



STUDENT-PARENT HANDBOOK

2025-

2026

COLERAIN ELEMENTARY

499 E Weisheimer Rd.

Columbus, OH 43214

(614) 365-6001

OUR MISSION

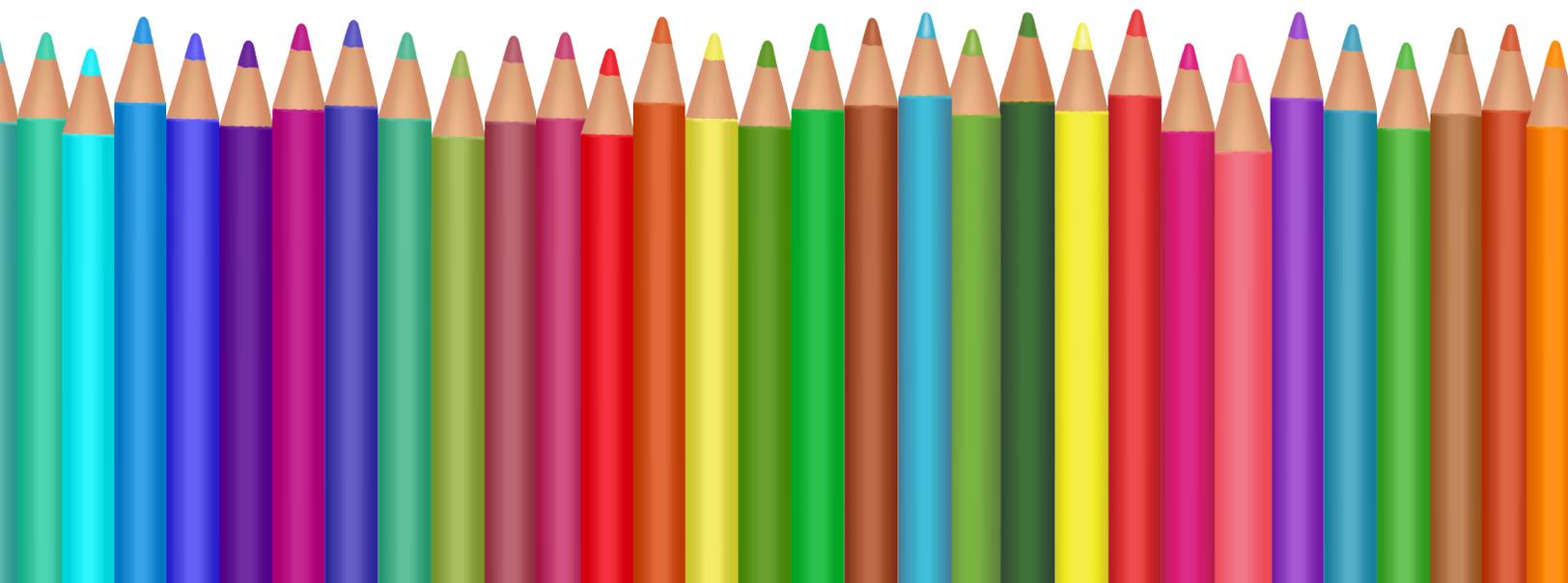
Colerain is a caring community that engages and cultivates respectful and responsible learners that are empowered to reach their greatest potential.

OUR VISION

All Colerian students will meet or exceed their individual growth goals by the end of the year.

OUR CORE VALUES

Be Respectful
Be a Kind Friend
Be Your Best Self



ARRIVAL / DISMISSAL

Classes begin at 9:00 a.m. **CHILDREN SHOULD NOT ARRIVE BEFORE 8:30 a.m.** **Staff is not on duty until this time.** The breakfast program begins at 8:30 a.m. and students may go to their classrooms at 8:55 a.m.

ABSENCE POLICY

Parents **MUST** call the school at 365-60001, by 9:00 a.m., when a child is absent. 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 him/her. If we do not receive a call or note, your child's absence is unexcused.

