

# **John Burroughs Elementary School**

Parent/Student Handbook



551 S. Richardson Ave.  
Columbus, Ohio 43204

**Phone 614-365-5923**

**Fax 614-365-5924**



"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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**551 S. Richardson Ave.**  
**Columbus, Ohio 43204**  
**Phone: 614-365-5923**  
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## **Parent/Student Handbook**

Dear Parents/Caregivers and Students,

Welcome to Burroughs Elementary School. This handbook is designed with you in mind. It should be useful and informative. I hope you read the information and use it as a reference throughout the school year, **there have been changes made to this handbook for this school year.** If you have any further questions, please feel free to call the school office. Please fill out the last page and return it to school with your child. I am looking forward to a successful year working with our students and families.

Mr. Robert Losee  
Principal

## **MISSION AND VISION STATEMENTS**

**Columbus City Schools District Vision:** A world-class model of public education that prepares all students to be Portrait-ready graduates and reach their full potential.

**Region 1 Vision:** All Region 1 Administrators will eliminate the opportunity and achievement gaps for all students.

**John Burroughs Elementary Vision:** Our Burroughs community provides an environment where all children feel loved, respected, and encouraged to develop their full potential.

**Columbus City Schools District Mission:** Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

**Region 1 Mission:** We exist to provide culturally responsive educational opportunities and choice for all students.

**John Burroughs Elementary Mission:** We embrace all families as partners in our commitment to developing the whole child in a safe, engaging, and inclusive learning environment.

## PARENT PORTAL AND INFINITE CAMPUS

It is important that all families take the time to update their contact information in the parent portal on Infinite Campus. Having updated phone numbers, emails, and emergency contacts is important. School communications will come to families by texts, calls, and emails, and if your contact information is out of date, you may miss out on important information. Please also ensure that the emergency contacts you have listed in infinite campus are still who you wish for us to contact in the event you are not available. We will reach out to these contacts when we deem it necessary. In addition, the only people who will be allowed to pick up any student during the school day are the people listed in Infinite Campus. If the person you send to pick up your student is not listed in Infinite Campus, your student will not be released to them. Everyone picking up a child **MUST** show a picture I.D.

## ARRIVAL / DISMISSAL

Classes begin at 9:00 a.m. **CHILDREN SHOULD NOT ARRIVE BEFORE 8:45 a.m. Staff is not on duty until this time.**

All parents who transport students to school should arrive through the student pick-up area located on S. Richardson Ave. on the east side of the school building. Students will then enter the school through the cafeteria doors from the playground. School buses and daycare vans dropping off students will pull into the bus lane on Sullivant and unload students. The students will then enter the school through the cafeteria doors from the playground.

