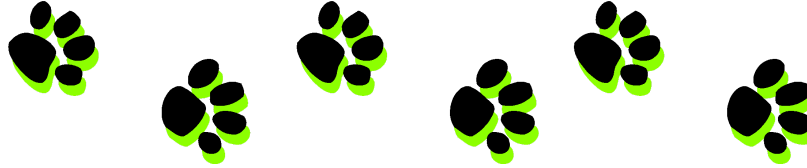


**Columbus Grove  
Elementary School**

Student  
Handbook  
**2024 – 2025**



**MISSION STATEMENT**  
**COLUMBUS GROVE SCHOOL**

The mission of the Columbus Grove School System is to educate and encourage all students to become active and productive citizens of our global society. We seek to develop lifelong skills, positive self-images, and to emphasize the idea that every person has intrinsic worth and dignity. The district will utilize, when possible, technology to provide a more self-directed, interactive, and integrated learning environment to promote life-long learning.

COLUMBUS GROVE LOCAL  
ELEMENTARY

**STUDENT HANDBOOK**

DEAR STUDENTS AND PARENTS:

As another school year begins to unfold, I would like to extend a warm welcome to all students and parents of Columbus Grove Elementary School. We believe that you will find your experiences here both individually rewarding and educationally productive.

The policies and procedures contained in this student handbook are the results of a concentrated effort on the part of the faculty and administration of Columbus Grove Schools. The information has been carefully prepared and presented so that it will be a great value in helping you adjust to our school and become an integral part of it.

The ultimate purpose of education is to help students become self-sufficient learners. The staff of Columbus Grove has made a commitment to help each student to develop the responsibilities and obligations of good citizenship to participate successfully in

today's world. We hope all the students and parents will make the effort to participate in the planned educational activities this year, both inside and outside of the classroom. Success in school is directly proportional to the effort made by the students and parents.

Please take the time to read this handbook and to keep it as a reference throughout the year.

If you have any questions, please feel free to call my office (419) 659-2631.

On behalf of the faculty and administration, I wish everyone a successful and productive school year.

Sincerely,

Brad Calvelage  
Principal

## **BOARD OF EDUCATION**

DR. BRIAN JONES  
MR. JON DILLER  
MR. KEVIN SCHUMACHER  
MRS. MINDY TROYER  
MR. NED STECHSCHULTE

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SUPERINTENDENT  
TREASURER  
ASSISTANT TREASURER

## **THE EDUCATIONAL PHILOSOPHY OF THE COLUMBUS GROVE LOCAL ELEMENTARY SCHOOL**

We believe in the individual rights and responsibilities of each child and each educator to develop his or her abilities to the utmost. We, as educators, must recognize and accept our responsibilities as well as our rights in setting a good example for our students.

We must recognize and emphasize the personal worth of every individual as well as we recognize, but hopefully don't emphasize, the imperfections. Recognizing personal worth, rights, and responsibilities, we must insure that each child is encouraged to become self-disciplined and self-directed. We recognize the need for teacher guidance, and as well, the need for teachers to entrust responsibilities to students in daily work and play.

We also recognize the need to teach the basic skills necessary to the communicating and functioning of our well-adjusted product.

We recognize the need to teach the facts concerning dangers and temptations in our society for the student to use in taking intelligent steps in facing his responsibilities to himself and others.

We recognize the need to teach about the development of our world, country, and community and about other peoples in our world for intelligent use of individual rights and responsibilities in the future.

We recognize our ultimate goal as producing happy, successful, self-supporting citizens.

Adopted 1980  
Revised 1990  
Revised 2000  
Revised 2010

### **INSTRUCTIONAL GOALS**

It is the belief and policy of the Columbus Grove Local Board of Education that the learning process must accomplish these goals in a manner that makes learning interesting, relevant, exciting and enjoyable. The Board believes these goals can only be accomplished by dedicated teachers and staff who believe in the worth of youth, are committed to these goals and are given the encouragement, means, freedom and guidance to accomplish them.

The district's instructional goals include:

1. Helping meet the physical, intellectual and emotional needs of students, particularly the need to inquire, learn, think and create;

2. Helping students establish aesthetic, moral and ethical values;
3. Helping students relate satisfactorily to others in situations involving their family, work, government and recreation;
4. Giving students a mastery of the basic skills of learning, thinking, problem solving, reading, writing and computation;
5. Teaching students to use the various media of self-expression;
6. Instilling in students a knowledge of the social and natural sciences;
7. Acquainting students with the richness of our heritage;
8. Stimulating students to work productively in the various areas of human endeavor; and
9. Acknowledging the importance of, and to aid the school's supplementary role to the home and other social agencies in developing the habits and attitudes which make for effective personal living, the maintenance of optimum physical and mental health and the establishment of sound moral, ethical and aesthetic values.

The goals of the instructional program are to be considered guides rather than limits, capable of wide interpretation flexible enough to meet changing needs of both students and society, and pervasive throughout the entire school district, for all levels and subject areas.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students, like all citizens, have rights guaranteed by the Constitution of the United States. Most often, the First Amendment--which ensures the freedom of religion, speech, press, assembly and petition--and the Fourteenth Amendment--which guarantees due process and equal protection--apply in school situations.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way he exercises his rights, and he must accept the consequences of his actions and recognize the boundaries of his rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school

regularly and to observe school rules essential for permitting others to learn at school;

3. The right to due process of law with respect to suspension and expulsion;
4. The right to free inquiry and expressions; responsibility to observe reasonable rules regarding these rights; and
5. The right to privacy, which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Columbus Grove Local Board of Education to exercise and delegate authority to its staff and to establish rules regarding orderly operation of the schools.

