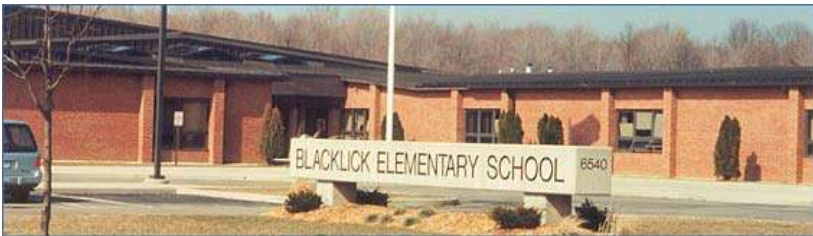


BLACKLICK  
ELEMENTARY SCHOOL

PARENT/STUDENT  
HANDBOOK



Dear Parents,

A new school year brings much excitement and many changes. This booklet has been prepared for the purpose of answering questions that are frequently asked by pupils and parents.

In a booklet of this size it is difficult to deal with all of the questions you may have. However, to help clarify many of the more important policies that affect you and your child, I have compiled that information on the following pages.

Please take a few moments to go over the student handbook with your child. Should you have any questions that are not answered, please call (614) 759-5100 or come to the school. The staff will be pleased to meet with you and respond to your questions.

Sincerely,

Robin Schmidt  
Principal

### **MISSION STATEMENT**

Together our mission is to create a safe, supportive school community that will encourage each child who attends Blacklick Elementary to become a respectful, responsible, positive, prepared, and safe citizen of our world. Our students will become critical-thinkers and problem-solvers, able to explore and evaluate information while working independently and cooperatively with others.

### **SCHOOL LOGO & PRIDE EXPECTATIONS**

Students and adults who work at Blacklick Elementary are expected to be:

ResPectful  
Responsible  
PosItive  
PrepareD  
SafE

Students and adults are to have a thorough understanding of the expectations for behavior at Blacklick Elementary and are held accountable for their actions in accordance with these PRIDE expectations.

**GUIDE TO STUDENT HANDBOOK** A copy of the entire Student Code of Conduct is posted in the school office area.

### **STUDENT DRESS**

The responsibility of being well-groomed for school resides at home, and the school asks that all students consider health, safety, and an atmosphere that will promote learning. Therefore, we ask the parents to support and promote the following guidelines:

- Footwear is to be worn at all times. **Students need to wear appropriate shoe attire on gym days, no sandals or flip-flops please.** This also applies to outdoor recess.
- Transparent or revealing tops, muscle shirts, tank tops, half shirts, halter and bare midriff tops are not permitted.

- Shorts that are revealing, such as biking shorts or cut-off jeans are prohibited.
- No hats, sweatbands, sunglasses or outside coats are to be worn inside the building.
- Clothing with profanity, suggestive, or questionable pictures and/or lettering are not to be worn, nor clothing that advertises alcohol, drugs, or disrupts the educational environment.
- If the temperature is above 20 degrees, students need to be prepared to go outside for recess: boots, coat, hat, and gloves.

### **STUDENT BEHAVIOR**

The Blacklick staff believes that attitude is an essential part of a student's ability to learn. We have emphasized several areas of student behavior:

- Weather permitting, all students are expected to go out to recess after lunch.
- Once outside, no one is permitted to re-enter the building without the permission of the teacher on duty.
- While on the Big Toy, safe play is expected at all times. There is no jumping or flipping from the upper levels or the ladder. Users are to go down the slides one at a time and always with feet first. No one is to go up the slides. Students are also not to play tag on the Big Toy.
- When the grass area is wet or muddy, everyone must stay on the blacktop. Students will play on "blacktop only" when snow conditions exist.
- Students are to line up at designated areas as soon as the bell sounds for their group.

- Students are not permitted to bring their own toys to school.
- Students are discouraged from bringing to school anything that distracts or disrupts others. Electronic games and devices, collections, toys, and pets should not be brought to school unless they are needed for an approved project.
- Electronic communication devices (i.e., cell phones, MP3 players, and two-way radios) are not permitted to be used during the regular school day. They are to be kept in book bags, only to be used outside of school hours. The school district is not responsible for lost, stolen, or damaged personal belongings.
- Students will refrain from all bullying behavior. Bullying behavior is defined as words and/or actions intended to cause physical and/or emotional harm to others.
- Gambling of any nature, bully attitudes, fighting, vulgarity or rowdy conduct is strictly prohibited on school property.
- No student is allowed to leave school property without permission.
- Cheating on tests or other school assignments is prohibited. Offenders will receive a zero and may be subject to further disciplinary action.
- Chewing of gum is not permitted at school.
- Students' desks are the property of the Gahanna-Jefferson Public Schools and may be searched at any time.