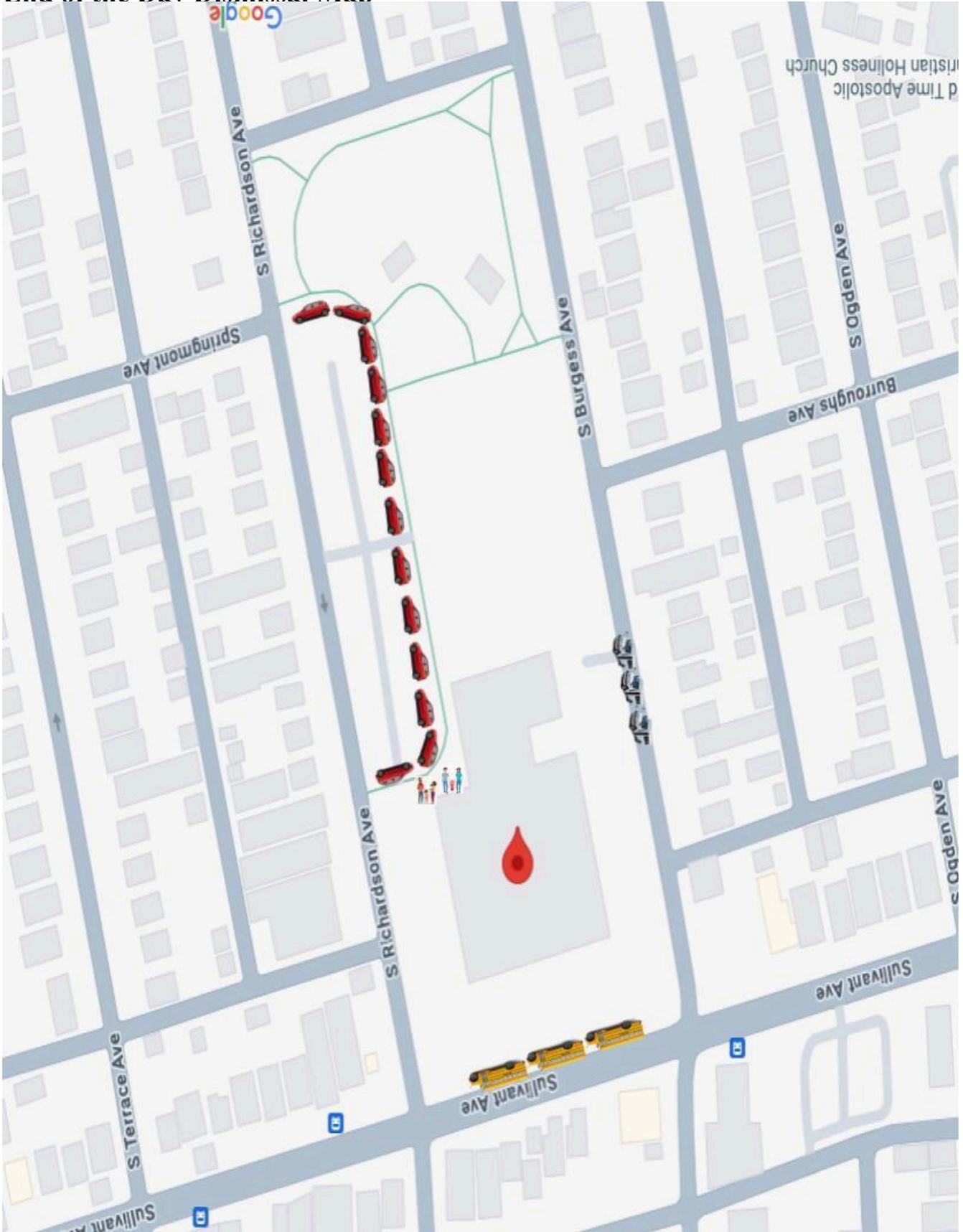
Parents/guardians who escort their students to school should stop at the entrance to the cafeteria and students should enter the building on their own.

Dismissal begins at 3:20 PM. When picking your child up at the end of the school day, please stay in your car, and pull into the parking lot on S. Richardson Ave. Line up along the curb or grass pulling up as close to the car in front of you as possible. Students will then come to your car to load. After your child is in your car, please wait until a staff member dismisses all of the cars. This will ensure our students stay safe while dismissing for the day. Bus riders and student attending Daycares will dismiss through the front of the school on to Sullivant Ave where their buses will be waiting.

All visitors should sign in and wear their visitor's badge while in the school. Please sign out when you leave. The doors will be locked the entire day. When picking up your child early, please go to the front office and sign your child out. The secretary will call the classroom for the student to report to the office.

For the safety of our students, students will NOT be dismissed between 3:00-3:20, for any reason. If you **MUST** pick up your student early from school, please pick them up prior to 3:00. Only parents, guardians, and authorized adults listed in Infinite Campus may sign a student out **prior to 3:00pm. A driver's license, State ID, or picture passport are required to sign a student out of the building.** If the parent/adult does not have a driver's license, state ID, or passport, and is not known by the office, they will not be able to sign their student out. The office will not be able to call a parent at the time of release for permission.

