ELEMENTARY
UNIFIED ARTS HANDBOOK
2025-2026

Elementary School Principal and Teacher Resource

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1. BEGINNING OF THE YEAR

Elementary unified arts teachers will begin teaching the first full week of classes or as determined by the building principal. All schedules for art, physical education, vocal and instrumental music must be sent to Ramora Milner, rmilner@columbus.k12.oh.us by September 5, 2025. Instrumental music teachers will use the first full week of the school year to recruit students, communicate with parents, and schedule the 4-5th grade band and string students. Instrumental music teachers will begin instruction by the second full week of class and continue to recruit through the first week in October.

2. SCHEDULING - (ART, VOCAL MUSIC, & PE)

Principals schedule elementary art, vocal music and physical education at 45 minutes, in collaboration with paired/shared unified arts teacher assignments. Principals and teachers must go to the Reform Panel for a variance in order to make adjustments to these guidelines. Instrumental music may be scheduled at 30 minutes, twice per week for the entire year. Elementary unified arts teachers with district unallocated time may be scheduled to teach at other buildings. District unallocated (DU) time is left over time from a full time allocation. The remaining amount of time that is not allocated to an assigned building is reserved for the District to assist with other assignments when needed. Building principals should not build the schedule of teachers with available time in a manner that cannot be adjusted.

Pre-K instruction is not included in the Unified Arts allocations.

Physical education teachers scheduled to assist in a second building may not be scheduled to teach 2nd, 5th, or 6th grade classes due to Ohio Department of Education Assessments. The classes must be assessed by the primary teacher assigned to the building.

Transition Time Between Classes:

Art/Music Carts - a minimum of 5 minutes is required for transition between rooms, restocking of supplies, cleaning of paint brushes, and general preparation for the next class for educators teaching from a cart.

Physical Education - a minimum of 5 minutes transition time is required between physical education classes. On the days when a physical education teacher is assigned to a school, the multi-purpose room floor should be damp mopped after breakfast and after lunch as soon as possible. Students should wear rubber soled shoes while participating in physical education. Children may not participate in flip-flops, shoes with high heels, socks, or bare feet.

3. INSTRUMENTAL MUSIC

Instrumental music instruction begins in fourth grade. Students will have access to district musical instruments depending on available inventory. Students are not to be charged to use district instruments.

Instruction and Curriculum:

4th Grade: Beginning strings - violin, viola, cello, and bass.

5th Grade: Continue strings instruction or begin any standard band instrument.

Recruitment: Teachers are expected to communicate with the principal and meet with all 4th and 5th grade classes as part of the demonstration and recruitment process during the first week of school. It is encouraged to plan engaging meetings to welcome the families of interested students, and review program expectations and procedures. Students may enroll in instrumental music through the first week of October, however teachers should continue their recruitment efforts to fill classes as early and quickly as possible. **Instrumental music teachers are to begin instruction no later than the second week of classes.**

Programs: **Instrumental music classes are expected to perform at least twice a year**, in conjunction with school assemblies or evening activities. Performances should be scheduled, one prior to winter break and one during the spring at each of the assigned buildings. Principals should meet with the music teachers to review the song list and give approval prior to finalizing the program. Teachers should submit the date and times of the two performances to the Unified Arts Office utilizing the form, Elementary Instrumental Music Performances 2025-2026.

Instrument Inventory: An annual inventory of instruments and equipment must be submitted in the spring of each school year before the teacher leaves for the summer. This will help make the inventory process more efficient and less time consuming. In addition, assistance with the removal of instruments that are in disrepair and/or in need of recycling will be provided. We will continue to barcode any new instruments and use the google spreadsheet assigned to each building for inventory purposes.

The distribution of district instruments is to be organized and documented. Communication is required in the event of a missing, lost, stolen, or damaged instrument. An email should be sent to both the principal and Unified Arts Office with all pertinent information (i.e., type of instrument, student assignment, last known condition of the instrument, etc.) as well as updated on the school's inventory google spreadsheet. Students may be subjected to a replacement fee. The assessment of a replacement fee will be determined on a case by case situation.