- Everyone at Blacklick will be in an environment free from harassment of any kind: verbal, physical, or sexual in nature. Perpetrators will be severely disciplined.

### **ATTENDANCE & SCHOOL HOURS**

The foundation of a child's success in school is regular attendance. It is vital to your child's educational success to be in attendance to experience the learning process in person with classmates. The policies are as follows:

- The school day is from 8:00 a.m. to 2:25 p.m. Children are permitted in the building upon the arrival of the first bus at approximately 7:50 a.m.
- Students are permitted in the building at 7:50 a.m. and classes begin at 8:00 a.m. (Bus riders are dismissed at 2:25 p.m.)
- Your child is tardy if he/she arrives after the 8:00 a.m. bell. Please give a written excuse for each tardy.
- Kindergarten sessions meet from 8:00 a.m. to 10:45 a.m. and 11:40 to 2:25 p.m.
- All students must leave the school grounds at the end of the day unless they are involved in a scheduled school activity or enrolled in Kidscape.
- Kidscape is an after school care program sponsored and staffed by the YWCA and is held from 2:30 p.m. to 6 p.m. in our cafeteria. Registration is held in the spring and questions can be answered at 224-9121.
- If your child will not be in school, you must call the school prior to 9:00 a.m. If you don't call, we must call you at work or at home. Call 337-3737, ext. 1604, touch 2, and then leave a message when your child is going to be absent. This is our 24-hour InPhoNet line.

- **Upon returning to school, your child will need to bring a note explaining the absence otherwise it will be considered unexcused.**
- Homework requests must be made before lunch. Collected homework will be sent to the office by 2:25 p.m. Please make homework arrangements with the teacher one week in advance when it is known your child will be absent. Students will have the same number of days they were absent to make up missing work.
- The building principal should approve anticipated absences due to scheduled events such as family vacations, hospital stays, etc.
- The tardy bell rings at 8:00 a.m. Students arriving after this time must report to the office.
- **Students are asked not to arrive before 7:50 a.m.**
- If your child will not be in school **you must call the school prior to 9:00 a.m.** If you do not call and your child is absent, we will call you either at work or home. This is done for the child's protection.
- A written explanation of a student's absence from school must be turned in to the classroom teacher upon the student's return to school.
- Anticipated absences due to scheduled events such as family vacations, hospital stays, etc. should be discussed with the building principal. Families are

encouraged to schedule vacations at times that do not conflict with the school year.

- Students arriving after 9:00 a.m. or leaving before 1:30 will be considered absent half a day.
- Students not in attendance for more than one-half of the A.M or P.M. session will be counted absent for that particular session.
- When students are brought to or taken from school during the school day, they must be signed in or out in the GREEN notebook at the office.
- Adults who come to our building are also asked to sign-in at the office in our PURPLE notebook before entering the halls or classrooms. Visitors are required to wear a volunteer name tag.

### **MEDICATION**

Often students become sick at school or come to school ill and are unable to function in the classroom. When this happens, those students come to the office where their temperature is taken. Parents are called when a child's temperature is 100 degrees or more. Parents are required to take the child home when their temperature is over 100 degrees. Children with lesser temperatures are allowed to rest for a bit in the nurse's office and then are encouraged to go back to their classrooms.

Law does not allow us to dispense any type of medication for illness or injury except ice. We call it *Ice and Hug Therapy*. If this is not sufficient to relieve a child's discomfort, parents are called. Parents are also called for any injury that involves the head. We call 911 and notify parents when a serious injury requires emergency assistance.

### **TRANSPORTATION**

#### **Bus Transportation**

All Blacklick students are entitled to bus transportation except those in the Stepping Stone subdivision. Questions can be addressed at 751-7581 (Bus Garage).

- Students riding the bus must follow the rules established by the Board of Education. Failure to obey these rules may result in the loss of bus transportation.
- Students are prohibited from:
  - Changing seats while the bus is in motion.
  - Creating noise at railroad crossings and other dangerous points.
  - Creating excessive noise, loud talking or laughter at any time.
  - Distracting the bus driver in any manner.
  - Putting any part of the body outside of the bus.
  - Fighting on the bus.
  - Spitting or throwing any object from the bus.
  - Smoking or lighting matches on the bus.
  - Eating, drinking, or littering with the bus in motion.
  - Failing to obey the driver.
  - Transporting birds or animals, dead or alive.
  - Transporting any glass containers.
  - Damaging or marking any part of the bus.
  - Using profane or unbecoming language.
  - Bullying others on the bus. Bullying is defined as words and/or actions intended to cause physical and/or emotional harm to others.