# End of the Day Dismissal Map



## BELL SCHEDULE

8:45 AM	Breakfast
8:55 AM	Students Begin to Report to Classrooms
9:00 AM	Start of School
12:00 PM	Lunch grades 3-5
12:30 PM	Lunch grades Pk-2
3:20 PM	Dismissal
3:30 PM	End of Dismissal

## ATTENDANCE - ABSENCES

*Every Day Counts*

### Tardiness

- Students arriving at school after 9:00 AM are marked tardy.
- A note signed by the parent/caregivers stating the reason for tardiness is required.

### Excused Absences

- Serious accident or illness
- Death of a relative
- Religious holiday

### **All other absences are considered Unexcused Absences.**

Parents need to call, email, or complete the online Student Absence Form for the school by 9:00 AM to report student absences. Upon return from an absence, the following procedure is to be followed: *(if the parent did not complete the online Student Absence Form already)*

A written note signed by the parent, stating date(s) of and reason(s) for absence from school. Please send the note to school with your child the day they return to school.

**Attendance email address:** [attendance.burroughs@columbus.k12.oh.us](mailto:attendance.burroughs@columbus.k12.oh.us)

**Attendance phone line:** 380-997-0225

Under state law, absent children must be accounted for. Excessive absences for any reason will be noted and referred to our attendance team. Please assist us in upholding this law. When your child returns to school, please send a note or doctor's note with them. If we do not receive a call or note, your child's absence is unexcused.

When your student is absent for a medical appointment or illness, please notify the school by phone, email, or by completing the online Student Absence Form before 9:00 AM. All absence notes and doctor's notes must be received at the school within one (1) week of the student's absence. You may scan a clear and legible picture of the doctor's note to the attendance email address found below. A voicemail or completion of the Student Absence Form can be left any time of day/night.

## **BREAKFAST & LUNCH PROCEDURES**

### **Breakfast**

Breakfast is offered to all Columbus City Schools students daily free of charge. Breakfast begins at 8:45 AM everyday.

### **Lunch**

ALL Columbus City Schools students are eligible for free lunch.

Students are not permitted to leave the school during the lunch period unless written permission is received from a parent or guardian and the parent or guardian is present to pick up the student at the beginning of their lunch period.

No pop cans or glass bottles are permitted in the lunchroom. Since we have a large number of lunch boxes, we suggest that lunch boxes be marked with the child's name and room number.

## **HOMEWORK**

Each teacher will individually notify you in writing regarding their homework policy.

## **REPORT CARD GRADING SCALE**

All report cards (K-5) distributed in Columbus City Schools will follow the format of the Standards-Based Report Card. This grade card is aligned with the Columbus City Schools curriculum guides which are aligned with the Ohio State Standards.

- The KEYS for Levels of Performance in ACHIEVEMENT are as follows:
  - 4 – Advanced; Consistently **EXCEEDS** required level of performance
  - 3 – Proficient; Consistently **MEETS** required level of performance
  - 2 – Basic; **WORKING TOWARD** required level of Performance
  - 1 – Below Basic; Consistently **WORKING BELOW** required level of performance

\*Note that these KEYS of 1-2-3-4 in achievement **are NOT to be** equated with letter grades of A-B-C-D-F.

A score of a 4 means a student has demonstrated the ability to complete work beyond the required level of performance. (At least one grade level higher).

A score of 3 is a great score. Students are expected to be proficient at their grade level. This is where we want all students to be at a minimum.

A score of 2 does not mean the child is failing. What it does mean is the child has not mastered all of the indicators under the standard and is working toward proficiency in the standard.

A score of 1 could be an indicator that the child is experiencing great difficulty with the standard and should be a reason for concern.

## SCHOOL RULES & GUIDELINES

All staff members are responsible for all students. Students are to be respectful and to follow the instructions of **ALL** staff members at **ALL** times.

