there is just cause to believe that they have an illegal item or any item which may cause harm to the student or to others
- have respect and conduct themselves in ways that will bring respect to their families, their school and their community
- have respect for the authority school personnel are given by law to ensure that learning proceeds in an orderly, safe environment
- have respect for adults, peers and the rights and personal property of others
- dress appropriately for school. The school will regulate dress and grooming in the interest of health, safety and effective instruction. Improper dress will be judged on an individual basis according to the district dress code
- follow school rules and learn the consequences of their actions

## **SCHOOL ENTRANCE**

During arrival and dismissal, students and parents should enter and exit the building using the main entrance, Clinton Hts., and the playground entrance. All doors are locked during the school day and during after school programming. If necessary, students and parents may enter the building using the front door. High Street doors are not available for use as an entrance/exit. This door is locked at all times. There is a buzzer on the High Street door for parents to use when they are picking up their students from Latchkey.

## **THE SCHOOL DAY**

The school day begins at 9:00 a.m. and finishes at 3:30 p.m. Supervision is not provided on the playground before or after school. For their safety, children should not arrive to school before 8:30 a.m. whether they are going to eat breakfast or not. Lunch/recess occurs between 11:55 a.m. and 1:00 p.m. Students in grades kindergarten through grades 2 will participate in a daily fifteen minute afternoon recess. Kindergarten students participate in an extra morning movement recess for the first few months of school.

## **SCHOOL ATTENDANCE**

Regular attendance is a key to your child's success in school. The Board of Education has established the following policy: Schools shall keep record of every excused and unexcused absence of each student. Schools shall notify parents and guardians of the expectation that the parent or guardian will **report the student's absence to the school before 9:30 a.m. for each day the child is absent.** In the event that such a report is not made, school officials shall notify the parent or guardian about the absence. If no report of absence and no written excuse is received, the absence shall be deemed **unexcused.**

Parents can help promote their child's educational growth by making every effort to schedule family vacations to coincide with school vacations. The dates for holiday breaks are identified in the school calendar. However, should circumstances arise that will require taking the child out when school is in session, please contact the school to comply with the district's planned absence policy. Parents must notify the principal of absences that may be preapproved.

Chronic and habitual truancy or tardies will result in an attendance conference. Additionally, a student who has unexcused absenteeism in

excess of 10% of the required attendance days may fail a course or grade. The following excuses shall be accepted for student absence:

1. Personal illness or quarantine.
2. Illness or death of an immediate household member.
3. Emergencies or any other occurrences or situations which, in the judgment of individual principals, may necessitate absence from school as a last resort.
4. Religious Holiday or Superintendent's designation.

**If the parent does not call the school to report an absence, a note is required following the absence. The note should contain the date of absence, the reason for the absence and the parent's signature. If your child is to stay at home for any reason we ask that you notify the office by calling 365-6532 before 9:30 a.m.**

Should it be necessary for you to remove your child from school during the day, the child must be signed out at the office. Children will only be released to their parents, guardians or those persons specified on the emergency card. We will limit early sign-out between the hours of 3:00 and 3:30 p.m. except in the case of medical appointments (medical excuse notes should be provided to excuse the absence) or family emergencies.

### **TARDINESS**

Every minute of the school day is important to your child's success. When students are tardy, valuable instruction time is lost. Students who arrive later than 9:00 a.m. are considered tardy. Students who arrive after 9:00 a.m. will be required to make up work.

### **STUDENT DROP OFF/PICK UP**

Students are to be dropped off and picked up on Clinton Hts. Please do not use the staff parking lot for drop off or pick up as it is very small, congested and in use by many CCS staff and delivery service vehicles. Parents should not enter or park in the staff parking lot area between 7:00 a.m. and 4:15 p.m. Please do not park in the "bus only" restricted area at any time. Students must always cross at marked crosswalks and follow the directions of the adults and safety patrol members. Parents should follow the direction of Clinton Safety Patrol Staff when dropping off students and follow the flow of traffic in the Lutheran Hts. parking lot.