- A Bus Transfer Request form must be submitted to the office if a parent wishes, on a regular basis, to have their child picked up or returned to an address other than his/her own. This form is in our office.
- For an emergency situation where guardians will not be home after school, guardians may send a note stating that their child can go home with a friend. This note must be presented to the principal in order to take place. There are no guarantees that your child will be able to ride on a different bus due to buses reaching their full capacity.

### Car Transportation

- Car riders must be dropped off and picked up at the REAR entrance of the school.
- If your child isn't present when you arrive at school to pick him or her up, you should continue to drive around the circle so that others in line don't have to wait.
- Children not picked up by 2:35 P.M. will be sent to the office to wait.
- Any changes to your child's transportation (buses, car riders, Kidscape and daycare), a written note must be given to the classroom teacher by 1:30 p.m.

### SCHOOL CLOSING INFORMATION

- Parents need to come up with an alternate plan (other than making a phone call) for their child to get home in the case of an emergency or students being sent home early.

- Tune in to a local radio or TV station prior to 7:00 a.m. for school cancellations. **Please do not call the school.**

### LUNCH INFORMATION

- Lunch is \$2.50/day and milk is \$0.45/day.
- Lunch payments (cash or check) will be deposited into the student's lunch account.
- Lunch payment can be made into the Debit System at any time.
- Each student will be given a 4 digit ID number.
- Any money sent to school needs to be identified with the child's name, the **child's 4 digit lunch account number**, and placed in an envelope with the child's ID number on the front.
- We encourage students to practice good nutritional habits at school. Students must either purchase a lunch from school or bring a lunch from home in order to purchase extras. No sodas are permitted in lunches.
- Questions about the operation of the cafeteria, menus, or cooks should be addressed to Mr. Bob McCafferty, at 471-7065.

### REPORT CARDS & PARENT TEACHER CONFERENCES

- Grades K-5 will receive a report card every 12 weeks.
- Interim reports for K-5 graders are sent home in the middle of the trimester as needed.
- Formal parent teacher conferences are held in the fall and winter.
- Parent/Teacher conferences can be requested when deemed necessary.

### **HOMEWORK POLICY**

- All students need to read a minimum of 10-15 minutes each evening (20-30 minutes for older students) and review math facts appropriate for their grade level, regardless of whether other classroom assignments are given.
- Students in grades 3-5 are provided with a student assignment book and are shown how to use it.
- If a student forgets homework and it is brought into the office, the student will be called down before lunch to retrieve it.

### **COMMUNICATION**

Communication between the school and home is a vital part of your student's success. We have established many programs to help the communication lines flow.

### **Curriculum Nights**

Meet the Teacher Nights are held either the last week of summer or the first week of school in each classroom. This gives parents an opportunity to hear the teacher present an overview of performance expectations and planned activities for the year. **This evening is for parents only. No students.**

### **Newsletters**

Blacklick News is a newsletter written by the principal and the staff and is emailed to the parents on a monthly basis. The latest newsletter is also posted on [www.gahannaschools.org](http://www.gahannaschools.org). This letter will inform parents of upcoming events, special activities, school procedures and other news items. Also each classroom teacher periodically writes a newsletter for the

parents in his/her classroom.

### **Pride Folders**

Pride Folders are sent home once a week with student work from the previous week. Parents are asked to review the papers in the folder and return the folder with the student the next day.

### **HOLIDAYS, BIRTHDAYS AND CLASSROOM TREATS**

Blacklick Elementary promotes good nutrition in school as one way for our students to receive a quality education and build healthy habits for life. Childhood obesity rates are on the rise, and because this issue can lead to chronic health problems, it is up to us as parents and educators to take an active role in addressing this problem.

- Students are permitted to bring in a healthy snack to celebrate their birthday. Parents are encouraged to visit [www.snackwise.org/snacklist/completelist.html](http://www.snackwise.org/snacklist/completelist.html) for a list of healthy snacks that are ideal for sharing with their classroom.
- Students are not permitted to distribute birthday party invitations.
- Preferred beverages are bottled water and 100% juice boxes.
- Religious holidays are not celebrated with decorations, activities, or programs.
- When religious beliefs preclude a child's participation in such celebrations, the child is permitted to go to the library or to another classroom during this brief period.