School rules are designed to ensure the best possible atmosphere for learning and for getting along with other students and teachers. The rules are as follows:

1. No classroom disruptions will be tolerated. Each student has the right to learn, and every teacher has the right to teach. Therefore, no student will be permitted to disrupt any class and thereby infringe on the rights of the teacher to teach and the student to learn. Students must obey the directions of the school staff and may not talk back in a disrespectful manner. Students must learn that there are consequences to their actions and behavior.
2. Every student has the right to feel secure, safe, and free from threat and intimidation. Fighting, bullying, or inappropriate verbalizations and gestures toward others will not be tolerated.
3. All students are expected to respect school property, as well as other student personal property at Burroughs Elementary School.
4. **Every student at Burroughs will show respect for themselves.**
5. Students at Burroughs will show respect for cultural differences. Racial slurs, inappropriate language or gestures, and profanity are prohibited.
6. The grounds, cafeteria, halls, restrooms, and buses are integral parts of the school and students are to conduct themselves in a responsible way in each of these areas.
7. Honesty is imperative to group living. Therefore, students are expected to display honesty and will not cheat or steal.

Students who do not follow the school rules will be dealt with in a **firm, fair, and consistent** manner. Students will always have the opportunity to explain the situation. Those who do not utilize alternatives to the misbehavior(s) and continue to violate rules may be subjected, but not limited to, the following penalties:

1. Parent Conference
2. Time-Out
3. Detention
4. PEAK
5. Suspension
6. Expulsion

Please refer to the *Guide to Positive Student Behavior* for more detailed information.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

1. Copies of *The Guide to Student Success* are sent home for review by parents and students at the beginning of the school year.
2. Students are entitled to due process of law as administrators enforce the expulsion, suspension, and removal policy of the Columbus City Schools.
3. The school has a right to regulate dress and grooming, but only in the interest of health, safety, and effective instruction. Improper dress will be judged on an individual basis.
4. Students, parents, or guardians have the right to review a student's school records with a member of the professional staff. A request to review records should normally be honored within three days.
5. It is the responsibility of the student to know what the school rules are and to act in accordance with them.

## **BEHAVIOR EXPECTATIONS**

Here are some basic guidelines that will promote a safe and enjoyable atmosphere for everyone:

Our Burroughs Bees:

- Be respectful
- Be responsible
- Be safe
- Be caring
- Believe in yourself

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)**

Burroughs Elementary School staff and students adhere to the policy and procedures of the Columbus Board of Education on matters of behavior and discipline practices. It is necessary that children learn to develop self-discipline to further their learning. We ask that you discuss with your child the importance of and need for good behavior while at school.

Columbus City Schools implements a tiered Positive Behavior Interventions and Support (PBIS) model for student behavior. We teach behavior expectations to the whole class, work with small groups who need additional support and, when necessary, develop individual support plans. Families are an essential part of this process. Please reach out to your child's teacher if you need more information, or believe that your child is struggling to be successful in school.

## **CARE OF BOOKS AND SUPPLIES**

Students are expected to take care of any school library book, textbook, Chromebooks, and supplies and to carry them to school in book bags, plastic bags, or sacks when it is rainy or snowy. A fee is assessed for lost or damaged books and Chromebooks.

## EMERGENCY DRILLS

The state of Ohio requires that all schools conduct monthly drills. We recognize that for some of our students, these drills may be scary or uncomfortable. The drills are important, and all students need to know how to react in the event of a real emergency. We will practice these drills with students and we ask that parents also reiterate the importance of these drills with their students. We will conduct the following drills:

- Fire Drill - Monthly
- Lockdown Drill - Monthly
- Tornado- in the Fall and Spring
- Reverse Evacuation - Monthly
- Relocation - Once a Year (notification will come home prior to the drill)
- Shelter in Place - Once a Year

Please reach out to your child's teacher with any questions.

