

CHS Back to School Information

Greetings Colerain High School Community,

We are excited to welcome people back in the building soon! While everyone is anxious about the future and how the school year will progress, as educators we want to be with students, colleagues and school community partners. Education is a “people business.” We look forward to getting back to the business of educating students and providing services to help our students be successful.

This document contains VERY IMPORTANT information designed to help you navigate the high school experience at Colerain High School. Keep in mind that my team is here to serve you. We welcome your calls and emails. We strive to do things correctly. If you have questions or concerns it is my hope that you will contact us and give us an opportunity to make the high school experience the best that it can possibly be for your student and family.

Thank you and take care,
Jack Fisher
Principal

Butler Tech

Career and Technical Education programs are offered both on and off campus at Colerain High School. These programs may be taken at the Colerain Career Technical Center (CCTC) or at the Northwest Career Technical Center (NWCTC.) Additional programs are available for students at D. Russell Lee, The Natural Science Center, and The School for the Arts.

Bus transportation is provided for all students attending NWCTC and off-campus programs. Students who participate in these programs will return to CHS at the end of the school day and be able to participate in sports, clubs, and extracurricular activities.

Questions, please contact - Bonnie Bowling (bbowling1@nwlsd.org)
Ron Russo (rrusso@nwlsd.org)
Chris Trentman (trentmanc@butlertech.org)

Chromebooks

Every student will receive a chromebook and charger on the first day of school. They will be responsible for the device throughout the school year.

Remote Students- Students who signed up for the remote option will be provided a Chromebook. More information on the times and dates where they can be picked up will be made available on August 19.

Questions, please contact - Matt Haws (mhaws@nwlsd.org)
Sean Ryan (sryan@nwlsd.org)

Lunch Applications/School Fees

If you need to fill out a Lunch Application or set up a PaySchools Account to pay school fees, attached is [PaySchool Central Guide](#). The guide includes information on how to set-up, manage, and add accounts.

Questions about refunds or transferring money on accounts, please contact - Janice Chapman (jchapman@nwlsd.org)

Other questions, please contact - Cathy West (cwest@nwlsd.org)

Lockers

Lockers will not be assigned, however you may request a locker for use. Students should see their cohort teacher for a locker assignment.

Questions, please contact - Mike Stevens (mstevens1@nwlsd.org)

Parking Passes

Starting August 17, students may purchase a parking pass online for \$50 through [Pay Schools](#) and must complete a [Parking Permit Application](#) with Mrs. West in the Main Office.

If you have questions or need to set up a PaySchools Account, here is a [step-by-step guide](#).

Questions, please contact - Cathy West (cwest@nwlsd.org)

ProgressBook

The Northwest Local School District uses ProgressBook as an online grade book in grades 3-12. ProgressBook is a classroom management solution that integrates the grade book, attendance, special education and parent communication into one comprehensive, web-based system. The Parent Access Web Site is a component of ProgressBook that enables parents and students to view grade/attendance information. The Parent Access Web Site displays

student grade averages, progress details, report cards, attendance, schedule, homework, classroom information, events, and other school information in read-only format.

Parents can access ProgressBook through the [NWLSD](#) website. The [ProgressBook Parent Access Log-in](#) screen is under Parent Resources.

Questions about ProgressBook and Log-in information, please contact - Barb Reichle (breichle@nwlsd.org)

Schedule Changes

If you or your student have questions regarding their schedule, you MUST first contact your student's counselor to discuss meeting options. Please do not report to school without a meeting.

Last name A-D	Meredith Tilow	mtilow@nwlsd.org
Last name E-H	Tiffany Hosley	thosley@nwlsd.org
Last name I-M	Heather Snyder	hsnyder@nwlsd.org
Last name N-SI	Evelyn Gibfried	egibfried@nwlsd.org
Last name Sm-Z	Kim Bunn	kbunn@nwlsd.org
Students in a BT Program	Ron Russo	rrusso@nwlsd.org

Student Health

EMA Completion

The Emergency Medical Authorization (EMA) is a critical form that is used by the Administrators and Health Office to contact parents. **Log on to the Registration Gateway at <https://update.nwlsd.org/login>.** The website will request a username and password for each student in the district. The username is the student's district I.D. number, (the same number used for lunch and the *PaySchools* system), and the password will be their date of birth.