Under House Bill 410, you will receive an attendance letter from our school when your child meets or exceeds the following attendance thresholds:

- Unexcused absences for 30+ consecutive hours (~4 days)
- Unexcused absences for 42+ hours in 1 month (~6 days)
- Unexcused absences for 72+ hours in 1 school year (~11 days)
- Excused absences for 38+ hours in one month (~5 days)
- Excused absences for 65+ hours in 1 year (~ 10 days)

Per state law, after 72+ hours, it will become necessary for us to hold an attendance meeting and develop an attendance plan for your child. During the implementation of a child's improvement plan, attendance is closely monitored.

If attendance does not improve, Franklin County Children's Services may be contacted for Educational Neglect.



SCHOOL CLOSINGS

On occasion, the school will be closed on days other than those indicated on the school calendar. Weather conditions such as flooding, ice, and snow have necessitated closing schools. Additionally, in the event of a building emergency such as a gas, electric, heating, or water malfunction, the school may need to be closed.

All school-closing decisions involving the entire school district are made by central office administration. Notices are publicized on major radio and television stations, on the CCS website, through the Spirit of CCS app and through the Colerain Twitter account. 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	www.wbns10tv.com
www.nbc4i.com	www.wsyx6.com

School-closing decisions involving building safety will be made by district administrators.

If school has not started, then notices will be publicized on the radio and television media. If the building is closed during the school day, attempts will be made to contact the parents or other designated persons. Contact information regarding parents and other designated persons should be regularly updated. **Every family should have an emergency plan for school closings. It is necessary that the office has updated information (phone numbers, additional contacts, etc.) in order for us to contact you in case of an emergency.**

REQUESTS FOR DOCUMENTATION

Documents and forms that are to be completed by the school require 24 hours notice. Thank you in advance for your patience.

SCHOOL BELL SCHEDULE 2022–2023

8:40 AM	Breakfast begins
8:55 AM	Students go to classes
9:00 AM	All classes begin
11:30 AM	Lunch Session
12:00 Noon	Recess for All
12:30 PM	Lunch Session
3:30 PM	School Dismissal

Note: *Lunch Session times may change.*

HEALTH SERVICES

We have the services of a registered nurse. He or 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 his/her health condition. Students will have routine health screenings at school. Health referrals, such as vision or dental, will be sent home as needed.



ILLNESS AT SCHOOL

When a child becomes ill at school, the school secretary, nurse, or principal will call the parent or other emergency contact person(s). **It is expected that the family's designee will come to school to take the student home as soon as possible.**

Arrangements should be made by each family to anticipate this situation.

Students may be determined ill if they exhibit:

- Vomiting
- Pinkeye
- Ear Infections
- Diarrhea
- Head Lice
- Fever of 100 degrees or more
- Excessive Sleepiness
- Severe Headache
- Communicable Skin Disease
- Others at the principal's or nurse's discretion

PLEASE NOTE: If a child is sent home for any of these symptoms, he/she should not return to school until 24 hours after the fever has completely cleared without medication, or 24 to 48 hours after treatment, as directed by your physician.

Children displaying illness at school will be isolated in the office with adult supervision until a parent or the family's designee comes to school to pick them up. Please make sure the office has updated contact information at all times. Be available for a timely pick-up or have a designated representative available for pick-up of the sick child.

If a child is mildly ill, but not running a fever or exhibiting the symptoms listed above, he/she will be allowed to remain in class unless he/she feels too ill to participate. In the event that a child feels too ill to participate at school, a parent will be contacted.

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.

The criterion for readmission of children after a serious illness is to have written permission of the doctor or permission of the school nurse and/or principal. The decision of the school nurse and/or principal will be based upon the child's condition at the time of readmission and the reason for the absence.

IMMUNIZATIONS

According to Ohio law, all children entering the Columbus City Schools should be immunized for the diseases listed in the chart below. 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.

