

# *Welcome to* **Indian Springs Elementary**

## **School Mission**

*"We exist to provide opportunities for  
student voice, tools to succeed and lead, and  
to cultivate thinkers who can change the  
world. "*





At Indian Springs Elementary, our mission is to provide opportunities for student voice, tools to succeed and lead, and to cultivate thinkers who can change the world. We do this by using researched based curriculum, looking at data to guide our instruction to meet the needs of all students, and to nurture students to be their best selves.

Students attend music, art, physical education, and library weekly. In 4th and 5th grade there are expanded instrumental and choir opportunities.

Our Staff, PTA and Family Ambassador work together to provide opportunities for parent and community involvement including things like the Mileage Club, Annual Pancake Breakfast, STEM Night, Falcon Fest and many more.

Our Core Values at Indian Springs Elementary:

Students' needs come first.

Compassion and empathy guide our decisions.

All voices are heard through the use of teamwork.

Please reach out to our Principal, Miss Horstman at [ahorstman@columbus.k12.oh.us](mailto:ahorstman@columbus.k12.oh.us) or 614-365-6032 for any questions, comments or ideas.



A background image of a school playground. In the foreground, a child's hand is visible, holding a small object. In the background, a group of children and a teacher are gathered on the playground, which has colorful equipment and trees in the distance.

### **About Our Staff**

All of our teachers are Highly Qualified under the requirements of No Child Left Behind. We have staff members who are also National Board-Certified Teachers.

### **Curriculum**

All areas of the curriculum are aligned to the Ohio Standards. The staff at Indian Springs strives to provide instruction geared to each child's level. We focus on academic achievement while instilling the joy of learning in our students. Our program provides intervention and enrichment specialists to support differentiated learning, as well as Gifted Math and Reading instruction in grades 3-5, for qualifying students. Enrichment activities for students are offered through clubs, district competitions and in-school extension activities.

### **We are a [Calm Classroom school](#)**

This training provides educators with the tools to empower students to care for their mental and emotional health by practicing mindfulness-based techniques throughout the school day.

### **The I.S.E. Way**

Each student at Indian Springs Elementary is familiar with the phrase, "The I.S.E. Way". Our student broadcasters remind students of the expectations every day during morning announcements- "We are I.S.E. We are Intelligent. We are Safe. We are Empathetic" and share examples of ways to exhibit these traits throughout the school day and beyond.

### **What is PBIS?**

Indian Springs Elementary has always strived to create a safe and positive learning environment for all students. In an effort to reinforce our positive school climate, staff at Indian Springs have worked together to develop a PBIS Plan. PBIS stands for Positive Behavior Interventions and Support. The philosophy of this program is that by rewarding students for positive behavior through tickets, positive praise, and rewards, students will begin to build intrinsic motivation to behave in a positive way which will help create a positive learning environment in all areas of the school.

### **Parent/Teacher Relationship**

We believe that a good parent/teacher relationship is necessary for maximum school success. Throughout the year, we will communicate with you through [Talking Points](#), school email and phone calls. Do not hesitate to reach out with questions, comments or concerns. Please be aware that teachers may take up to 24 hours to respond. If there is an emergency, please call the office at 614-365-6032.

### **Attendance**








We need to work together to make sure your child has regular and prompt attendance as much as possible. It is critical to success that students are at school by 9am and stay until 3:25pm. There is so much they can learn and enjoy each day. More information will be coming regarding our new CCS attendance initiative. Please make sure to call the office at 614-365-6032 or send an email to the address below if your child will be late or absent so that we can record it correctly.

Attendance email:

[attendance.indianspringsa@columbus.k12.oh.us](mailto:attendance.indianspringsa@columbus.k12.oh.us) or SCAN HERE →



## Stay Connected!

	<p>You will need access to <a href="#">Infinite Campus</a>, which is the parent portal utilized by Columbus City Schools. Watch this video to learn all about it!</p> 
	<p><a href="#">Talking Points</a> is how ISE staff will communicate with you on a regular basis. You can access this on your computer or download the app on your phone.</p>
	<p>Join the <a href="#">Parents of Indian Springs Elementary Facebook Group</a>. This group serves as a forum to share or find information and discuss the goings-on at our school.</p>
	<p>Follow our <a href="#">PTA Facebook page</a>! The PTA is a volunteer organization building relationships throughout the school and creating a healthy, safe, welcoming learning environment for our community.</p>
	<p>Follow our <a href="#">official school Facebook page</a>! This page has been created to share all of the great things happening at Indian Springs Elementary.</p>
	<p>Check out the 24-25 <a href="#">CCS Guide to Student Success</a>.</p>