A copy of the school discipline code will be posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available for any parent/guardian in the building principal's office.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of Columbus Grove Schools to provide an equal educational opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, has the right to file a complaint. Complaints and/or questions should be directed to Columbus Grove Schools Compliance Officer:

Columbus Grove            Superintendent            (419) 659-4302

Complaints placed in writing will be investigated and a response will be provided to the person filing the complaint within thirty days. The Compliance Officer can provide additional information concerning access to equal educational opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

### **SCHOOL HOURS**

School will begin at 8:00 a.m. and end at 2:50 p.m. for students in grades K-4. Students in grades 5 and 6 will be dismissed at 2:55 p.m. In the morning the buses will arrive between 7:45 and 7:55 a.m. Students who do not ride a bus should plan to arrive between 7:45 and 7:57 a.m. Students may not enter the building prior to 7:30 a.m. unless a supervised function begins before that time. Supervision of children by the Columbus Grove staff begins at 7:45 a.m. Students who arrive between 7:30 a.m. and 7:45 a.m. must report directly to the Commons and sit quietly until the bell sounds at 7:45 to permit

you to your classrooms. Students are to leave the school grounds promptly at the end of the day unless they have a scheduled activity that warrants them being on the premises.

Students who find it necessary to leave the building prior to regular dismissal time must sign out in the office and have the permission of the administration. Students who otherwise leave the building without proper authorization subject themselves to disciplinary action. In the event a student is missing from school without permission of the main office, parents will be notified immediately.

### **STUDENT WELL-BEING**

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, they are to notify a staff person immediately.

State law requires that all students have an emergency medical authorization form completed, signed by a parent or guardian, on file in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

### **SCHOOL DISTRICT PROTOCOL FOR COMMUNICATING SCHOOL EMERGENCIES**

Per state law and board of education policy, the purpose of this notification is to share the methods that will be employed to notify parents and students of Columbus Grove Local Schools in the event of an emergency or serious threat to safety. District officials will use the following communication methods to notify parents and students in the event of a school emergency, applicable to each situation:

- CG Text Alert System
- CGLS Facebook Page
- CGLS District website
- Local television and radio stations

If you have questions regarding these procedures or need assistance in subscribing to the CG Text Alert System, please contact the Superintendent's office at 419-659-2639.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the school district in which they live unless enrolling under the district's open enrollment policy.

Students that are new to the Columbus Grove School District are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- court papers allocating parental rights and responsibilities, or custody (if appropriate),
- proof of residency,
- proof of immunizations,
- social security numbers.

Students enrolling from another accredited school must have an official transcript from the sending school in order to have credits transferred. The office will assist in obtaining the transcript, if not present at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the district's schools during the period of suspension or expulsion, even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the district had the student committed the offense while enrolled in the district. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **WITHDRAWAL/TRANSFERS FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without

the written consent of his/her parents and in compliance with Ohio School Law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

### **District Wellness Policy**

As required by law, Columbus Grove Local Schools adopted a Wellness policy as a part of its comprehensive wellness initiative. This policy addresses three key areas of wellness: nutrition education, physical education, and physical activity. In accordance to policy, the district has established a District Wellness Committee which meets annually to review district practice in accordance to the aforementioned areas of wellness. Wellness Policy (8510) can be found in its entirety on the school district website by clicking on *Policies and Bylaws*. In addition, the superintendent provides an annual report to the Board of Education regarding the District Wellness Committee's progress on implementation of its policy. An update of this policy and its implementation will be provided annually at the June Board of Education meeting. If you have any questions regarding this policy, please contact the Superintendent's Office at 419-659-2639.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from Ohio immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting Ohio requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the school clinic.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day must comply with the following guidelines:

1. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
2. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an

inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

3. All medication must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

4. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered, or at the end of a school year.
5. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
6. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child may self-administer nonprescribed medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the

student's school is a participant, if the appropriate form is completed and on file in the Principal's office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from noncasual-contact, communicable diseases. When noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other disease that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students and staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

1. Engaging in activities with other students in the school environment (e.g., physical

education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

2. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
3. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school principal and assist the student in completing the requisite documents (e.g., Form 8453.02 F1-Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or the Putnam County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or the Putnam County Health Department.

### **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedure. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Principal or Guidance Counselor at 419-659-2156.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found in the Superintendent's office.

Other than directory information, access to all other student records is protected by

(FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside services providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal or guidance counselor. You will be given an appointment with the appropriate person to answer any questions and re review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the students or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any material used in

conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605

Washington, D.C.

[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and

PPRA@ED.Gov.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic devices and equipment, and the like, are tempting targets for theft and extortion. The school will not be liable for any loss or damage to personal valuables.

Personal electronics, cellular telephones and the like, are prohibited from school unless requested by a teacher for a specific class assignment. These items as well as other

items that are not appropriate for school may be confiscated and the student may be subject to disciplinary action.

### **LOCKERS**

All students in grades 5 and 6 are assigned a locker for their personal belongings. Students are not to change to another locker without permission from the office.

All students are required to keep their locker locked at all times. The school will not be responsible for articles stolen from your locker. Leave no money in your locker at any time. Extremely valuable articles may be placed in the Principal's Office during the school day. **Do not give your locker combination to anyone!**

Student lockers remain the property of the school and may be opened and examined at any time without notice to the student. Items within a student locker must be school appropriate, or items may be confiscated or removed. Periodic inspections may include the use of canines trained in detecting the presence of drugs and other contraband, when the Superintendent has reasonable suspicion that illegal drugs or other contraband may be present in the school. Canine detection will be conducted in collaboration with local law enforcement authorities.

### **VISITORS**

Visitors, particularly parents, are welcome at Columbus Grove Schools. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and receive a visitor's pass. Any visitor found in the building without a visitor's pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School to schedule a mutually convenient meeting time.

Students may not bring visitors to school without first obtaining written permission from the Principal. This permission must be obtained at least 24 hours prior to the expected visit.

### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school. Visitors may enter at the Pendleton or Plum Street entrances. All other doors will be locked during the school day.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

### **FIRE/TORNADO/SAFETY DRILLS**

Columbus Grove Schools comply with all fire and safety laws and will conduct fire drills in

accordance with State law. The school conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a steady tone broadcast through the bell tone system of the school. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted throughout the school year. Teachers will provide specific instructions on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include modified lockdowns, terrorist threats, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSING AND DELAYS**

For School Closings / Delays students and parents may sign up for text alerts by going to the Columbus Grove Local School website: <http://cg.noacsc.org/> Once at the home page you simply go to the Parent/Student/Community dropdown and click on the Delay, Closing & Sports notifications page to sign up for notifications. Follow the directions on the page to sign up. If you wish to turn to the local Lima Radio or TV Stations for updates they will be notified by the school also.