Vaccine	Fall 2018 Immunization Preschool Students	Fall 2018 Immunization Requirements K - 3
DTaP/DPT/DT	4 doses of DTaP, DPT, or DT or any combination.	Kindergartners – 5 doses of DTaP, DTP or DT or any combination, if the fourth dose was administered prior to their 4th birthday. Grade 1 – 4 doses of DTaP, DTP, or DT or any combination
Polio	3 doses of OPV or IPV or any combination of OPV or IPV.	Kindergartners – 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday. Grade 1 – 3 doses of OPV or IPV or any combination of OPV or IPV.
MMR	1 dose of MMR administered on or after the first birthday.	Kindergartners – Grade 3 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
Hib	3 or 4 doses depending on the vaccine type and the age when the child began the first dose of Hib. 1 dose if given on or after 15 months of age.	None
HEP B	3 doses of Hepatitis B	Kindergartners – Grade 3 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first. The third dose must be two months from the second and at least four months from the first and administered on or after six months of age.
Varicella (Chickenpox)	None	Entering Kindergartners 1 dose varicella vaccine must be administered on or after the 1st birthday

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.

MEDICATIONS

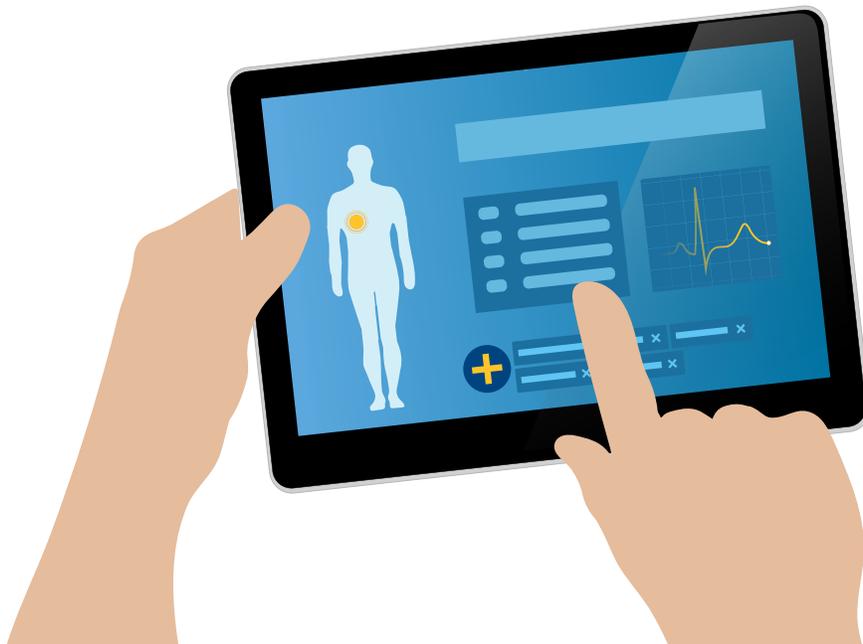
Students may be permitted to use **prescribed or over-the-counter medication** during school hours when the building administrator has received the following:

- Written permission from the parent or guardian.
- 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.
- 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.



BEHAVIOR

STUDENTS RIGHTS AND RESPONSIBILITIES

- Copies of *The Guide to Student Success* are sent home for review by parents and students at the beginning of the school year.
- Students are entitled to due process of law as administrators enforce the expulsion, suspension, and removal policy of the Columbus City Schools.
- 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.
- 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.
- It is the responsibility of the student to know what the school rules are and to act in accordance with them.

PLAYGROUND / SCHOOL RULES

We will not attempt to list every rule. Here are some basic guides that will promote a safe and enjoyable atmosphere for everyone:

- Once children come to school, they are not to leave the school grounds without permission from a teacher or the principal.
- Fighting, snowballing, and stone-throwing are not permitted.
- Jumping on other children, lifting others in any way, wrestling, tripping, and other rough play are not permitted.
- No purses or sunglasses allowed on the playground.
- Be a good sport. Do not interfere with games other children are playing.
- Walk in the halls and classroom – running is unsafe.
- Keep your hands to yourself. Do not fight or bother others.
- Do not throw objects at any time, unless required to do so in an activity being supervised by a staff member.
- Accept authority from the entire staff. We are here to help you.
- Respect the rules and regulations necessary for the orderly operations of the school.
- Respect school property as well as the property and rights of others.
- Do not use obscene or abusive language at any time. This includes name-calling.
- All toys should be left at home, unless requested by the teacher.
- **NO WEAPONS** – Any object which can be used to intimidate or injure another individual is considered a weapon.