Grade 1 – 5 students are dismissed from the back playground. Kindergarten students are released from the front playground on High Street. Please do not meet your students in the lobby. This causes much congestion and makes it difficult for students to exit the building. Teachers walk each classroom outside. Students should fill water bottles at the end of the day if they are staying to play on the playground.

### **SAFETY PATROL**

Clinton's fifth graders serve on Safety Patrol. They work to assist children and parents in using crosswalks adjacent to the school property. The students are supervised by Safety Patrol advisers who are on duty before and after each school day. Please support our Safety Patrol by encouraging your student to respect their directions.

### **RIDING A BIKE/SCOOTER TO SCHOOL**

Students are encouraged to ride bikes to school. Parents and students are responsible for the safe and lawful operation of bicycles. **Bicycles and scooters must be walked on school property, including the crosswalks and sidewalks.** Bike racks are provided and it is strongly urged that every bicycle rider use some type of lock to secure his/her bike to the rack. Students must wear helmets.

### **NO SKATEBOARD POLICY**

Students are not permitted to have skateboards on school property. Students should not ride skateboards to school—this creates a safety concern for students and for families traveling to and from school. Storage of skateboards will not be permitted in the building.

### **LATCHKEY**

Clinton hosts a latchkey program which provides before and after school care for children in kindergarten through fifth grades. The Latchkey program is located in the school cafeteria. Latchkey operates from 7:00 a.m. until 9:00 a.m. and re-opens from 3:30 p.m. to 6:00 p.m. Please call the Latchkey office at 365-5891 if you have questions about latchkey. Please enter the building through the cafeteria doors while Latchkey is in session to pick up your child. The front door will be locked at this time, however, please use the buzzer located on the front door to be let into the building.

## **“Power Up with Free Meals”**

As part of the Federal Lunch Program, Columbus City Schools has qualified to provide free meals for every student enrolled in the District. Yes, free breakfast and lunch for every student in CCS – and best of all, parents no longer have to complete any applications or provide any documentation of income. The only money that students may need will be to pay for optional à la carte items and snack foods.

The meals being served are of the same high-quality that we have had in the past, and the meals will continue to meet all nutritional guidelines, established under the Federal Lunch Program.

Good tasting, nutritional meals are an important part of every student’s success, whether in the classroom or on the athletic field. We are excited to offer free meal services to every CCS student, and we are looking forward to serving our students in the weeks and months ahead.

### **FOOD ALLERGIES OHIO HOUSE BILL 1 ORC 3313.719**

Food provided by means other than the school breakfast/lunch/snack program are subject to approval by the building principal or school nurse. The building principal or school nurse should be informed of your child’s allergies at the beginning of the school year, including a documented allergy and diet modification order provided by a health care provider. If you would like to provide food for school event, snack, party or activity, please submit a list of the food item to the nurse or the principal no later than one week prior. If you would like to celebrate your child’s birthday in class, please check with the classroom teacher for scheduling, we recommend non-food items, pencils, stickers, etc.

### **SCHOOL NURSE**

Our school nurse is on duty three days per week. Her duties include checking immunization records, administering prescribed medication, providing first aid, and coordinating related services. In the event of any serious injury or illness, the parents and the emergency squad will be called.

## **MEDICATIONS**

Students may be permitted to use prescribed medication only when the following has been received:

1. A physician's verification of the necessity for the medication to be taken during school hours, and identification of the medication, dosage, and the time interval it is to be taken.
2. A prescribed medication authorization form completed and signed by the parent or guardian.

## **ILLNESS OR INJURY**

Students with fevers of 100 degrees F or higher, vomiting and/or diarrhea will be excluded from school. To avoid the possibility of spreading illness to other students, students should be fever-free or symptom free for 24 hours before returning to school. **All students are required to have a written excuse upon return.**

## **EMERGENCY INFORMATION**

At the beginning of each year, parents are asked to provide emergency telephone numbers to be used in case a child should be sick or injured and no parent can be contacted. Please update this information if it should change during the year. Please also feel free to supply cell phone numbers as well. Should anyone who is not specified on the emergency card pick up your child, you must notify the office. Children will only be released to those stated on the emergency card. The office reserves the right to request photo identification. Each family is asked to fill out 2 emergency cards and an Emergency Medical Authorization Card which will be kept on file in the school office. It is extremely important that the emergency card be kept up to date.