Parents and students are responsible for knowing about emergency closings and delays.

### **USE OF SCHOOL TELEPHONES/CELLULAR TELEPHONES**

The telephones in the school office are for office use only. During school hours, students may be granted the use of the telephone in the school office by the school secretary or Principal for school or emergency purposes.

School phones must be used to contact parents for school related issues. Students who become ill during the day need to see the school nurse, who will contact the parent if a student needs picked up from school.

### **CONDUCT RULES AT COLUMBUS GROVE SCHOOL**

In order for any organization to function properly, there must be certain expectations for performance. Columbus Grove School has expectations of behavior that will provide for an orderly school atmosphere. Our goal is to develop students that are self-disciplined and are able to make good judgments about acceptable behavior. Our philosophy is that no student should be allowed to disrupt the learning of other students.

#### **Dress and Grooming**

Student dress should be appropriate for a working and learning environment, as well as create and promote respect and responsibility. Students are expected and required to wear clothing that is neat, clean, safe, fits well, is properly worn, and reflects good taste.

Any type of attire that is obscene, suggestive in nature, attracts undue attention to the wearer, or can destroy school property will not be acceptable. Students are expected to wear pants (or shorts) that fit appropriately, ensure that no underclothing is showing, and there is not a risk that the pants will fall down. Shirts must cover all underclothing and no halter-tops. Shoulder straps should be at least 2" wide and stomachs should not be showing. Shoes or sandals must be worn at all times. Only accessories that are used exclusively as jewelry and cannot be used in any other way are allowed (no chains from pants). Clothing and accessories (e.g. jewelry) with advertisements for controlled substances (drugs including tobacco and alcohol), decoration that is sexually explicit or vulgar, or gang related are not allowed.

#### **Guidelines to follow:**

1. Outdoor clothing such as jackets, hats, coats, ponchos, etc., will not be worn to classes except in emergencies such as due to lack of proper heating.
2. Midriff tops, see-through blouses, tank tops, and mutilated clothing will not be worn during school hours. Torn clothing with holes is inappropriate.
3. Proper footwear must be worn at all times.
4. Hair should be neat and clean.
5. Tight, short skirts or short shorts may not be worn during school hours.
6. Cut-offs or biking shorts are not to be worn at school. Shorts should have pockets
7. Dresses, skirts, and shorts length should be at least mid-thigh or longer in length (long enough to extend past the student's fingertips as the student's hands are stretched down their side.)
8. Low cut tops/shirts are not permitted. Backs and stomachs must be covered at all times, including while sitting, bending or standing.
9. Students are permitted to display ear piercings only. Any other piercings must be inconspicuous.
10. Pajamas are not permitted unless except for activity days approved by the office.

Each student will be expected to follow the above dress code. If the need should arise, the student will be sent home until the above requirements are fulfilled. This would be considered an unexcused absence.

**Students who are representing Columbus Grove Local Schools at an official function or public event may be required to follow specific dress requirements.**

Usually this applies to athletic teams, cheerleaders, bands and other such groups.

#### **Gangs**

Gangs which intimidate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to

cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

## **DISCIPLINE**

You are responsible for your own actions! All discipline will be handled on an individual basis when the need arises. The main goal in our school is education. Everyone should have an equal opportunity to work toward achieving this goal. Anyone who distracts or prevents others from reaching this goal will receive disciplinary action. Whatever steps are necessary to correct the problem will be taken. This includes parent conferences, staying after school, in-school and out-of-school suspension and expulsion. **The administration reserves the right to exercise flexibility in the administration of all disciplinary action.** Disciplinary actions are based on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, perhaps eliminate, undesirable behavior.

### **Minor Misconduct**

Teacher intervention is the first stage in correcting inappropriate behavior. If you violate a classroom rule, the teacher will discipline you (ex. detention). If you continue disrupting the class, you will be asked to leave the instructional setting and report to the office for the remainder of the period.

### **Major Misconduct**

The building administrators will handle all incidents of major misconduct. The consequences for misbehavior described below are designed to be fair, firm, and consistent for all students. If the situation merits, a referral to the police and/or courts will be made. Because it is not possible to list every misbehavior that occurs, misbehaviors not included will be responded to as necessary.

1. Abuse of Computer Hardware, Software or Internet – A student shall not abuse the school district's hardware or software.
2. Assault - Causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person harmed.
3. Attendance - Students shall abide by the attendance laws of the State of Ohio, unless excused by the building principal or attendance officer.
4. Arson - The intentional attempt to set fire, or intentionally setting of a fire on school property or at a school sponsored activity, is not permitted and will result in suspension or expulsion and the filing of appropriate legal charges.
5. Damage to Property (Vandalism) – A student shall not cause or attempt to cause damage to the property of another, public or private on school premises, or at any

school activity on or off school grounds. The student may be required to pay for damages.

6. Dishonesty (Plagiarizing/Cheating/Lying/Forgery)– This includes but is not limited to all forms of dishonesty. Examples: forged passes, copied assignments, forged signatures on notes and/or in the agenda, etc.
7. Disorderly Conduct - Engaging in indecent, profane, unreasonably loud or other conduct that tends to cause or provoke a disturbance.
8. Disrespect – Speaking to, gesturing, or otherwise acting to or toward any school employee or volunteer in a discourteous, disrespectful or insulting manner.
9. Disruption of the Classroom – Any action by a student that interferes with the learning environment of others.
10. Disruption of School – A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school.

Neither shall the student engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.