BUS RULES

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

- Changing from seat to seat while bus is in motion is prohibited.
- Pupil must ride his/her assigned bus.
- Excessive noise or loud talking or laughter is prohibited.
- At railroad crossings and other danger points, all talking and noise is prohibited.
- A pupil extending any part of their body through the window is prohibited.
- Pupils must observe rules for crossing the street when exiting the bus.
- Spitting or throwing any objects from the bus is prohibited.
- Eating, drinking or littering on the bus is prohibited.
- Pupils must obey the driver's instructions.
- Transporting of animals, pets or glass containers on the bus is prohibited.
- Parents are responsible for any damage or marking of the bus by the pupil.
- Use of profane language is prohibited.
- School buses are not permitted to stop longer than necessary to pick up pupils. Therefore, school buses cannot wait for tardy pupils.

DISCIPLINE

Colerain 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 in order to further their learning. We ask that you discuss with your child the importance of and need for good behavior while at school.

At Colerain, we are respectful, responsible, safe, caring and believe in ourselves. Colerain Elementary utilizes a PBIS (Positive Behavior Interventions and Support) approach to discipline. This year Colerain students will follow the All Star expectations.



STUDENT PROGRAMS

COLERAIN CASH FOR STUDENTS

Students are rewarded with Colerain Cash when any staff member sees a student doing the “right thing”. For example, following the Colerain Guidelines.

1. Be Respectful
2. Be a Kind Friend
3. Be Your Best Self

The students can either save the cash or spend it weekly at the school store. Numerous items can be bought with varying “prices”.

STUDENT LEADERSHIP ACADEMY

Students are given the opportunity to be voted into the Student Leadership Academy by writing an essay explaining why they should be elected. They then read their essays during an all school assembly. All students are given a ballot and the candidates are voted on. Those elected come together once a month or more to make decisions on ways to better the school environment.

ALL-STAR STUDENT OF THE MONTH

Each Teacher picks a student in his or her classroom who has exemplified positive actions such as: turning in all homework, being in class, ready to learn daily, etc. The “Stars” are posted on the All Star Student of the Month bulletin board for 2 months. A form is sent home for the parent/guardian to fill out about their child. Toward the end of the month, they can invite a guest to come in and enjoy a donut, juice, coffee or tea where essays will be read. Each student will receive an award certificate and a sticker to wear.

RESPECT OTHERS

- Be a good listener and use kind words with others.
- Keep your hands to yourself. Do not touch or bother others.
- Do not use obscene or abusive language at any time. This includes name-calling.

Colerain Elementary utilizes Restorative Justice. Restorative Justice is a powerful approach to discipline that focuses on repairing harm through inclusive processes that engage all stakeholders. Implemented well, Restorative Justice shifts the focus of discipline from punishment to learning and from the individual to the community.

In complying with Ohio law and district policy, we continue to implement Positive Behavior and Interventions Supports. Interventions will be designed to promote a positive adherence to these principles. Parent involvement will be solicited. Rewards for appropriate behavior will be emphasized.

We will not tolerate threats, fighting, bullying, disrespect toward others, obscene language or destruction of school property.

Possible negative consequences include but are not limited to (in order of severity):

- Redirection
- Removal of privilege
- Removal from activity
- Conference
- Removal from room for specified time
- Time-out
- Suspension

At no time will a child be humiliated, spanked, hit or subjected to profane language or verbal abuse. Physical control will be used only to ensure a child's safety.

Columbus City Schools' Code of Student Conduct prescribes the rules and regulations for control, discipline, suspension and expulsion of students. These rules are intended to promote an atmosphere within the school which is conducive to learning and ensures the protection of students' rights. This is provided to you during the first week of school. Additional copies may be requested.



