



**COLUMBUS  
CITY SCHOOLS**

**Scottwood Elementary School**

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**Website:** [scottwoodes.ccsokh.us](http://scottwoodes.ccsokh.us)

**Facebook:** [facebook.com/CCSscottwood](https://facebook.com/CCSscottwood)

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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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## **SCHOOL OPENING NEWSLETTER**

August 08, 2017

Dear Parents and Families,

Welcome to the 2017-2018 school year! I hope you had an enjoyable summer and are ready to begin a fabulous new school year with us.

The staff and I are busy planning an academic program that will challenge and support all of our children at Scottwood Elementary. We will provide a school environment that will enable all children to show growth throughout the year. Our goal is to work closely with you to significantly increase the level of academic achievement for each and every child.

This newsletter will provide you with some basic information that you may find helpful while preparing your child for the upcoming school year. You may wish to keep it as a reference. You can also visit our school website at: [scottwoodes.ccsokh.us](http://scottwoodes.ccsokh.us) for updates from our school and teachers periodically. Feel free to call me if you have any questions. I can be reached during the school day at 365-6507 or you can e-mail me anytime at [kmyers7724@columbus.k12.oh.us](mailto:kmyers7724@columbus.k12.oh.us)

Sincerely,

Kerri A. Myers  
Principal

## **SCHOOL OPENING**

Students in grades 1, 2, 3, 4, and 5 will start school on **Wednesday, August 23<sup>rd</sup>**.

**Kindergarten staggered start** will begin on **Wednesday, August 23<sup>rd</sup>**. Students are scheduled to attend **Wednesday, Thursday, or Friday only**. Parent orientation will be from 9:00-10:00 am on the day your child is scheduled to attend (see dates below):

**Wednesday, August 23**

**Students with the last names beginning with A-I**

**Thursday, August 24**

**Students with the last names beginning J-Q**

**Friday, August 25**

**Students with the last names beginning R-Z**

## **2017-2018 DAILY SCHEDULE**

8:30 - 9:00	BREAKFAST
9:00	SCHOOL BEGINS
11:20-12:20	LUNCH AND RECESS FOR PK, KINDERGARTEN, AND GRADE 1
12:00 - 1:00	LUNCH AND RECESS FOR GRADES 2 and 3
12:45 - 1:45	LUNCH AND RECESS FOR GRADES 4 and 5
3:20	CAR RIDER DISMISSAL BEGINS
3:25	WALKER DISMISSAL
3:30	BUS RIDER / DAY CARE DISMISSAL

**\*\*PLEASE NOTE THAT STUDENTS SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:30 A.M., AS ADULT SUPERVISION WILL NOT BE AVAILABLE.**

## **UNIFORM DRESS CODE**

Students are expected to dress in navy, tan, or black pants/capris/skirts/shorts/jumpers. **Jeans/denim slacks and shorts are not permitted.** Shorts and skirts must be fingertip length or longer. Shirts can be white, gray, blue, pink, or yellow. Shirts should be solid colors only. (No pictures, designs, or decals.) **Please visit our website for complete uniform information.**  
[scottwoodes.ccsd.org](http://scottwoodes.ccsd.org)

## **WHO IS MY CHILD'S TEACHER THIS YEAR?**

Room assignments for the 2017-2018 school year will be available during the *Meet and Greet Ice Cream Social* on Monday, August 21<sup>st</sup> and will be posted in the main hall for the first week of

school. We will have staff available on the first few days of school to assist parents and students in finding the correct rooms.

## **FREE BREAKFAST AND LUNCH FOR ALL SCOTTWOOD STUDENTS!!**



A FREE universal breakfast AND lunch program exists at every Columbus City School. Breakfast is served each day from 8:30 a.m. - 9:00 a.m.

## **INFINITE CAMPUS PARENT PORTAL**

The Infinite Campus Parent Portal is designed to give parents/guardians access real-time information on your Columbus City Schools student(s), including class schedules, assignments, grades, attendance, and more. If you have not yet created your portal account, please visit the Columbus City Schools website click the parents tab on the left to activate your account.

The video link below provides a brief overview of the Portal and the Mobile App:

<https://www.infinitecampus.com/video/infinite-campus-portal-mobile-app>

## **BUS INFORMATION**

1. **Please keep in mind that buses may be early or at times delayed during the first week of school.** You should receive bus/route information within three days prior to the first day of school. If you do not, please call transportation at 614.365.5074
2. Students are expected to follow each and every bus rule while at the bus stop and on the school bus. Failure to follow bus rules may result in suspension from the school bus.
3. Buses load and unload in front of the school on Scottwood Rd. Bus students are dismissed to load buses each day at approximately 3:30 p.m. If you know that your child is not riding a bus please make sure that a note is sent/or a phone call given **prior to 3:00 p.m.**

## **DISMISSAL PROCEDURES**

1. **CAR RIDERS**-If you are picking up your child every day, please wait in your car **outside of the school** in the car rider lane on Coburg. A staff member will call on a walkie to have your child released from the car rider room.
2. **WALKERS**-Children who walk to school will be dismissed to the walker room. As soon as all children are accounted for, staff members will walk students to the corner. If you or a sibling is picking up a child that walks to school, please wait at the corner until students are brought out.
3. **BUS RIDERS**- Children who are bus riders will be called to the front lobby as soon as their bus arrives and are escorted to their bus.
4. **DAYCARE VANS**-Children who are picked up by a day care will be escorted to the day care rider room at dismissal. Students are loaded on day care vans as soon as they arrive.