11. Driving - Students driving a vehicle shall follow the rules and regulations established for this privilege.
12. Failure to Attend Before or After School Detention - Failure to attend a detention on the assigned date(s), except in extreme emergency approved by the Principal, may result in further disciplinary action.
13. Failure to Serve Before or After School Detention – Failure to serve the entire session of a detention may result in further disciplinary action.
14. False Alarms - Initiating a false alarm or some type of emergency disaster alarm.
15. Fighting - Mutual combat in which both parties have contributed to the conflict by provocation or physical action.
16. Harassment / Hazing – Conduct constituting harassment may take different forms, including but not limited to the following:
  - A. Sexual Harassment
    1. Verbal – The stating and/or writing of sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with Columbus Grove schools.
    2. Nonverbal – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering,

whistling, and the like to a fellow student, staff member, or other person associated with the Columbus Grove schools.

3. Physical Conduct – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, and pushing the body.

**B. Gender/ethnic/religious/disability/height/weight harassment:**

1. Verbal – Written and/or spoken innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with Columbus Grove Schools.
2. Nonverbal – Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures towards a fellow student, staff member, or other person associated with the Columbus Grove Schools.
3. Physical contact – Any intimidating or disparaging action such as hitting or spitting on a fellow student, staff member, or other person associated with the Columbus Grove Schools.

**17. Inappropriate Behaviors at Athletic Contests and Other School Related Events** - Inappropriate actions may result in denial from future attendance and/or participation of athletic contests and other school related activities and/or other disciplinary actions as determined by building administrators.

**18. Inappropriate Display of Affection** - Embracing, kissing, or caressing another in a situation or other circumstances deemed inappropriate.

**19. Insubordination** - The willful failure to respond or carry out a reasonable directive by authorized school personnel.

**20. Leaving School Property** - A student shall not leave school premises without proper authorization of an administrator or the school nurse.

**21. Misconduct in Non-Instructional Area** – Student conduct in restrooms, corridors, cafeteria, on school grounds, and at school-sponsored activities on and off campus, is expected to reflect the rules of good taste and a respect for the welfare, rights and safety of others. Running, boisterousness, horseplay, and extreme loudness are not acceptable.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas, as willingly and as quickly as they are expected to do in the classroom. Students are expected to cooperate with custodians, secretaries, hall monitors, and cafeteria workers since these people have the necessary authority to fulfill their assigned responsibilities.

**22. Cellular Phones or Other Communication Devices** - Students are prohibited from possessing or using cellular phones or other personal electronic communications devices while at school, on school grounds or at school activities. Such items will be confiscated.

**23. Possession, Use and/or the Distribution of Alcohol** - The possession, use and/or distribution of alcohol or alcohol products in any form is prohibited at all Columbus Grove District functions.

**24. Possession, Use and/or the Distribution of Drugs** - The possession, use and/or distribution of drugs or drug products in any form is prohibited at all Columbus Grove District functions. This also includes all types of look-a-like drugs or drug products.

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**25. Possession, Use and/or the Distribution of Tobacco** - The possession, use and/or distribution of tobacco or tobacco products in any form is prohibited at all Columbus Grove District functions. This also includes all types of look-a-like tobacco or tobacco products.

**26. Profanity and/or Obscene Language** – A student shall not use profanity or obscene language, either written or verbal, in communication with any other person. Included in this prohibition would be the use of obscene gestures, signs, pictures or publication.

**27. Publications** - All students' publications shall be under faculty supervision and approved by the administration. This also includes the ethical use of technology to produce such items as video productions, computer programs, yearbook and student newspapers.

**28. Repeated School Violations** – A student shall not repeatedly fail to comply with the directions of any authorized school district personnel during the period of time when the student is properly under the authority of school personnel. A student shall not accumulate various infractions of the Code of Conduct.

**29. School Transportation** – Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student.

**30. Tardiness** - Students shall arrive at school and for each of their assigned classes at the properly scheduled time.

**31. Theft** – A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the event of theft, the student will be required to make full restitution.

**32. Threatening Behavior or Intimidating Acts** - The act of verbally or by gesture, threatening the well-being, health, or safety of any person on school property or en route to or from school.

**33. Threat or Assault on School Personnel** - A student shall not threaten or attempt to cause physical injury or behave in such a way, as could reasonably cause physical injury to any school employee. A student shall neither make what may reasonably

be interpreted as a threat to do bodily harm to a school employee or his/her family, nor threaten to damage personal property of an employee in or out of the school setting.

**34. Trespassing or Loitering** - Columbus Grove students shall not loiter on school grounds or enter school facilities unless participating in or attending a school sponsored activity. This rule applies also to hours in which school is not in session. No student shall be present in an authorized place, on school property, and refuse to leave when told to do so during or after school hours by school or law enforcement personnel.

**35. Weapons and Dangerous Instruments** – A student shall not possess, handle, transmit or bring a weapon on school grounds or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon or object which a reasonable person might consider, under the circumstances, capable of harming a person or property. Included in this prohibition is the possession or use of chemicals and gases, such as mace and stink bombs.

Other more commonplace devices, which are not normally considered weapons, may under certain circumstances be used as a dangerous weapon. If a student uses such a device in this fashion, it will be considered a violation of the rule on weapons.

**36. Other Situations** – The administration has made every attempt to develop rules and regulations in the Student Code of Conduct, which would address most of the situations that could occur at Columbus Grove School.

If a situation occurs which is not covered in the “Student Code of Conduct”, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or safety and welfare of students and staff in the middle school.

## BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR POLICY

### **Definitions of Terms**

“Harassment, Intimidation, or Bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidating, or Bullying” also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

A. causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

### **Types of Conduct**

Harassment, intimidation, or bullying can include many different behaviors including over intent to ridicule, humiliate, or intimidate another student or school personnel. Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;
- D. exclusion from the peer group or spreading rumors; and,
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as “cyber-bullying”), such as the following:
  - a. posting slurs on the web sites where students congregate or on web logs (personal journals or diaries);
  - b. sending abusive or threatening instant messages;
  - c. using camera phones to take embarrassing photographs of students and posting them on line;
  - d. using web sites to circulate gossip and rumors to other students; and,
  - e. Excluding others from an on-line group by falsely reporting them for inappropriate language to Internet Service Providers.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

### **Complaint Procedures**

Building principals, assistant principals, and the Superintendent have the responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented. Complaints and/or questions should be directed to:

Mr. Nick Verhoff who serves as the districts Anti-Harassment coordinator: (419) 659-4302.