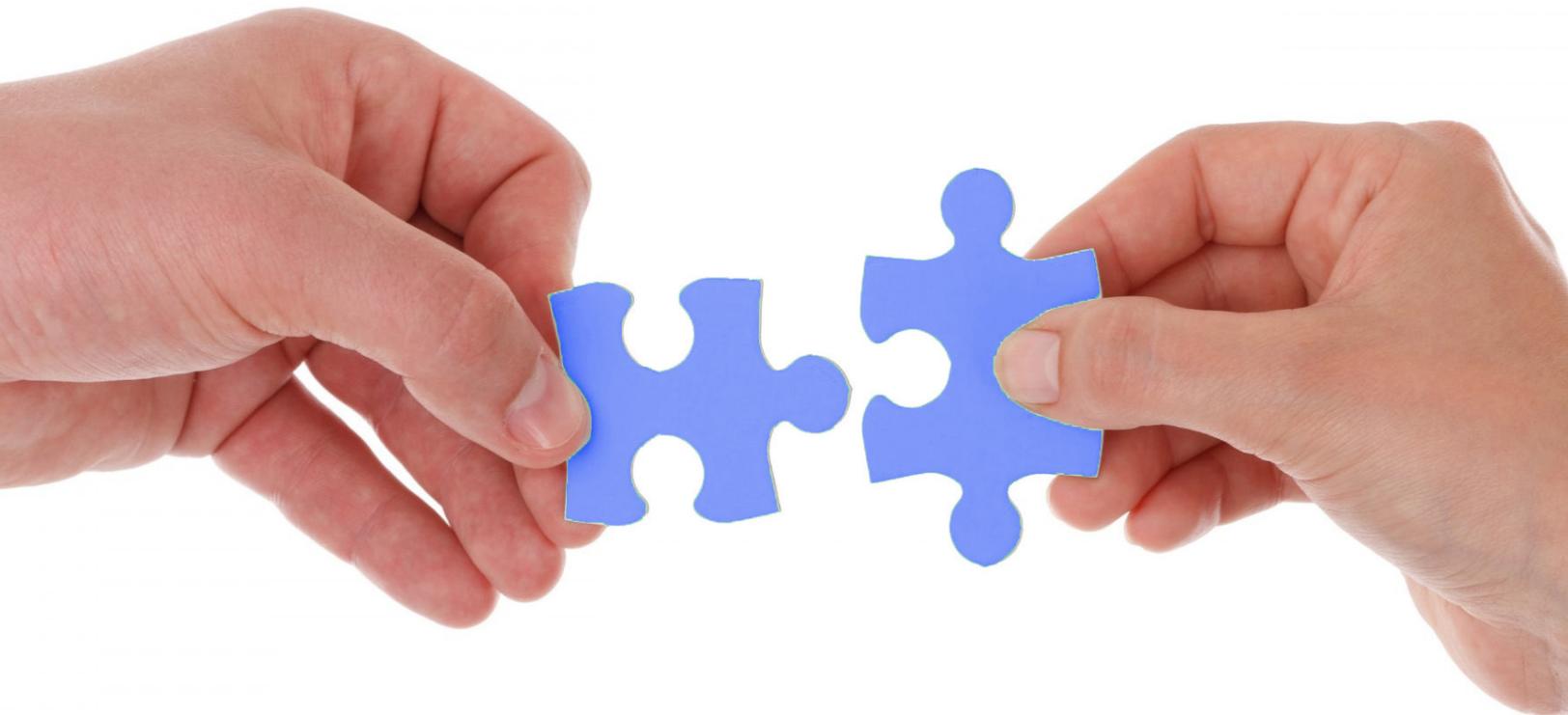
PROBLEM-SOLVING PROCESS

In the event that you perceive a problem with the school and/or services and/or school environment being provided, please follow this process:

- Act early, before the problem becomes a major one.
- Communicate directly with the person involved (teacher, support staff, principal).
- Put your thoughts down in writing if you can, being as specific as you can.
- Suggest possible solutions to the problem.
- Write down the possible solutions suggested by the school staff.
- Discuss the advantages and disadvantages of potential solutions with school personnel.
- Decide on the best course of action.
- Set a specific time to check back to evaluate the suggested problem resolutions.
- If problem is not resolved, repeat process or contact Julia Pierpont, Principal

PLEASE – *Act Early*
Be Specific
Be Honest
Be Patient

We can work out anything if we work **together!**



EMERGENCIES

Each family should complete an Emergency Information Card **every year**. Please fill in **all** sections and be sure that the information is accurate. Wrong telephone numbers can delay life-saving treatment. Review of these numbers throughout the school is encouraged. Parents or guardians will be contacted when any emergency treatment is provided.