## SCHOOL BUS RULES

The bus driver is responsible for the management and safety of pupils and responsible for enforcing the rules. Disorderly pupils will be referred to the principal and he will be responsible for notifying parents/caregivers that **continued disorderly conduct will result in suspension from the bus.** Bus rules include (but are not limited to):

1. Remain in assigned seat; changing from seat to seat while the bus is in motion is very dangerous and prohibited.
2. Pupils must ride the designated bus. If other arrangements at dismissal have been made, a note from parent/caregiver is required or the pupil will be put on his/her designated bus. This note must be turned into the office by 9:30 AM. **NO EXCEPTIONS**
3. A respectful level of conversation must be maintained. Excessive noise is dangerous and prohibited.
4. At railroad crossings and other danger points, quiet must be maintained.
5. Pupils may not extend any body part through open windows on the bus.
6. When exiting the bus, students must observe appropriate rules for crossing the street.
7. Throwing objects or spitting from bus windows is prohibited.
8. Pupils will refrain from eating, drinking, or littering on the bus.
9. Pupils are to follow directions given by the bus driver at all times.
10. Animals, pets, or glass containers may not be transported on the bus.
11. Parents/Caregivers will assume responsibility for any damage or marking on the bus by the pupil.
12. Pupils will speak respectfully at all times; profanity is prohibited.
13. Students should arrive on time at the designated stop; school buses **cannot** wait on tardy students.

## VISITORS

1. All visitors must check in at the office upon entering the building.
2. Parents have the right and are encouraged to observe their child's classroom at anytime; however, parents may not disrupt the learning environment, and may not hold conversations with their child or the teacher during the classroom visit.

3. Conferences must be made by prior arrangement with the teacher.
4. No visitor should come into a classroom without identification.

Adults and visitors are allowed entry only at the S. Richardson Avenue main door near the office. You will be buzzed in and will start in the security vestibule. We will buzz you into the office as space is available. Once you have entered the office, someone will be available to assist you. If you are meeting with a teacher or are signing out your student you will need to have your ID to sign-in to the visitor identification center. All parents, guardians and visitors are required to have a valid State Driver's License or State ID that is needed to sign-in. If you do not have a valid ID, you are able to get a **FREE State ID at any Bureau of Motor Vehicles (BMV). Starting April 7, 2023, Ohioans who are 17 years and older can receive an ID card at no cost.**

**BMV link:** [free-ID-palm-card.pdf \(ohio.gov\)](https://www.bmv.gov/ohio/free-ID-palm-card.pdf)

## STUDENT DRESS CODE

Burroughs Elementary School follows the Columbus City Schools Dress Code Policy.

1. All clothing shall be within the bounds of decency and good taste as appropriate for school. Clothing shall be sufficient to conceal undergarments at all times.
  - Dresses, skirts, or shorts shall be within the bounds of decency and good taste and not shorter than mid-thigh.
  - No sleep wear.
  - No bare midriffs. As a test for appropriate length, no bare midsection shall be exposed when arms are raised above the head.
  - Tops may not be low cut, off the shoulder or otherwise revealing.
  - Tube tops, spaghetti strap tops, halter tops and/or any strapless top or dress which reveals the midriff or breasts are neither acceptable nor permitted.
  - No undershirts shall be worn as outerwear.
  - Clothing may not be “see through.”
  - Shirts must be worn at all times and must be sized appropriately so that they do not interfere with normal school activities.
  - Shorts, pants, and skirts shall have no writing across the seat area.
  - Clothes may not be tight or form fitting.
2. Appropriate attire is important for student safety. Shoes must be worn at all times. Flip-flops, slippers/bedroom shoes and beach shoes are not permitted.
3. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire.
  - Clothing and 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 glorification of drugs, tobacco, alcohol or violence.
  - Metal studded collars and chains hanging from clothing are not allowed.
4. Hats, caps and other types of head covering (other than for religious/cultural purposes) shall not be worn inside school buildings.
5. Sunglasses are approved for wear outside, but not for inside the school building.
6. Students may wear Bermuda shorts, walking shorts or other shorts within the following guidelines:
  - The length of shorts must be within the bounds of decency and in good taste as appropriate for school.
  - Sagging shorts are not allowed.
  - Short shorts or gym shorts are not to be worn other than for physical education courses.
7. The fullness of pants must not interfere with normal school activities and must be neat and clean at all times. All long pants must be proper waist size, length and leg size (no sagging; no oversized clothing).
  - Students wearing overalls or other bib type attire must have the straps buttoned appropriately and wear an acceptable shirt or blouse underneath.