## **STUDENT CODE OF CONDUCT PROHIBITION AGAINST SEXUAL HARASSMENT**

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

The Board is most hopeful that teachers, parent(s)/guardian(s) and Board members can work together to promote the best educational interests of the students in this district.

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### **STUDENT SUSPENSION**

The superintendent or building principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than ten (10) school days. Suspension may extend beyond the current semester but not beyond the current school year. The guidelines listed below will be followed for all suspension, including those of in-school suspension.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his actions.
3. An attempt will be made to notify parent(s) or guardian(s) by telephone if a suspension is issued.
4. Within twenty-four (24) hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
  - A. Superintendent
  - B. Board Treasurer
  - C. Student's school record (not for inclusion in the permanent record)

Suspension may be appealed to the Superintendent of Schools.

#### **Appeal Procedure**

Should a student who is eighteen (18) or older or a student's parent(s) or guardian(s) choose to appeal the suspension, they must do so within ten (10) days of the notice of suspension.

## Appeal to the Court

Under Ohio Law appeal of the Superintendent's decision may be made to the Court of Common Pleas.

## **EMERGENCY REMOVALS OF STUDENTS**

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent or building principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the building principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than twenty-four (24) hours and is not subject to further suspension or expulsion, the due process requirements do not apply.

If the emergency removal exceeds twenty-four (24) hours, then a due process hearing will be held within seventy-two (72) hours after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. The student will have the opportunity to appear at an informal hearing before the building principal, superintendent or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing and within twenty-four (24) hours of the decision to suspend, written notification will be given to the parent, guardian or custodian of the student, and treasurer of the Board of Education. This notice will include the reasons for the suspension and the right of the student or parent/guardian to appeal to the superintendent or designee.

If the superintendent or building principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

### Expulsion:

1. Only a superintendent may expel. An expulsion may be imposed for a maximum of 80 days. If there are fewer than 80 days in a school year, the expulsion may be carried over into the following school year.
2. The superintendent must give the pupil and his parent or guardian written notice of the intended expulsion.
  - a. The notice is to include reasons for the intended expulsion.
  - b. The pupil and parent or REPRESENTATIVE have an opportunity to appear on request before superintendent or his designee to challenge his action or to otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.

- c. The notice is to state the time and place to appear which must not be less than 3 days nor later than 5 days after the notice is given.
  - d. The superintendent may grant an extension of time; if granted, he must notify all parties of new time and place.
3. Within 24 hours of the expulsion notify the parent, guardian, or custodian of the pupil and treasurer of the board of the action to expel.

The notice must include the reasons for the expulsion; and the right of pupil, parent or custodian to appeal to the board of education or its designee; the right to be represented at the appeal and to request the hearing be held in executive session.

#### Appeal To Board:

1. A pupil or his parent, or custodian may appeal his expulsion or suspension by a superintendent or principal to the board of education or its designee. Such pupil or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against such suspension or expulsion.
2. A verbatim, word for word, record is required. [This may be tape recording, etc.].
3. No particular procedure for the hearing to follow is required by the statute.
4. Formal action to affirm, vacate or modify the disciplinary action, on the appeal may only be taken in "public" session.
5. The decision of the board is further appealable to Court of Common Pleas under O.R.C. 2506.
6. O.R.C. 3313.66 is silent regarding the time-limit to request an appeal to the board; it is assumed that the appeal will be set at discretion of the board or its designee.

### ATTENDANCE

#### **Regulations Governing Absence from School**

Compulsory education in Ohio has been established by law for many years. Every child of compulsory school age shall attend a school that conforms to the minimum standards prescribed by the State of Ohio. (Section 3321.03 Ohio Revised Code)

Compulsory school age in Ohio is between six (6) and eighteen (18) for the purpose of compulsory school attendance. (Section 3321.01 Ohio Revised Code) Kindergarten attendance is also mandatory.

Each parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school attended is in session. (Section 3321.04 Ohio Revised Code) According to these regulations a student may be given excused absence from school for the following reasons only:

The Putnam County Schools' policy and procedures in accordance with State Attendance Law provides attendance guidelines for parent(s), guardian(s), and school officials as follows:

The primary responsibility for a student's attendance rests with his/her parent(s) or guardian(s). ***The parent/guardian, or their designee must notify school personnel when their child is absent by phone before 8:00 a.m.***

If the parent/guardian fail in their responsibility to notify school authorities on any day the schools are in session that their child is absent, the principal or the principal's designee is required to make a reasonable attempt to notify by phone the student's parent(s), custodial parent, guardian, legal custodian or other dependable adult so designated by the parent(s) that the child is absent. A written notice shall be mailed that the student was absent when the principal or the principal's designee was unable to make notification and the student will be marked unexcused. Parent(s)/ guardian(s) shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The following regulations are in keeping with the State Board of Education adoption governing school attendance. The State Board of Education made their adoptions within the framework of Section 3321.04 O.R.C. The adoptions of the State Board are binding upon the local school authorities empowered to issue excuses from school attendance. The primary responsibility of parents and the school administration is to have students in school. Additionally, under the provisions of **Senate Bill 181**, failure by a parent or guardian to make sure their truant child is attending school can result in a contempt of court charge. The penalties for a first offense would be a fine up to \$250 and 30 days in jail. For a third and subsequent offense, the fine would increase to up to \$1000 and 90 days in jail. The bill expands the definition of delinquent child, and permits joint filings against both the child and parent/guardian if the child is found to be a habitual or chronic truant. **The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. In the event of an absence the parent or guardian should call the school prior to 8:00 a.m. at 659-2156 to report the absence.**

### **COLUMBUS GROVE SCHOOLS ATTENDANCE POLICY**

For purposes of attendance record keeping, absences are considered to be either **excused** or **unexcused**. For reference, one school day is equal to 6.42 hours for students. **Truancy** refers to absence from any portion of the school day without previous permission and knowledge of the parent/guardian or school principal. Absences covered by false reports to the school attendance officer are also considered to be trancies. For the purpose of after school activities, a student must be signed in to school by 10:30 (or be at school for a minimum of 4 periods) in order to participate in the evening practice or game.