Please make arrangements for friends or relatives to provide transportation if you are unable to come to school in the event of an emergency. Put their name and phone number on the emergency card. Be sure this is the same information which is on the form that indicates to whom your child may be released. Please update information on emergency cards and release forms as necessary. Please ask people picking up your child to carry a picture I.D. (Driver's license/State ID) if they are unknown to school personnel.

School staff will administer common first aid: ice, Band-Aids, and compresses may be applied. No medication will be administered unless specified by a physician. (*See Medication Policy*)

GUIDELINES FOR VISITING CLASSROOMS

Parents are always welcome to visit the school and the classrooms. In order to preserve the optimum learning atmosphere, we ask that all visitors to the school follow these guidelines:

- Whenever possible, schedule an appointment with your child's teacher for the day, time, and purpose of your visit so that we may accommodate your specific needs.
- **FOR SAFETY AND SECURITY REASONS, EVEN IF WE KNOW YOU, WE ARE REQUIRED BY COLUMBUS CITY SCHOOLS TO HAVE YOU REPORT TO THE OFFICE, SIGN IN AND OBTAIN A VISITOR'S PASS BEFORE GOING TO THE CLASSROOM.** Once you have checked in with the office, you may continue to the classroom. The office will notify the classroom teacher of your visit. Feel free to enter and become part of the class. Students are very proud to "show off" their parents.
- Please do not bring other children with you for classroom visitations.
- To protect privacy of visitors, students and staff, cell phones/tablets are not to be used in the presence of students.
- If you anticipate needing to talk with other staff, please call them to arrange a time to do so during your visit or at another date.

Following these simple guidelines will insure a positive visit for you, your child, their classmates, and school staff. Thank you for your cooperation.

CHILD ABUSE & 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 the Columbus City Schools on this subject. We will follow the procedures for reporting to children services boards promptly and completely when such action is necessary.

COUNSELOR

School counselors are available to work with our students. The counselors work 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.

ENTRANCE AGE

Children must be five on or before September 30 to enter Kindergarten. All children must have an original birth certificate, shot records and proof of residency at the time of registration.

CLOTHING

Columbus City Schools has a dress code. You can access this information in the Guide to Student Success that is sent home the first week of school. Children should be dressed appropriately for the season of the year and specific daily weather conditions.

Rubber soled-shoes are the safest. **No sandals please this includes slides or flipflops!** Students will have outdoor recess unless weather conditions or temperatures are so , severe (**below 20 ° F**) as to be unsafe. During cold weather children should

wear:

- Warm coats
- Pants or Tights
- Gloves
- Hats
- Sweater
- Boots

Your child may become upset if s/he is not allowed to go outside because of inappropriate clothing, so please be attentive to weather conditions. 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.**

CELLULAR PHONES

Following Columbus Board Policy #5136, cellular phones may be in the student's possession but are not to be used, seen or heard in schools unless school staff has been notified in advance of special circumstances, such as a call from a parent in the military or a major family emergency. If a staff member sees or hears a cell phone or other forms of technology, he/she may confiscate it from your child. It will then be necessary for a parent or guardian to come to the school to retrieve the item.

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.

BREAKFAST PROGRAM

The breakfast program starts at 8:40 a.m. and ends at 9:00 a.m. Columbus City Schools offers a Universal **FREE** Breakfast Program. All students are eligible to receive a breakfast at school at no cost. Bus/van students who arrive late will take their breakfast into the classroom.

LUNCHROOM PROGRAM

Columbus City Schools offers a Universal **FREE** Lunch Program. All students are eligible to receive a lunch at school at no cost.

Teachers are required to have their lunch count in the office by 9:20 each morning. If a child has a medical or dental appointment or for some reason will be late, and wishes to eat at school during the lunch period, a call should be made to the school (365-6100) **before 9:30 a.m.** and we will order a lunch for your child. Children, arriving after 9:30 who have not requested a lunch, should bring a lunch from home.

Lunch pupils are not permitted to leave the school during the lunch period unless written permission is received from a parent or guardian. On inclement days, pupils are expected to eat and sit at their seats in an orderly fashion until they are dismissed back to their classrooms for the remainder of the lunch period.