Instrumental inventory are fixed assets of the District and are not to be transferred from one building to another without direction and documentation from the Unified Arts Office. If instruments are needed in another assigned location, make a request to unifiedarts@columbus.k12.oh.us or your building principal. If instruments are not available, you will be notified when they are.

4. UNIFIED ARTS SUPPORT

It is highly recommended that schools allocate and budget funds to support the unified arts classrooms with the necessary and appropriate supplies/materials, ensuring a high-quality instructional experience:

- Art - $7.50 per student for consumable materials (art supplies, brushes, clay, construction paper, paint, pastels, etc.)
- Dance - $500 per year (costume materials, props, etc.)
- Instrumental Music - $500 per year (oils, repairs, sheet music, strings, etc.)
- Physical Education - $500 per year (cones, jumps roles, playground balls, etc.)
- Vocal Music - $500 per year (book resources, rhythm instruments, sheet music, etc.)

Teachers may request additional materials/resources above the building recommended funds through the Unified Arts Office. Requests will be approved based on needs and available funds.

The provision of a designated room for art and music instruction is an essential support for elementary unified arts educators. It is sometimes possible for an art and music teacher to share a room if they are scheduled to be in your building on different days. If a classroom is unavailable for the art teacher(s), or if there are multiple art teachers in a building, provide a cart, two lockable cabinets, and a desk for each art teacher. In multi-level buildings, carts and cabinets should be provided on each level. Contact the Unified Arts Office for information on these resources.

According to, CEA 2022-2025 Master Agreement:

> ***206.14*** *New and renovated elementary buildings shall be designed with rooms for art and music classes. The Board shall make reasonable efforts to designate specific rooms for both art and music in elementary buildings for the particular school year and physical facility. If in the unusual circumstance where an art or music room is under consideration for repurposing, the Superintendent or designee will provide written notice to the building Senior Faculty Representative for that building at least seven (7) days before repurposing. A meeting of the Association Building Council will be convened seven (7) days after the written notice for the purpose of providing Association representatives the opportunity to present alternative space allocation plans. If a space is repurposed, the Association Building Council will convene by the end of the school year to discuss the use of that instructional space for the upcoming school year.*

5. SPECIAL EDUCATION

Refer to each student's IEP when making decisions regarding placement in their unified arts courses. **In addition, consider students individually as opposed to the entire class when scheduling special education students for their unified arts courses.** Special education students may not be pulled out for small group unified arts classes unless specifically required by their I.E.P. The principal, special education teacher, classroom teacher, and unified arts teachers should be consulted prior and during the scheduling process.

Best practices for scheduling SLC special education students in unified arts courses:

1. Consult the both the classroom and unified arts teachers, and others regarding appropriate placement
2. Send additional staff, instructional assistants, when and where appropriate to support SLC students and instruction
3. Including SLC students in unified arts courses should, to the greatest extent possible, be no more than one grade level above/below their current grade or as documented in their IEP
4. SLC students are not to be assigned to self-contained unified arts courses. Students should be accompanied with the appropriate adult support based on the needs of the students.
5. Maintain contractual requirements of, 27 students K–3 and 28 students 4 - 5 with a phase in goal of 27 students K-5.

6. STUDENT ATTENDANCE

Students are not to be withheld from unified art classes by classroom teachers for disciplinary reasons or to complete assignments. All elementary students must have an opportunity and access to all unified art classes with expectation of equal participation in each of the classes. Attendance should be consistently recorded and maintained to ensure accurate tracking.

7. GRADE REPORTING

Unified arts teachers are responsible for assigning grades for all students participating in art, music, and physical education classes. Grades are to be entered via the district platform and completed by the district deadlines.

8. BUILDING ASSIGNMENT/ALLOCATIONS

For the purpose of accountability, itinerant teachers must be in the buildings of their 2025-2026 assignment/allocations on the days and schedule that they are assigned. All elementary itinerant schedules must be submitted to the Unified Arts Office by **September 5, 2025** and again following schedule adjustments.