**Excused absences** would include:

- Personal illness (a written physician's statement verifying the illness may be required)
- Medical appointments when a doctor's note has been provided
- Illness in the immediate family
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Family vacations (see limitations in this policy)
- Hunting (see limitations in this policy)
- Athletic events (see limitations in this policy)
- College visits (Seniors 1) (Juniors 2) The Principal may grant additional visits if interviews or testing are required. Requests must be approved in advance of the visit.
- Job Interviews
- Special circumstances (arranged in advance with permission of the principal)

**Unexcused absences** would include, but are not limited to:

- Oversleeping
- Missing the bus
- Shopping
- Baby-sitting
- Car problems
- Hair/nail appointments
- Out-of-school suspension (Authorized Unexcused Absence)

Students with an excessive number of total absences due to personal illness (**more than 3 days/19.26 hours per grading period**) will be required to present a written physician's statement in order to excuse any further absences. Students who miss school because of a medical appointment (doctor, hospital, eye doctor, dentist, orthodontist, chiropractor, etc.) are required to bring a medical excuse to the attendance officer when they return to school. If a medical excuse is not presented to the attendance officer, these absences will be counted as personal illness. Students with an extended illness or physical impairment under a physician's care are also required to present a written statement from a physician as to the reason or reasons for a student's absence.

All work missed because of an **excused** absence may be made up. Students may not make up class work for **unexcused** absences. An out-of-school suspension is classified as an authorized unexcused absence, and by law, students will be allowed to make up assignments, tests, and quizzes for partial credit. It is the responsibility of the student or their parent to get the assignments from the school as the work will be due the day they

return from suspension.

When a student is absent from school, they miss the classroom instruction, which is essential to the understanding of concepts and subject matter.

We believe that making up assignments **does not** constitute the same quality of learning that occurs when a student attends school. **Students with an excused absence will assume responsibility for material missed while not in attendance.** Students will have a reasonable period of time to make up their assignments. The amount of time is dependent on the number of days a student is absent and the type of assignment missed. As a guideline, students are allowed the number of days missed for excused illnesses to make up their work. Students should arrange assignment make-up with their teachers.

Students who wish to be excused from school for family vacations, hunting, athletic events, or job interviews should do the following:

### **Family Vacations**

1. **Submit a note from his/her parents five (5) school days prior to the first day of absence indicating the dates the child will not be attending school.** The note should state the reason for the absence. Students wishing to be excused longer than five days must be approved by the principal or attendance officer based on a student's grades and attendance.
2. Students must be accompanied with parent, guardian or grandparents to qualify.

### **Hunting**

Students must present to the principal a valid hunting license. Students must then present an excuse signed by parents or guardians stating the student will be going hunting. The excuse must also state that the student's parent or guardian will be accompanying them and the date of absence(s). **This note must be presented to the principal or attendance officer at least five (5) days prior to the date requested for absence.** A final decision to grant or deny any student's request will be made by the Principal or attendance officer. The rationale for making such decisions will include the reason for requesting absence, student's attendance record, and the student's academic record. Students may only be excused for a total of two (2) days for hunting.

### **Athletic Events**

Only the following students will be excused for athletic events scheduled during the school day:

1. Those participating for Columbus Grove High School
2. Varsity players on the team but not participating (with prior permission of parents)
3. Brother/Sister of a student participating (with prior permission of parents and based on their attendance record)

## **State Athletic Tournaments and Eliminations**

Students desiring to attend O.H.S.A.A. athletic tournaments will be excused only if:

1. They have prior permission of the school administration
2. They submit the parent's written permission indicating the student is attending the tournament with their parent(s) and based on their attendance record.

**A student will only be allowed a total of five (5) days of absence for family vacations, hunting, and athletic events. A student may not exceed the maximum number of days the school allows for each type of absence (family vacations, hunting, athletic events), as listed above.**

## **County Attendance Officer**

The Putnam County Probation Officer serves as an attendance officer to work with students who have an excessive amount of unexcused absences. The following are the guidelines the truancy officer will follow to assist them in taking appropriate action:

**38 or more consecutive hours in one school month or 65 or more hours in a school year (with or without a legitimate excuse):**

- Local School sends letter of concern about attendance to parent/guardian.
- Copy of letter is sent to Truancy/Probation Officer. \*\*The Truancy/Probation Officer will continue to monitor the student's attendance throughout the entire school year.
- School may or may not develop a truancy intervention team/plan.
- Warning letter sent to parent/guardian/custodian from the Truancy/Probation Officer.
- Possible home visit or phone call from Truancy/Probation Officer.
- Counseling for Habitual Truant may be provided.
- Parents may be required to attend parental involvement programs; including, but not limited to truancy prevention mediation programs.
- Notice will be sent to the Registrar of Motor Vehicles under Ohio Revised Code 3321.13.

**30 or more consecutive hours, 42 or more hours in one school month or 72 or more hours in a school year (unexcused, without a legitimate excuse):**

- Filing of complaint with Juvenile Court by Truancy/Probation Officer. Complaints will be filed jointly against the child and the parent, guardian, or custodian.

**NOTE:** Suspensions are unexcused absences, but are not considered for truancy issues.

## **Tardiness from School**

There is rarely a justifiable excuse for tardiness to school or to a class during the school day. EACH UNEXCUSED SITUATION OF BEING TARDY TO CLASS WILL BE MADE UP IN DETENTION. Students who arrive late to school must report to the office for an appropriate tardy notice. The following guidelines will be used for students tardy to school:

- (1) - Warning
- (2-4) - Detention
- (5) - In-School Restriction
- (6+) - In-School Restriction or Administrative Discretion

A student is considered tardy to school if he arrives at school after 8:00 a.m.

## **Leaving the Building**

Any student who leaves the high school building during the school day without signing

out in the office is in direct violation of school policy. A student may sign out only under the following conditions:

1. Written or verbal permission from parents and administrative approval to leave early.
2. Going home due to illness with the knowledge of the nurse and attendance officer who have communicated with the parent(s).
3. Properly executed lunch permit.