- The waist of the pants must not be more than one inch bigger than the correctly measured student waist size.
- Pants cannot be gathered or drawn together at the waist and must not hang below the waist.
- Pant inseams must be appropriately sized for the student. Pant length should not touch or drag on the ground.
- Belts must not be more than three (3) inches longer than the student's measured waist size.

Children should be dressed appropriately for the season of the year and specific daily weather conditions. Students will have outdoor recess unless weather conditions or temperatures are so severe (**below 25 ° F**) as to be unsafe. Children will go out regardless of how they are dressed, so please be sure they are dressed appropriately. During cold weather children might want to wear warm coats, pants or tights, gloves, hats, sweaters or boots. Social service agencies can help if you need assistance in obtaining warm clothing.

For safety reasons, students are required to wear athletic shoes during physical education class. All athletic shoes and all clothing should be labeled with the child's name.

## **MEDICATIONS**

Students may be permitted to use **prescribed or over-the-counter medication** during school hours when the building administrator has received the following:

1. Written permission from the parent or guardian.
2. A physician's verification of the necessity for the medication to be taken during school hours and identification of the medication, dosage, and time interval it is to be taken.
3. A statement releasing and holding the Board of Education and school personnel harmless from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.

Medications will be administered by the school nurse or office personnel after all authorization paperwork has been completed. Medications will be maintained in a locked cabinet in the school office. When possible, medication schedules should be arranged so that medication is given at home.

Medications should be brought to school in the original container, which identifies the contents, the student's name, and the date of expiration.

Please request Authorization Forms for medication before sending any medication to school with your child. Each medication will require a separate Authorization Form.

## **HEALTH SERVICES**

We have the services of a registered nurse. She would be happy to talk with you regarding any health problems that may affect your child's performance. Please call the school office for an appointment. When your child is at school, the school nurse will be responsible for monitoring their health condition. When your child becomes ill at school, the school secretary, nurse, or principal

will call the parent or other emergency contact person(s). *We want every child in school, but not if they are sick. In fairness to peers and staff, please keep them home if they are ill.* Students will also have routine health screenings at school. Health referrals, such as vision or dental, will be sent home as needed.

## IMMUNIZATIONS

According to Ohio law, all children entering Columbus City Schools should be immunized for the diseases listed in the Guide to Student Success. Parents are required to submit official documentation of immunization to the school prior to the beginning of classes. A fourteen-day (14) grace period will be allowed for the completion of any immunizations not current at the start of the school year. Children are not allowed to attend school if they are not immunized.

All children born in a foreign country are required to have a tuberculin skin test prior to enrollment.

## YEARLY MEDICAL EXAMS

According to Ohio Preschool Law, parents need to provide a medical exam report on their child **not later than thirty days after admission** and annually from the date of examination thereafter. This report must be from a licensed physician.

## POLICY ON BIRTHDAY PARTIES

Please note that due to possible food allergies, cultural beliefs, and in order to maximize learning time, Burroughs does not permit birthday celebrations or birthday deliveries (e.g. balloons, flowers, etc.) to students. Burroughs will celebrate birthdays by posting your child's name on its Birthday Celebrations Board. Thank you for your support regarding this.