9. UNIFIED ARTS TEACHER ABSENCE

Unified arts teachers are required to submit any absence or tardy to the Red Rover Absence Management System and communicate their absence to the building principal at their assigned school(s) of the day. A substitute must be requested when reporting the absence in Red Rover. Upon return to work, the teacher will resume the regular schedule.

Reminder: Failure to report an absence properly may result in inaccurate reporting and may subject the teacher to possible disciplinary action.

Absence from Professional Development: Teachers are required to make up any missed professional development via Canvas online modules. Please submit your completed certificate to the Unified Arts Office. If you would like to receive CEUs for completing the Canvas make-up courses, you will need to submit your request in PDS.

According to, CEA 2022-2025 Master Agreement:

> ***507.05*** *The Joint Professional Development Committee shall recommend provisions for make-up of professional development or on-line/webinar materials for those absent on for any professional development. If a teacher is absent during a professional development, the teacher must complete make-up(s) prior to the beginning of the next school year, utilizing on-line resources or in-person make up sessions provided by the district during the contractual work day.*

10. CLASSROOM TEACHER ABSENCES

If a general education teacher is absent, students should follow their normal unified arts schedule. When students are divided among other teachers, the divided students should remain with the covering general education teacher(s) when his or her own students are going to art, music or physical education.

Students should only be sent to their assigned unified arts courses as denoted in the school's master schedule. Unified arts teachers are not compensated for receiving additional students. Unified arts teachers should not see the same students more than once a day or week.

If a unified arts teacher is absent and a substitute is not provided, the teacher will resume the regular schedule upon their return. Specialists are not required to make up missed classes, or alter their weekly schedule, even in the event of a variation to the regular schedule (i.e., field trips, assemblies, testing or other reasons).

11. DUTIES

Duties should be assigned according to the number of days an art, music, or physical education teacher is in your building. For example, if an art teacher is assigned to your building for three days, they should receive 3/5ths of a duty schedule. Teachers who have one building should have a duty schedule comparable to a classroom teacher duty schedule.

If a unified arts teacher is assigned to multiple buildings in one day, the travel between buildings is considered his/her duty.

12. CONTENT/CURRICULUM GUIDES

Curriculum guides and timelines are available on the Unified Arts website.

HEALTH

The Ohio Revised Code states that health education is to be included in all district-wide curriculum. Health education will be taught and graded by elementary classroom teachers for 30 minutes once a week. The ES Health Curriculum is on the following link: ES Health Education

PHYSICAL EDUCATION

In addition to planned physical education, each building should provide age-appropriate physical activities (e.g., recess during the school day, intramurals, interscholastic sports and/or clubs before and/or after school) that meet the needs of all students.

All students in Grades 2, 5, 6 and PE II will be assessed in the Ohio Physical Education Academic Content Standards. Students are assessed in 5 standards and 10 benchmarks with the following 3 ratings: *Limited, Proficient, or Advanced*. See Columbus City Schools PE Evaluation Website for information regarding the mandated ODE Physical Education Evaluation. The classes can only be assessed by the assigned teacher at that specific building location.

Ohio Senate Bill 210, *The Healthy Choices for Healthy Children Act*, became law June 18, 2010 and started with the 2012-13 school year. The district's Wellness Policy includes Physical Education, activity and nutrition. The full policy can be found on the following link: CCS Wellness Policy

13. PROGRAMS

ARTFUL READING

The **ARTful Reading** Museum Tour program is a partnership between Columbus City Schools and the Columbus Museum of Art. This is an introduction to the museum collections. All CCS 5th grade students participate in the program as an essential part of the 5th grade art curriculum. Art teachers should attend with the students from their school(s) and will teach the provided studio lesson back at the home school(s). This program culminates with the Columbus City Schools/Columbus Museum of Art Day for Families, an annual free event held yearly in the spring. Art teachers submit examples of the student art from the ARTful Reading Lesson or ARTful Reading theme of the year for display at the event. ***Logistic information will be provided from the visual arts coordinators.***