## **FIRE, TORNADO AND SAFE SCHOOL DRILLS**

Fire, tornado and safe school drills are conducted on a regular basis. Since safety is the primary concern, children must pay strict attention to the instructions and follow directions exactly. Safe school drills are conducted to prepare children in the event an intruder would enter the building.

## **LOST AND FOUND**

ALL ARTICLES WORN OR CARRIED BY A CHILD (COATS, HATS, MITTENS, SWEATERS, LUNCHBOXES, ETC.) SHOULD BE MARKED WITH THE CHILD'S NAME. There is no guarantee that items will be

recovered when lost. A lost and found area is located under the stairs next to Mrs. Miller's kindergarten room. (Rm. 109)

### **CELLULAR PHONES**

Phones may be in the student's possession but are not to be used, seen or heard in school. Cell phones must be kept off during the school day. Columbus City Schools is not responsible for any lost or stolen cell phone that a student brings to school.

### **PERSONAL DRESS AND CCS DRESS CODE**

Parents should insure that children are dressed appropriately for school. The school has the right to regulate dress and grooming in the interest of health, safety and effective instruction. Improper dress will be judged on an individual basis. Parents are asked to see that their children are dressed appropriately for weather conditions. Students will be outside for recess if the temperature is at 20 degrees Fahrenheit or above and weather conditions are favorable.

- Dress length not shorter than mid-thigh with undergarments concealed at all times.
- No bare midriffs or see through clothing
- No spaghetti strap shirts or dress (3 finger rule for straps).
- Flip-flops are not permitted, for safety reasons. Shoes must have backs.
- No words or writing across the seat of shorts.
- No hats, caps or other types of head coverings other than those for religious purposes.
- Shorts must be no shorter than mid-thigh and must be worn at the waist.
- Clothing or 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.

### **VOLUNTEER OPPORTUNITIES**

Volunteers are a vital component of the learning process at Clinton. Volunteers are visible in the classrooms, library, lunchroom, playground and in the school's hallways. If you are able to volunteer, please talk to your child's teacher, contact PTA, or call the school office.

## **THE PARENT-TEACHER ASSOCIATION**

Clinton is fortunate to have a very active parent association. Our PTA consists of very dedicated and active parents who generously contribute to all aspects of our school community. The PTA is strongly committed to supporting, enhancing and enriching our school program. Clinton's strong parent involvement allows us to collaborate, communicate, work and celebrate together to ensure we are providing the best possible learning environment for all students. The PTA also raises money for school purchases and conducts meetings to provide opportunities to enhance the school program. Your participation is encouraged at regularly scheduled meetings and PTA sponsored events.

## **SCHOOL COMMUNICATION**

Open communication is vital to the success of our program. Please do not hesitate to ask questions, make suggestions or voice concerns directly to the principal and school staff. This can be done through email, phone call or meetings.

Communication occurs through an opening letter, school web page via CCS Intranet and email updates in conjunction with PTA.

Teachers send class newsletters, via email or hard copy, home to communicate specific academic instruction in the classroom.

Weekly PTA updates via email will inform you of school, PTA activities and opportunities volunteer for upcoming events. Conferences to discuss/review student progress are held in November and February of the academic year. Progress reports are sent home four times a year.

## **PERSONAL PROPERTY AT SCHOOL**

Children should not bring toys, radios, video games, or skate boards to school. If your child uses electronic equipment on the school bus, it must be kept in the backpack at school during the day. Often, these items interrupt the learning process. If the items are lost or stolen, the school is not responsible for personal items brought from home. The possession and/or use by students of cellular phones, and other electronic communication devices for receiving and/or transmitting messages on any school properties/vehicles or while attending a school-sponsored activity on or off school property is prohibited. This also applies to "look-alike" devices such as toy guns or knives.

## **EMERGENCY CLOSING**

It may become necessary, under extreme circumstances, to close school early because of weather, power failure or other conditions. In such an event, it would be impossible to notify parents in advance. For this reason, parents are asked to establish emergency procedures for their children to follow should school close early and there would be no one at home. In the event it becomes advisable to close school, announcements of closings will be released to the news media by 6:30 a.m. of that day. Otherwise, parents should use their own judgment. In the event of an actual emergency, parents must report to the office in order to pick up their children. Children will not be released to anyone other than a parent or emergency contact specified on your child's emergency card.