## **School Closings**

On occasion the school will be closed due to bad weather or a building emergency (electric, gas, heat). All school closing decisions involving the entire school district are made by central-office administration. Notices are published on the television, radio, and the school website. They can also be found on the following websites: [www.wbns.10tv.com](http://www.wbns.10tv.com) [www.nbc4i.com](http://www.nbc4i.com) [www.wsyx6.com](http://www.wsyx6.com)

## ISE School Day

8:30 am	Student may enter for breakfast
9:00 am	Tardy bell rings - Need to sign students into the front office
11:30 am	1st/2nd Grade lunch with recess at 12:00 pm
12:05 pm	4th/5th Grade lunch with recess at 12:35 pm
12:40 pm	KG/3rd Grade lunch with recess at 1:10 pm
3:00pm	Gates open for dismissal
3:25pm	KG/1 released for pick up
3:30pm	General release for pick up

[Breakfast/Lunch](#) ← Click here for menu

Both breakfast and lunch will be provided free of charge for all interested students. Staff will be in the cafeteria to help students, but we do ask that you practice with your child how to open items that you will be including in packed lunches. We will always give/ask the student to try to open things on their own to gain their independence. The more they can open on their own, the less time they need to wait for assistance. We are unable to heat up student lunches, so please pack accordingly. Students will have 30 minutes to eat lunch.

## Outdoor Recess

We will be going outside for recess every day (sometimes more than once) unless it is raining, lower than 20 degrees (including the windchill), or there are hazards (I.e., snow, ice). We have a lot of equipment to play on so please keep that in mind when choosing shoes for your child to wear. Flip flops are not permitted. Sandals need to have a back (behind the ankle). Children play hard, so good footwear is important. Also, please label coats, hats, gloves, hoodies, etc. We do our best to “reunite” lost clothing with students and labeling helps!

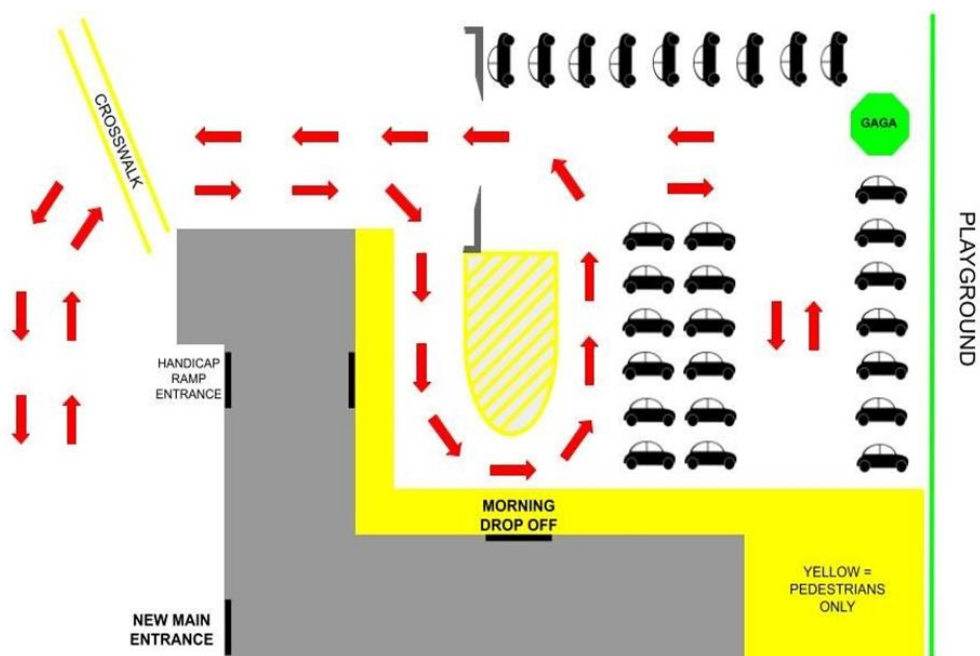


### Arrival (see map below)

Students can enter the building at 8:30 for breakfast. Please do not drop your student off before an adult is at the door. Students will not be allowed to enter the building before this time. If your child is not eating breakfast, please try to drop them off after 8:45. Students are able to enter their classroom at 9:00 am.