EXHIBITIONS/CONTESTS

Each year, artwork created by district elementary art students is displayed in fall and summer shows at district locations. In addition, Columbus City Schools also has relationships with community partners who offer opportunities to display student artwork throughout the city. All elementary art teachers submit a minimum of four pieces of framed student art per building as a component of the 5th grade art curriculum. Artwork is chosen from these pieces to be displayed in the fall and summer shows, CCS locations and various community venues. ***Logistic information will be provided from the visual arts coordinators***.

ALL THAT JAZZ CONCERTS

The All That Jazz Concerts sponsored by the Jazz Arts Group of Columbus are an integral component of the 4th grade music curriculum. The American Art form is a significant portion of the curriculum provided by our community partners and culminates with a live performance at the Southern Theatre that features the Columbus Jazz Arts Orchestra. CCS students experience live jazz music performed by professional musicians in the historic downtown Southern Theater. ***Logistic information will be provided from the unified arts coordinator.***

14. RELIGIOUS MUSIC POLICY

Board Policy 2210 - STUDY AND PERFORMANCE OF MUSIC OF RELIGIOUS ORIGIN

District schools are places in which beliefs and religious convictions are treated with respect and in which the religious liberty and rights of all students are protected. Columbus schools may not promote, endorse, or prohibit religion.

A comprehensive music education requires the study of a broad range of music including music outside of the student's musical experience. As with many other types of music, music of religious origin or with sacred lyrics has played an important role in American culture and history and may be a part of classroom instruction, school concerts, and school programs if any of the following criteria are met:

1. The music is chosen based on sound educational principles and is used for pedagogical purposes that demonstrably support the Districts' music and other curricula;
2. The musical selection is chosen to help students develop musical skills and abilities set forth by the Districts' music curriculum such as expressive singing, increased tone production, balance, blend, phrasing, articulation, rhythm, dynamics, range development, competency in part singing and sight singing;
3. The musical selection has:
    a. Recognized artistic merit; or
    b. Historical, social or cultural significance defined by and studied as part of the Districts' curricula
4. The musical selection is part of a balanced program or course of instruction,
5. In the context of the concert program or course of instruction, the musical selections respect diversity and do

not manifest a preference for religion or particular religious beliefs;
6. The musical selection serves to prepare students for future music education or careers in music;
7. For large groups, soloists, and ensembles that participate in competitions conducted by the Ohio Music Educators Association or similar organizations, the selections are part of the performance list compiled by the sponsoring organizations.

The District will establish a resource committee consisting of the Districts' coordinators and their supervisors, District legal counsel, a school principal, and a music teacher. The Superintendent shall make information regarding the resource committee available to the public. The chair shall be designated by the Superintendent and shall have authority, on behalf and in consultation with the resource committee to oversee and enforce this policy. Principals, teachers, parents, and community members are encouraged to seek information and advice from the resource committee on questions concerning the application of this policy and the District's curriculum regarding the selection of musical pieces for performance or instruction.

The Board of Education expects that all affected administrators and teachers will adhere to the requirements of this policy and directs the administration to develop a plan for implementation within 60 days of its adoption. The plan shall:

1. Establish goals for selection of music as part of a well-rounded education;
2. Set forth criteria for selection of music and for music curriculum development;
3. Establish mechanisms for ongoing communication with and training programs for all administrators and teachers affected by this policy;
4. Promulgate guidelines, including guidelines that protect students who do not subscribe to a personal religious persuasion; and
5. Draft and distribute guidelines and timelines for recourse if parents, teachers, or students perceive that their beliefs concerning religion are not respected or a failure to comply with this policy.