Username: Six digit district student ID number

**Password: Date of birth MMDDYYYY No leading zeros needed for birth date.
(For example January 1, 2020 would be 01012020)**

Questions, please contact - Pat Wahl (pwahl@nwlsd.org)
Denise Tobler (dtobler@nwlsd.org)

Student Pictures/IDs

Students will get their picture taken on the first day of school that each grade level reports. Picture order forms will be emailed to parents.

October 23rd- Picture Retake Day
Senior Portrait Day

Questions please contact - Trudy Hardert (thardert@nwlsd.org)
Alicia Allen (Lifetouch) (alicia.allen@lifetouch.com)

Transcript Requests

Students are required to submit a [Request for Transcript Form](#) in order for transcripts to be released to a college, coach, CCP, scholarship committee, or other organization. Please click the link to download the form and complete it. Allow 5 days for processing.

Questions, please contact - Cheryl Merkle (cmerkle@nwlsd.org)
Tiffany Hosley (thosley@nwlsd.org)

Work Permits

Students that need work permits can pick up the packet in the main office of Career Center Building or download, print, and bring it to the main office of the CC building.

[Application for Minor Work Permit](#)

[Physician's Certificate for Minor Work Permit](#)

The applications must be completely filled out and the physician's certificate and/or athletic physical should have a stamp by a medical office with telephone number and address. Additionally, students must bring a copy of their birth certificate or driver license.

Questions, please contact - Bonnie Bowling (bbowling@nwlsd.org)

FAQs

Attendance for all students; in person and remote

All students (regardless of in-person or remote) are expected to log in daily and complete work. Attendance will be taken and grades will be issued for all students. Remote students are expected to complete 25 hours per week.

First Day of School

We will begin the school year cautiously in order to educate students on our procedures and to make adjustments as needed. Students will begin the school year using the following schedule:

- August 27- Freshmen
- August 28- Sophomores
- August 31- Juniors
- September 1- Seniors

School Building Hours

The building will not be open to students until 7:15 AM. Students MUST report to the main building Cafeteria or the Career Center Gymnasium based on their cohort location until 8:05 AM. This will be strictly enforced. Students will not be allowed to stay on campus past 2:10 PM unless they are part of a supervised activity.

What will students do throughout a typical day?

- We are not just randomly putting students in a room with staff. Our current work is looking for ways to match certain groups of students with teachers who are teaching or supporting a particular subject. This may revolve around topics such as an AP course, a special education need or a specialized area like art or music.
- While we are not rotating students, we will have the ability to rotate some staff on a very limited basis. This will be for the purpose of assisting students.
- The benefit to sending your student in person involves some face to face time with teachers and support staff. We will start slow at first but we do have plans to find ways to match students who struggle with their work with teachers who can support their efforts.
- Our teachers and administrators have learned a lot since March about how to provide virtual instruction. This year you will see a vast improvement in methodology, the use of technology and communication. Our teachers did a tremendous job of putting something together within hours last March, but we also realize the expectations are higher for this fall.
- We will be providing related services to students with needs. Speech, occupational therapy, physical therapy and other services will be offered for students. Counselors will be working hard to help students with college plans.
- Our clubs and groups will be active albeit virtually in most cases.

- We will keep looking for ways to do things like Homecoming Court, Spirit days and other fun things that make high school a memorable experience.

Do remote students have to take classes at designated bell times?

It is strongly encouraged to follow the times that the teacher is available to teach and answer questions during the school day (8:10am-2:10pm). Teachers will share these hours on Google Classroom.