We expect each student to be responsible for keeping his or her area of the table clean, disposing of his or her trash, and for eating in a manner that does not disturb others. 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.

CLASSROOM CELEBRATIONS

FOOD ALLERGY POLICY - OHIO HOUSE BILL 1, ORC 3313.719

Ohio House Bill 1, ORC 3313.719, has directed each board of education to establish a written policy with regard to peanut or other food allergies.

The Columbus City School District is committed to providing a safe school environment that promotes and protects student wellbeing. The District recognizes that food allergies, in some instances, may be severe and even life threatening, and has adopted a Food Allergy Policy to create a framework for accommodating students with known food allergies and reduce the likelihood of allergic reactions at school.

We recognize that classroom celebrations are an integral part of every child's educational experience and that historically such celebrations may involve food. As a measure to prevent allergic reactions, food provided by means other than the school breakfast/snack/lunch/vending programs are subject to approval by the building principal or school nurse. Homemade treats and/or other food items **will not** be permitted. All food items must be store bought, unopened, and include the original ingredients label.

To minimize possible food allergy reactions, **no food** will be distributed by means other than the school breakfast/snack/lunch/vending programs without prior approval. If you would like to provide food to your student's classroom for activities such as a birthday, please submit a request in writing to the building principal or school nurse, no later than 3 days before the event date.

Thank you for doing your part to assure that our school has a healthy and safe learning environment.



CARE OF BOOKS & SUPPLIES

Students are urged to take care of textbooks 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.

TELEPHONE

Students may use the classroom phone for **urgent calls** only with the permission of the classroom teacher. We do not call children out of class to take phone calls.

PHYSICAL EDUCATION

As a safety factor, all children should have tennis shoes for activities in the gymnasium. All tennis shoes should be labeled with the child's name.

HOMEWORK

Homework is an extension of learning activities. It should help children learn to accept responsibility, organize time, and establish independent study habits. Each teacher will individually notify you in writing regarding his or her homework policy.

REQUEST FOR EARLY DISMISSAL

Parents coming for children before dismissal should report to the office by 3:00. All children leaving school early should report to the office where a record will be kept of their names, time of departure, reason for leaving early, and the name of the person signing them out. This should not be an everyday occurrence. Unless there is an emergency or a doctor's appointment we expect children to remain in school until dismissal.

EMERGENCY DRILLS

Fire and lockdown drills are required by Ohio Law to be conducted every month. Tornado drills are required during the fall and spring. We try to have our fire drills on days with mild weather. Procedures are posted inside each classroom under the clock and public address system. Periodically, we will also have safety drills for other situations that may impact the security of the building, students, or personnel.

NAPS

Ohio **Preschool** Law requires that a rest/nap be provided for each full-day preschooler.

Our full-day preschool classes have a mat for each child. Each preschool student is assigned his/her own mat and these mats are disinfected regularly. Children may bring blankets from home to help them rest more comfortably. Please do not send stuffed toys.

All napping children are supervised. Kindergarten children do not nap.

FIELD TRIPS

An important part of our school philosophy requires that the children be given the opportunity to apply the skills they are learning in school to real life situations. Students often learn better by experiencing real events instead of discussing abstract concepts. Consequently, we take the children into the community to see, hear, feel, taste, and smell a variety of activities. These trips are carefully planned by the teacher to accomplish specific learning objectives. The trips receive prior approval by the principal and school district. Trips are taken on a school bus if written parent permission is obtained. If there are costs of the trip, it should be paid for by the family. Please contact us if the cost of a field trip is a burden to the family.

COLERAIN PARKING

Dismissal takes place at 3:30 p.m. **We ask that all parents picking up students in private vehicles park and wait for their children at the designated area.** If you are picking up a student, please park on the southside of Weisheimer Rd. Please do not park in the small parking lot at the east end of the building. Cars pulling in and out create a safety hazard for students. Students will come to you.

VOLUNTEERS

Parents who wish to volunteer in school activities are always welcome. We have many situations daily where a special skill, individual attention, or just another pair of hands would be greatly appreciated. These might include:

- Sharing a special talent with the children.
- Assisting in supervising group activities.
- Making materials for instructional projects.

In order to guarantee the safety of our students, volunteers may be subject to background checks at their own expense.