### **VOLUNTEERS**

We encourage volunteers in our school! The foundation of a child's education begins at home; therefore, we want you to

continue your support of your child while he or she is in school. There are countless opportunities for parents or other relatives to volunteer time and talent during the school year.

### Wellness Committee

Blacklick Elementary wants to help all of our children be their best and encourage healthy habits for life. Our Wellness Committee has three simple goals:

1. Improve the nutrition in Blacklick Elementary classrooms and events
2. Increase physical fitness opportunities for students at Blacklick Elementary.

Parents are welcome to share their ideas for keeping kids healthy by contacting the Wellness Committee.

### SCHOOL PROGRAMS

#### Rocky's Report~The Morning Show

This program is a news show presented daily at 8:05 a.m. to all classrooms. Students from the fifth grade present the show. Announcer jobs and camera persons must be earned through an audition and selection process held twice a year.

#### DARE Program

The Drug Abuse Resistance Education program provided for our fifth graders is conducted by the Franklin County Sheriff's office. A uniformed officer meets weekly with each fifth grade

class for a nine week period providing instruction. There is a "graduation" ceremony held upon completion of the program.

#### An Evening at Blacklick

This night could emphasize different curriculum areas such as: Math, Literacy, Science, or Related Arts.

#### 4<sup>th</sup> & 5<sup>th</sup> Grade Musical Production

As a culmination to their studies in music class, students present an annual musical theatre production. All 4<sup>th</sup> and 5<sup>th</sup> grade students are involved in this production.

#### Intervention Assistance Team (IAT)

Blacklick provides an intervention service for students who may be experiencing difficulties in the classroom whether academic, social or behavioral. The team consists of staff members who meet weekly to discuss one or two students. Suggestions and strategies are shared with the classroom teacher to help improve behavior or the child's academic growth. Parents are invited to attend.

#### Special Recognition Book Program

Parents and friends of Blacklick have an opportunity to provide books for our library. The librarian maintains a group of selected books that are available for parents or children to select for a donation of \$10 - \$15. A bookplate is then placed in the cover of the book indicating who donated the book and to whom it is donated. This is an excellent way for students to give a gift to Blacklick that will "keep on giving" for many years to come.

### **Pride Partners**

Pride Partners is the Blacklick Elementary PTO and encourages parents to volunteer. PTO provides funding and activities to enhance the school and promote positive relationships between parents, staff, and students. Membership is free and is open to everyone who is part of the Blacklick Community (parents, guardians, staff). All are encouraged to get involved in the many committees and activities sponsored by the group. Meetings are held monthly.

### **LOST & FOUND**

An amazing amount of clothing and personal belongings are lost throughout the year. Most are lost; a few are found. All lost items are taken to the *Lost and Found*, which is located in the custodian's room. Students are encouraged to check for items they have lost. Prior to any vacation, the collected items are placed on tables near the cafeteria for students to have a closer view. Items that are not claimed for over a month or longer and have no name labels are donated to a local charity.

### **FIELD TRIPS**

When trips are taken, parents are informed in advance and are asked to sign a *Permission to Participate* form. The parents' signature on this form does not remove liability from the teacher or the parent. It merely acknowledges that the parent knows his/her child will be away from the school and is aware of the nature of the field trip and its purpose. Parents have the right to deny participation in any field trip. Only students whose parents have signed permission slips will be permitted to leave the building to participate in such activities

### **ELECTRONIC DEVICES/COLLECTIONS, PETS/TOYS**

Students are discouraged from bringing to school anything that distracts or disrupts others. Electronic games and devices, collections, toys, and pets should not be brought to school unless they are needed for an approved project. Electronic communication devices (i.e.: cell phones, MP3 players, and two-way radios) are not permitted to be used during the regular school day. They are to be kept in book bags, only to be used outside of school hours. The school district is not responsible for lost, stolen, or damaged personal belongings.

### **RIGHTS OF NON-CUSTODIAL PARENTS**

A non-custodial parent has the right to receive official information related to his/her child such as progress reports. The office should be notified of the desire to receive such information. Duplicate copies of the reports will be mailed to the requesting parent. Should a non-custodial parent wish to receive other communications from the school, which are not considered official, he/she may send or bring stamped and addressed envelopes to the office. Newsletters, etc. will then be mailed to them.

Non-custodial parents may participate in parent-teacher conferences that concern their child. In the interest of efficiency, effectiveness, and the time of the teacher, we strongly urge that both parents meet with the teacher at the same time. In the interest of time we prefer not to schedule two separate conferences for the same child.