A student who leaves under conditions other than these will be considered truant.

#### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian, or (b) the parent or guardian coming to the office or calling the office requesting the release. No student will be released to a person other than a custodial parent or guardian without verbal or written permission signed by the custodial parent or guardian.

#### **Make-up of Tests and Other School Work**

Students who are excusably absent from school shall be given the opportunity to make-up work that has been missed. The student should contact their teacher as soon as possible to obtain their assignments or check for assignments on the online platform utilized by the teacher.

This homework will be due within two days of the child's return to school. Extensions may be granted in the cases of extended absences. Students should make arrangements with their teachers to determine the due dates of homework missed when they have knowledge of an extended absence.

Make-up work due to an in-school restriction must be completed by the time the student returns to class in order to get full credit.

If a student misses a teacher's test due to an excused absence, s/he must make arrangements with the teacher to take the test. A test will not be administered if it includes content that was taught during the time of the student's excused absence. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the Guidance Counselor to arrange for taking the test.

#### **Suspension from School**

Absence from school due to out-of-school suspension will be considered an authorized unexcused absence. A suspended student may be allowed to make up school work missed due to suspension and will receive 70% credit for CORRECTLY completed work during the length of the suspension. If student work is not done correctly, points will be reduced from the 70% maximum credit they can receive. Students will be allowed to make up tests and quizzes for up to 70% credit as well. It is the responsibility of the student or their parent to get the assignments from the school. All work will be due the day the student returns to school, and tests and quizzes may be given the day of return.

as well.

## **STUDENT PROGRESS REPORTS TO PARENTS**

The Columbus Grove Local Board of Education feels that it is essential for parent(s)/guardians(s) to be kept fully informed of their children's progress in school.

Progress reports will be provided to parents of children in grade one (1) through twelve (12) four (4) times per year. Progress reports will be sent to parent(s)/guardians(s) at the completion of each grading period. Supplementary reports will also be required for students in danger of failing. Conferences with parent(s)/guardians(s) will be used as an integral part of the reporting system.

### Grading Scale

When letter grades are used the following scale should be observed:

|   |          |
|---|----------|
| A | 93-100   |
| B | 83-92    |
| C | 70-82    |
| D | 60-69    |
| F | Below 59 |

Grade point value of each grade on a 4.0 basis shall be:

|   |     |
|---|-----|
| A | 4.0 |
| B | 3.0 |
| C | 2.0 |
| D | 1.0 |
| F | 0   |

The honor roll will be based on the accumulative grade point average each grading period:

|   |                       |
|---|-----------------------|
| A | Honor Roll=4.0        |
| B | Honor Roll=3.0 to 4.0 |

## **PROMOTION AND RETENTION OF STUDENTS**

The promotion of each student in the Columbus Grove Local School District will be determined individually. The decision to promote or retain a student in a grade will be made on the basis of the following factors which the teacher will take into consideration: reading grade; mental ability; age; physical maturity; emotional and social development; social problems; home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records in order that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible. Procedures shall include:

1. A student receiving passing grades in reading, social studies, mathematics, science, English and spelling will be promoted.
2. A student having failing grades in reading, mathematics and English at the end of each year will have his case evaluated by the teachers, guidance counselor and building principal for placement.
3. No conditional promotions will be permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion and only with approval of the building principal.
5. A student having passing grades D or above throughout the year will not be failed.
6. No student should be retained more than twice in the elementary grades.
7. Documentary or anecdotal evidence should be available to justify retention.
8. A student with failing grades will be entered into the district's intervention programs so as to be assisted toward academic success in those areas.

### **HOMEWORK**

The Columbus Grove Local Board of Education believes that the assignment of properly planned homework meets a real need and has a definite place in the educational program.

Homework should be assigned to help the student become more self-reliant, learn to work independently, improve and reinforce the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. It shall be related to the grade level scope and sequence, graded course of study and institutional objectives. Home study assignments also afford a way for parent(s)/guardians(s) to acquaint themselves with the school program and their own children's educational progress.

“Not completing homework assignments is detrimental to a student’s education as well as their class grade. If a student fails to complete five (5) assignments a conference may be requested involving the student, parents, teachers, principal and guidance counselor.”

### **DETENTION OF STUDENTS**

Elementary students may be detained before or after school for a period not to exceed thirty (30) minutes, and high school students may be detained for a period not to exceed forty-five (45) minutes.

Parents of elementary school students shall be notified in advance of any planned detention. In the event of the detention of any student, elementary or secondary, who

is transported to and from school on a school bus, the parent(s)/guardians(s) must be notified in advance. If proper notification has been made, transportation following the period of detention is the responsibility of the student and his parent(s)/guardians(s).

### **STUDENT CONDUCT ON SCHOOL BUSES**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure the safety and proper maintenance of school buses.

Students will:

1. Be careful in approaching bus stops--walk on the left, toward oncoming traffic. Be sure the road is clear both ways before crossing the highway;
2. Be on time for the bus in order to permit the bus to follow the time schedule;
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom;
4. Reach the assigned seat in the bus without disturbing or crowding other students. Remain seated while the bus is moving;
5. Obey the driver promptly and respectfully. Realize that he has an important responsibility and that it is everyone's duty to help;
6. Keep the bus clean and sanitary. No chewing gum, candy, pop or ice-cream are permitted on the bus at any time, no eating or drinking is permitted at any time;
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident;
8. Keep head, arms and hands inside the bus at all times. Windows are intended for light and ventilation;
9. Be courteous to fellow students and to the bus driver;
10. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unnecessary and always costly; and
11. Remain seated until the bus stops to unload; wait for signal from the bus driver and then cross the road in front of the bus.

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his forfeiting the privilege to transportation by school bus.