The guidelines shall encourage informal resolution of complaints. The process shall be initiated when a complaining student, parent, or teacher submits to the teacher or principal as is appropriate, a written description of the matter of concern. The guidelines shall also set forth a procedure for reporting to the committee of complaints and their resolution. Except as prohibited by state or federal law, all reports made to the resource committee are public records pursuant to R.C. 149.43.

If the student, parent, or teacher is not satisfied by the resolution at the school level, the complaint may be brought to the resource committee, which shall investigate the matter and issue a written determination, which shall be transmitted to the complaining party, the affected administrator and teacher, and such other persons as the resource committee deems appropriate. Except as prohibited by federal and state law, the written description of the matter of concern and the written determination are public records pursuant to R.C. 149.43.

The purpose of graduation is to recognize and celebrate the achievement of high school seniors and to allow their families and the community at large to honor their accomplishment. Because the performance of vocal music containing religious lyrics at Commencement exercises may distract from this purpose and be inconsistent with the criteria mandated with this policy, it shall not be performed at graduation ceremonies.

15. EVALUATIONS

Elementary itinerant teachers are evaluated by the principal of the teacher's assigned building holding the largest allocation. In the case of an equal allocation, the principal of the building to which the teacher is assigned on Monday morning completes the evaluation. Where there are multiple building assignments, all administrators should be consulted to provide input for evaluation.

16. MILEAGE

A mileage purchase order will be provided for teachers with multiple buildings only. All mileage forms must include the purchase order number and employee vendor number before submission. Email rmilner@columbus.k12.oh.us office to obtain the 2025-2026 mileage Purchase Order number and to submit completed mileage forms.

No mileage forms will be processed without a current schedule on file. Please note that mileage reimbursement rates will typically change at the beginning of each calendar year.

GUIDELINES FOR LOCAL MILEAGE REIMBURSEMENT

- The district may deny payment of any mileage claim over six months old.
- Clearly print the origin, destination, date, and mileage for each trip on your travel card. Indicate ES (Elementary), MS (Middle), or HS (High) for all schools.
- Limit reported mileage calculation to one decimal (tenths of a mile).
- Mileage forms must include claimant's name, ID number, purchase order and vendor ID.
    - Include an address for non-CCS locations including city and/or zip code within Franklin county.
- Round trips must include the final destination printed on the card.
- Mileage is never paid for local trips to/from an employee's home.
- Parking costs are allowable. Original receipt(s) required if the amount exceeds $1.
- Completed forms must be signed by the claimant and the claimant's supervisor.

17. END OF YEAR

Principals will decide the last day of instruction for Art, Music, and Physical Education in their buildings. Consideration should be given to teachers with more than one building assignment.

18. UNIFIED ARTS DIRECTORY

Please contact the Unified Arts Office for any questions, concerts or need of recommendations regarding elementary Unified Arts.

Dr. Brian Morton, Director, K-12 Teaching and Learning
Office: 3700 South High St., Suite 139
Telephone: (380)-997-5982

Kathryn Myers, Supervisor, K-12 Teaching and Learning
Office: 3700 South High St, Suite 139
Telephone: (380) 997-7546

Alexander Gerhard, Music, Art, and Theatre
Office: 3700 South High St., Suite 156
Telephone: (380) 997-6931

Kristen Schreiber, Physical Education, Health, and Dance
Office: 3700 South High St., Suite 156
Telephone: (380) 997-1363

Channon Gross, Physical Education, Health, and Dance
Office: 3700 South High St., Suite 156 (Thursday/Friday)
Telephone: (614) 542-7660

Jessica Nouanesengsy, Visual Art
Office: 3700 South High St., Suite 156 (Wednesday/Thursday)
Telephone: (380) 997-6171

Annelise Taggart, Visual Art
Office: 3700 South High St., Suite 156 (Wednesday)
Telephone: (380) 997-6171

Ramora Milner, Unified Arts Secretary
Office: 3700 South High St., Suite 156
Telephone: (380) 997-6681

Unified Arts Office
Office: 614-365-5024
Fax: (614)-365-5620

unifiedarts@columbus.k12.oh.us