## CELL PHONES/TECHNOLOGY

Students are allowed to bring cell phones to school, but they must be turned off and kept in book bags during school hours. If cell phones are out during the school day a teacher may confiscate them and they will be returned at the end of the day. The school will not be responsible for lost or stolen cell phones. No other technology except district issued devices will be allowed at school. If brought to school, these items will be confiscated and only returned to a parent/guardian.

## TELEPHONE

If you need to get a message to your child, please call the main office and we will deliver the message to them. We do not call children out of class to take phone calls.

## SCHOOL CLOSINGS

The decision to close schools for an entire day because of an emergency will be made by the Superintendent. Radio and television stations will broadcast school closing announcements due to inclement weather no later than 6:30 AM. The decisions to close school early during the day because of an emergency will be made and announced by the Superintendent. Public

announcements will be made immediately after the schools have been notified. Contact information regarding parents and other designated persons should be regularly updated. **Every family should have an emergency plan for school closings.**

School closing notifications are publicized via email, on major radio and television stations, on the CCS website, and through the CCS app. On inclement weather days, please listen to the news for specific information. Closings are also listed on the following websites:

[www.columbus.k12.oh.us](http://www.columbus.k12.oh.us)

[www.wbns10tv.com](http://www.wbns10tv.com)

[www.nbc4i.com](http://www.nbc4i.com)

[www.wsyx6.com](http://www.wsyx6.com)

## **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.**

## **CHILD ABUSE AND NEGLECT**

The law in the State of Ohio *requires* that school personnel who suspect that a child is a victim of abuse or neglect report that suspicion to the County Children Services board for investigation.

Our staff has been trained in recognizing the signs of abuse and neglect and is aware of those guidelines set forth by Columbus City Schools on this subject. We will follow the procedures for reporting to the County Children Services boards promptly and completely when such action is necessary.

## **COUNSELOR**

The school counselor is available to work with our students. The counselor works in the classrooms, with individual students, and with teachers and parents to help the students become successful learners. If you would like to speak with a counselor, please contact the school office.

## **FIELD TRIPS**

Classes may go on Field Trips to extend the learning happening in the classroom. Teachers will send home details about each trip prior to the trip along with a specific field trip permission form that must be completed in order for the student to attend the field trip. If the field trip form is not returned, the student will have to stay at school with a different teacher while their class is gone. Please reach out to your child's teacher with specific questions.

## **BURROUGHS PARENT INVOLVEMENT POLICY**

Parents are highly encouraged to visit and assist in their child's classroom and in the building.

Parents are always needed for the following:

- Help direct traffic at arrival and dismissal
- Assist with monitoring the playground
- Help younger students open their breakfast/lunch
- Cutting out items for the staff
- Reading to the students
- Working with a small group of students on
  - Basic sight words
  - Basis math facts
  - Reading skills
- Chaperone field trips
- Assist with school wide activities
  - Field day
  - Reading night
  - Etc..

Please schedule appointments with your child(ren's) teacher if you plan to visit the classroom. In order to allow for maximum learning in the classroom, we do not allow parents to visit rooms unannounced. There are times (such as during state testing) that parent visitations will not be permitted.

Please feel free to contact the school at 614-365-5923 or your child(ren's) teacher(s) with questions to find out how you can help!

Please sign and return the last page.



**2025-2026**  
**Burroughs Elementary School**  
**Parent Handbook Signature Page**  
**551 S. Richardson Ave.**  
**Columbus, Ohio 43204**  
**Telephone: 614-365-5923**  
**Fax: 614-365-5924**

**Parent Name: (Printed)** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Parent Address:** \_\_\_\_\_

**Parent Email:** \_\_\_\_\_

**Parent Home Phone:** \_\_\_\_\_

**Parent Cell Phone:** \_\_\_\_\_

**Student's Printed Name:** \_\_\_\_\_

**Student's Room :** \_\_\_\_\_ **Student's Grade:** \_\_\_\_\_

By filling out the above, you are acknowledging that you have received, read, and agree to the Parent Handbook. Please return **ONLY** this page of the handbook with your child to school.