## **SAFETY PATROL/CROSSING GUARDS**

1. Every effort will be made to train and provide safety patrol students and an adult crossing guard at the school to ensure that students get across busy streets safely.
2. Students and adults are expected to follow the direction of the safety patrol workers.
3. Safety patrol workers may not be on duty due to unexpected absence and/or inclement weather. Please make sure that your child can cross the street safely with or without safety patrol assistance.

## **GUIDE TO STUDENT SUCCESS**

During the first week of school, your child will be bringing home this important document. Please read it together carefully and keep them for future reference. Students and parents are responsible for the guidelines and procedures listed. *REMEMBER TO DETACH AND SIGN THE FORMS AND SEND THEM TO SCHOOL WITH YOUR CHILD.*

## **SCHOOL SUPPLIES**

Students are expected to bring supplies on the **first** day of school (please visit our website for the updated supply list if you do not have the one sent home at the end of last year). Students should also report on the first day with a book bag. Please make sure book bags and lunch boxes are clearly marked with your child's name with a permanent marker.

## EMERGENCY PLANS

1. It is essential that we have an emergency card and a medical authorization card on file for each student. This will help us contact you in the event that your child is ill or injured.
2. We must have at least two people listed on each emergency card, other than the parent who can be responsible to reach you or to pick up your child if you can't be reached. Please select those who we can reach by telephone.
3. You must notify the school immediately if your phone number and/or address changes.
4. PLEASE LET YOUR CHILD KNOW WHERE HE/SHE CAN GO IF YOU ARE NOT HOME AND SCHOOL MUST BE DISMISSED EARLY DUE TO AN EMERGENCY, SUCH AS A POWER FAILURE OR SEVERE WEATHER. It is not possible for us to contact every parent by phone, so it is your responsibility to make sure that your child knows a safe place to stay, should such an event occur.

## MEDICATION POLICY

Prescribed medication for use by a student will be permitted only when verified by a physician that the medication must be taken during school hours. All students taking medication must have a statement signed by both the physician and the parent. Such forms are available in the school office. All medication is to be brought to the main office and given either to the secretary, nurse, or to the principal. All medication must be officially labeled with the child's name and dosage.

## PARENT VISITATION

We welcome your visit to Scottwood Elementary and ask that you follow this general visitation policy:

1. VISITORS must sign in at the office using our Lobbyguard system. Please make sure you have your driver's license to use this system. During the school day, all visitors should enter through the door located next to the school parking lot. **Please ring the buzzer to be admitted.**
2. We ask that classroom visitations do not disrupt the school day or the learning process. If students are testing or involved in an otherwise serious activity, visitors will be asked to come at a more appropriate time.

3. Parents of students in modular classrooms must check in the office and not go directly to the classroom for a visit or for dismissal.

### **PARENT'S/GUARDIAN'S RIGHT TO KNOW**

You have the right to request information regarding the professional qualifications of your child's teacher. All Scottwood teachers have at least a Bachelor's Degree and hold a valid teaching license. Scottwood teachers and instructional assistants are Highly Qualified under federal guidelines. Please contact Ms. Myers, school principal, if you have any questions.

### **CELL PHONES, TOYS, VIDEO GAMES, AND RADIOS**

Cell phones, toys, radios, and any items that disrupt the school day and the learning process are not permitted and will be confiscated. These items will only be returned to a parent. This includes cell phones, video games, and trading cards.

### **EXPECTATIONS FOR STUDENT BEHAVIOR**

Please talk with your child before the first day of school and emphasize the importance of excellent behavior in school. This means following directions at all times and using peaceful strategies to solve problems with other students. Fighting or violence of any kind is not permitted, regardless of the reason.

### **ATTENDANCE POLICY**

Because of the tremendous amount of subject matter taught each day, regular daily attendance at school is a necessity. We ask that if your child must be absent, that you call the school by 9:00 a.m. to provide us with that information. You are required to send a written note upon your child's return to school, stating the reason for the absence. If a note is not received, then the absence is considered to be unexcused. You are responsible for contacting the teacher to make up any assignments missed during the absence. Failure to make up assignments may affect your child's grades.

**The only absences accepted by the school as excused are as follows:**

1. Personal Illness (A doctor's excuse may be required for frequent or extended absences.)
2. Death of a Relative
3. Quarantine of the Home
4. Observance of a Religious Holiday
5. Family Emergency (Principal approval required)

## **LATE ARRIVALS**

Students who arrive at school after 9:00 a.m. are considered to be tardy. All students are expected to be at school and in classrooms by 9:00 a.m. If your child eats breakfast at school and is a walker or a car rider, he/she should arrive at school at 8:30 a.m. to allow time to eat. Bus riders are not counted tardy if they ride the bus and the bus arrives at school late.

## **EARLY DISMISSAL**

Unless it is an emergency, **we request that you not pick your child up before the end of the school day.** Please keep in mind that the **school office closes at 3:00 p.m.** and students cannot be signed out after that time. Teachers are finishing instruction, giving homework assignments, preparing the class for dismissal, and finishing the day's tasks. All early dismissals will be documented and will be referred to the school social worker if they become excessive. **An early dismissal is defined as one that requires you to sign out your child at the office before the official end of the school day.**

**REMEMBER TO CHECK YOUR CHILD'S BOOKBAG EVERY DAY FOR HOMEWORK AND IMPORTANT SCHOOL INFORMATION!**

You can also visit our website and social media pages for up to date information!

Website: [scottwoodes.ccssoh.us](http://scottwoodes.ccssoh.us)

Facebook: [facebook.com/CCSScottwood](https://www.facebook.com/CCSScottwood)

Instagram: @CCSScottwood