### Dismissal (see map below)

Students will begin to be dismissed from their classroom at 3:30 (3:25 for kindergarten). If you are picking up your child, please do not get them before 3:30. They are working hard in their classroom and may miss important information if they leave early. When a child leaves before dismissal, they need to be signed out. We will not call students down for early release at 3:00 or later. You will receive two pick-up passes on the first day of school in order to create a safe and expedient dismissal. You will need to have this pass **every time**. If you forget it, then you will need a picture ID.



## **Indian Springs Contact List**

Alissa Horstman, Principal – [ahorstman@columbus.k12.oh.us](mailto:ahorstman@columbus.k12.oh.us)

John Vincent, Leadership Intern – [jvincent2995@columbus.k12.oh.us](mailto:jvincent2995@columbus.k12.oh.us)

Lynne Elasky, School Secretary - [lelasky@columbus.k12.oh.us](mailto:lelasky@columbus.k12.oh.us)

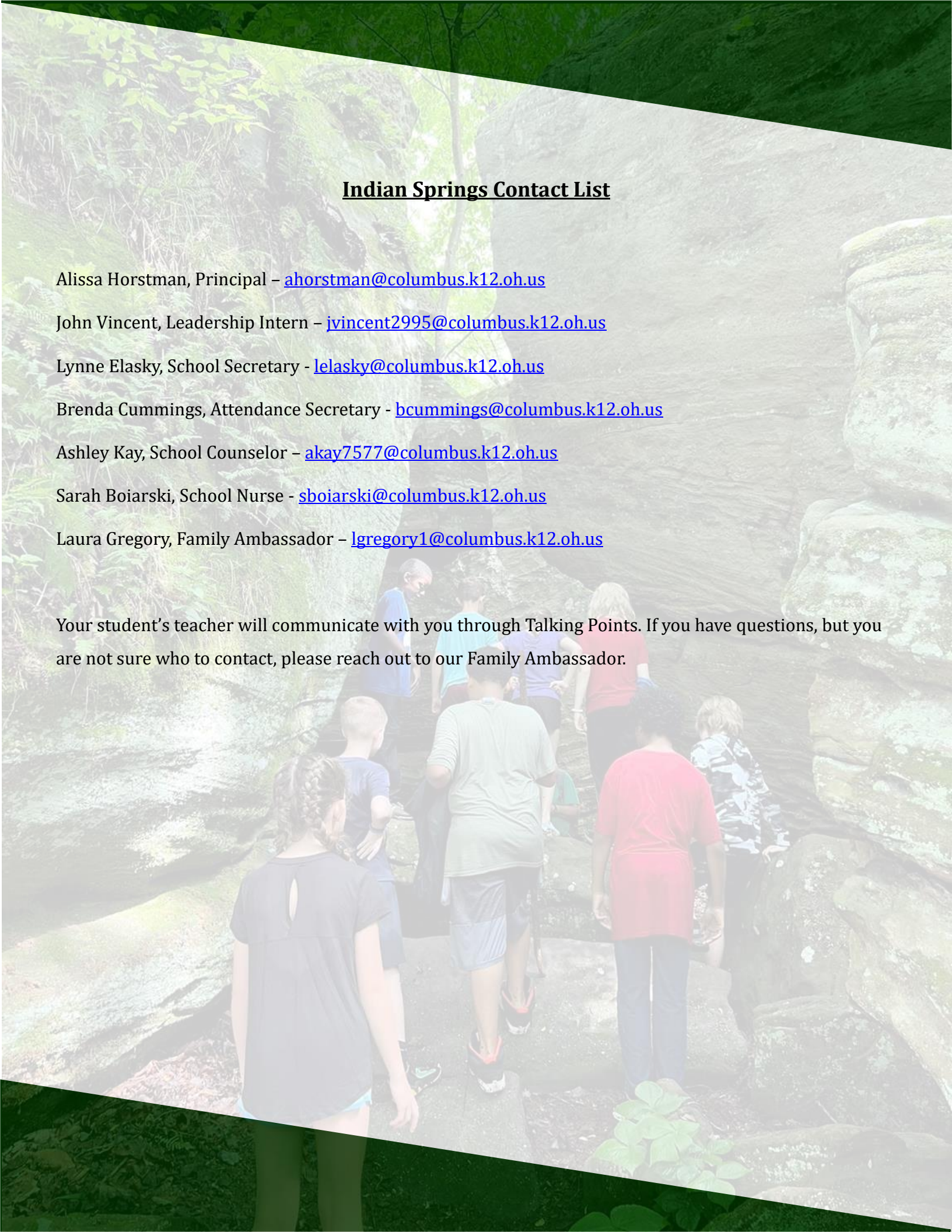
Brenda Cummings, Attendance Secretary - [bcummings@columbus.k12.oh.us](mailto:bcummings@columbus.k12.oh.us)