## **SCHOOL BUS REGULATIONS**

The bus driver is responsible for management and safety of pupils and is responsible for enforcing the rules. The disorderly pupil shall be reported to the principal. The principal will be notifying the parents that continued disorderly conduct will result in suspension from the bus.

**Remain in assigned seat; changing from seat to seat while the bus is in motion is prohibited.**

1. A respectful level of conversation must be maintained. Excessive noise is prohibited.
2. At railroad crossings and other danger points, quiet must be maintained
3. Pupils extending any part of his/her body through the window are prohibited.
4. When exiting the bus, students must observe rules for crossing streets.
5. Throwing objects or spitting from bus windows is prohibited.
6. Children will refrain from eating, drinking, or littering on the bus.
7. Pupils are to follow the instructions given by the bus driver at all times.
8. Animals, pets or glass containers may not be transported on the bus
11. Parents will assume responsibility for any damage or marking on the bus by the student.
12. Students will speak respectfully at all times; profanity is prohibited.
13. Students should arrive on time at the designated stop; school buses cannot wait for tardy students.

## STUDENT DISCIPLINE

**Be Kind    Be Fair    Do Your Best    Be a Friend**



The Clinton Elementary learning community is a respectful environment. To that end, the following are expectations of student behavior:

1. Respect for self - students should demonstrate self respect by their behavior, the way work is completed and the way in which they speak.
2. Respect for others - students should demonstrate respect to adults and to each other by the *way* they talk and by being cooperative in their interactions with others.
3. Respect for property - students should take reasonable care when using property, should ask permission when using others' property and return property to its rightful place.
4. Respect for the educational process - each child has the right to obtain an education without interference from others. At Clinton, everyone is committed to achieving this goal.

### **Types of Infractions:**

1. Self (e.g. harmful behavior, fighting, truancy, use of threatening language or profanity, cheating.)
2. Peers (e.g. threats to others, disruption of the learning environment, coercion, verbal or physical assaults to others.)
3. Adults (e.g. disrespect, insubordination, verbal or physical assaults.)
4. Property (e.g. theft, breakage, arson)

### **Consequences:**

The following may be remedies for student behaviors:

1. Verbal Reprimand
2. Development of a student behavior plan
3. Conference with parents, child and teacher
4. P.E.A.K. assignment
5. Loss of privileges such as recess
6. School suspension
7. Expulsion

Working together as a team, principal, parent, teacher and child, behavior issues will be handled according to the following:

1. Age of the child
2. Mitigating circumstances
3. Previous behavior and willingness to modify the behavior

## **Lunchroom Expectations**

### **Voice Levels in the Lunchroom:**

Level 1 – whisper voice

Level 0 – for a few minutes to regroup to remind the students to whisper to neighbors

Level 0 – silent at dismissal, teachers come in to pick up students

Stay seated – students may raise their hand to get up and be given permission to receive seconds, throw away trash, or go to the restroom or drinking fountain.

## **Playground Rules**

In order to keep children safe and our equipment in good working order, the following rules need to be followed during and after school:

- Bottoms only on swings, no twisting of swings or side-to-side swinging.  
No jumping off swings.
- Slide is on your bottom, feet first, down only; one at a time.
- Monkey bars, one at a time, same direction.
- Running games must be played in back field only. No running on the blacktop. Teachers on duty will monitor games for safety.
- Kickball and First Bounce Fly will be played in back field.
- Tether ball, four square and basketball will be played on blacktop in their designated areas.
- Students are encouraged to keep hands to self and monitor their personal space.
- All games and activities are inclusive. There are no closed games.
- No play fighting or play weapons, including finger weapons and wrestling .

**Students are encouraged to report to an adult immediately any playground concerns.**

## **Our School Rules**

Be Kind

Be Fair

Do Your Best

Be a Friend



*Thank you for taking time to read and review this Handbook with your child.  
Collaboration and Communication are the keys to success!*

*Patricia Price  
Principal*