Ashley Kay, School Counselor – [akay7577@columbus.k12.oh.us](mailto:akay7577@columbus.k12.oh.us)

Sarah Boiarski, School Nurse - [sboiarski@columbus.k12.oh.us](mailto:sboiarski@columbus.k12.oh.us)

Laura Gregory, Family Ambassador – [lgregory1@columbus.k12.oh.us](mailto:lgregory1@columbus.k12.oh.us)

Your student's teacher will communicate with you through Talking Points. If you have questions, but you are not sure who to contact, please reach out to our Family Ambassador.





### **Title I- Parent & Guardian Right to Know**

Indian Springs ES is a Title I School and we are very proud to offer your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualification as defined in the *Every Student Succeeds Act*. These rules allow you to learn more about your child's teachers training and education. We are happy to provide this information to you.

#### **Parent's Right to Know- Section 1112(e)(1)A)**

Qualifications: At the beginning of each school year, an LEA that receives Title I funds must notify parents of each student attending any Title I school that the parents may request, and that the agency will provide the parent upon request (and in a timely manner) information regarding the professional qualification of the student's classroom teachers, including at minimum the following:

- Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides education;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree; and
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

Additional Information- A School that receives Title I Funds must provide to each individual parent

- Information on the level of achievement the child has made on all state assessments; and
- Timely notice that the parents' child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.



## IMPORTANT INFORMATION FOR **PARENTS/GUARDIANS**

**Is Your Parent Portal Account Activated?** Stay engaged in your child's education by setting up and signing into the Columbus City Schools Parent Portal. Through the Parent Portal, you'll be able to securely access valuable information on your student(s):

- Teacher Contact
- Grades and Course Schedules
- Daily Attendance
- Missed Assignments
- Paperless Applications for: School Choice, Summer School, and Career Tech
- Update Contact Information\*\*
- Pay Fees

\*\*The most updated contact information for your child is needed for the District and its schools to communicate with your family via phone, text, and email. It's very important to update your child's contact information every year, and now it's much easier through the Parent Portal.

**Need to update your contact information?** It can all be updated online through the Annual Update in the Portal. This includes emergency contacts, phone numbers, and email addresses. Columbus City Schools communicates information about School Choice Lottery, Career Tech, Summer School, and other pertinent announcements via auto-dialers and email contacts.

**Do you have an address change?** Parents and Guardians can now update their home address and make a request to change their students' school of enrollment through the Annual Update.

**Important Annual Forms** are also completed online through the Annual Update in the Portal. This includes acknowledgements such as Emergency Contact Information, Consent for Release of Student Information, Internet Acceptable Use, FERPA Rights, and the Compact Form.

## ACTIVATING THE PARENT PORTAL IS EASY.

1. Go to <https://www.ccsok.us/> and click on the Students & Families tab.
2. Click on the PARENT PORTAL box at the bottom of the page.
3. Click on the button that says NEW USER ACTIVATION.
4. Enter your ACTIVATION CODE (contact your school to obtain one if needed). *We know it's long - that helps keep the data secure - so type carefully.* Once the code has been activated, it can't be used again.
5. Follow the prompts to set up your username/password and to add a recovery email address.
6. If you've forgotten your username/password, click on EXISTING USER in the Portal, then click FORGOT USERNAME/PASSWORD, and the information will be sent to the email used to set up the account. If you no longer have access to the email you used when setting up the account, **please send a picture ID and your student's name and date of birth to [parentportalaccess@columbus.k12.oh.us](mailto:parentportalaccess@columbus.k12.oh.us).**

The Parent Portal login will also allow you to have personalized alerts sent directly to your smartphone through the **Columbus City Schools Mobile App**. You can download the free Columbus City Schools Mobile App now by searching "**Columbus City Schools**" in the app store on your mobile device.

## STILL HAVE QUESTIONS?

Call the District FACTLine at 614-221-FACT (3228) or the Parent Portal Assistance Line at 380-997-7245.