Although the Columbus Grove School District furnishes transportation in accordance with Ohio Law, it does not relieve parent(s)/guardian(s) of students from the

responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus--and only at that time--does he become the responsibility of the school district. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day. Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

### Discipline

When discipline problems with individual students arise, the following procedure should be applied:

1. The driver should handle the problem, if possible.
2. When the driver is unable to solve the problem, he should report it to the transportation supervisor. Then, the transportation supervisor and driver, if necessary, will confer with the building principal. The disciplinary disposition of the case will be by the building principal.
3. 

|             |                                        |
|-------------|----------------------------------------|
| 1st Offense | Written Warning                        |
| 2nd Offense | 3 Days Bus Privilege Denied            |
| 3rd Offense | 5 Days Bus Privilege Denied            |
| 4th Offense | Possible Suspension/Expulsion from Bus |

## **INSTRUCTIONS FOR CAFETERIA MEAL SERVICE**

The school cafeteria serves a hot lunch each day at a nominal price to all students. All students must eat in the school cafeteria. It is permissible to bring lunch from home and purchase your milk in the cafeteria.

The school participates in the National School Lunch Program and makes lunches available to students for a nominal fee. Ala Carte items are available for grades 5 and 6.

Applications for the School's Free and Reduced-Priced Meal program are available on PaySchools to all students. If a student does not receive an application form and believes s/he is eligible, contact the Superintendents' Office at 419-659-4302.

### School Lunch Charging Policy

The school offers two types of lunch balance alerts. The alerts can be sent to your email or by text messaging. You can get a weekly update on the amount available in the account or a message when the account becomes overdrawn. Go to <http://cg.noacsc.org/mpreminders>.

Students overdrawn by five (5) lunches or more will receive a Peanut butter or Cheese Sandwich for lunch until their accounts are paid in FULL.

\*Any student with an overdrawn lunch account from the previous year will have 2 weeks from the start of the new school year to pay their charges. If charges have not been paid the student will receive a PB & J lunch until the account is paid in FULL.

### **ALA-CARTE**

Ala-Carte is available for grades 5-12. All Ala-Carte items are priced individually. Students in grades K-4 are not offered Ala-Carte. There is **NO** Charging in the Ala-Carte line.

### **Free/Reduced Info...**

Columbus-Grove Local School will be accepting applications for the National School Breakfast/Lunch Program throughout the school year. They are available in the main office or in the cafeteria. For further information please contact: Kristen Hertel, Food Service Director (419)-659-2660.

**Parents:** If your child had lunch charges on his/her account before a free/reduced application was approved you are responsible for paying these charges. Also, if you are on free/reduced and your child packs a lunch but needs milk you will need to send in money for the milk. The cost for milk is .60

Before students line up for cafeteria, each one should be allowed to wash his/her hands. Students are to have their lunch money ready to pay the cashier.

All classes will go into the cafeteria in the order listed in the cafeteria and noon recess schedule. After receiving their food, the student will proceed to their assigned tables, filling each seat.

Students who carry a lunch must also eat in the cafeteria. Extra milk may be purchased.

No student is permitted to leave school grounds during the noon lunch period.

**Remember**--the cafeteria is a part of our educational program and should be conducted that way. Students are to walk single file to and from the cafeteria. They should not throw anything in the cafeteria. Talking should be limited in the lunch line but not at the tables, so long as the students talk in a normal tone of voice.

## **STUDENT FEES, FINES, AND CHARGES**

### **Material Fees**

Students enrolled in district schools will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used in the instructional program will be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Columbus Grove Local Board of Education to defray the cost of the materials and supplies.

Since the district receives Disadvantaged Pupil Impact Aid funds, it cannot charge a student recipient of Aid to Dependent Children or Disability Assistance a fee for any materials needed to participate fully in a course of instruction. This provision does not apply to extracurricular activities and pupil enrichment programs that are not a course of instruction.

## Fines

When school property, equipment or supplies are damaged, lost, or taken by individuals, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

All fines collected will be sent to the treasurer for deposit in the general fund of the board.

An Application for Waiver of Student Instructional Materials Fees is available in the office for those who might qualify.

## Textbooks

Students should keep covers on all of their textbooks at all times. Paper sacks, plastic bags, cloth, or any regular book covers will be acceptable. Please do not use newspaper.

Students will be assessed fees for damaging a textbook or a library book beyond repair or for losing a book signed out to them.

## Workbooks

Most of the costs of school supplies are paid by your local board of education. Some materials such as workbooks must be paid for by the parents. No student is denied the privilege of attending school due to unpaid workbook fees. However, no grade card or other academic record can be sent home unless the charges are paid in full.

## **ADMINISTERING MEDICINE TO STUDENTS**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent/guardian at home. If this is not possible, it will be done in accordance with the following:

1. Parents and physicians are encouraged to schedule medications so that they may be administered during non-school hours if at all possible.
2. Only school secretaries, building principals and the school nurse are authorized to administer medications in accordance with this policy.
3. All medications will be secured and stored out of reach of students.
4. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order. The prescribing physician must also complete the permission form that is to be

presented to the school.

5. New request forms must be submitted each school year and as necessary for any change in the medication order.
6. For the administration of non-prescription drugs (aspirin, pain killers, cough medicines, etc.) only the parental permission form from the parent or guardian is required.
7. The Columbus Grove Local School District will keep all parental requests and physician's orders on file.
8. All medications must be received in their original containers.
9. School personnel are not authorized to administer medications by injection except the medication in bee sting kits provided by parents.
10. The parent, guardian, or other person having charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug in the event any of the information originally prescribed by the physician is changed.
11. In accordance with Senate Bill 262, ORC 3313.713, school personnel authorized to administer medications are protected from liability for civil damages in the administration of medications.

### **FIRST AID**

1. A school nurse or other trained person will be responsible for administering first aid.
2. In accordance with law, the parent(s)/guardian(s) of all students will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish to be followed in the event of a medical emergency involving their child.
3. Only emergency care and first aid will be provided. Use of medications will be limited to topical applications as authorized for certain types of injuries by a physician or to such medication as may have been officially authorized for an individual child.
4. In cases where the nature of illness or an injury appears serious, the parent(s)/guardians(s) will be contacted, and the instructions on the student's emergency card followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent can be reached.
5. No elementary student who is ill or injured will be sent home alone. Junior and senior high students may be sent home if the illness is minor and the parent(s)/guardians(s) who have authorized such dismissal on the emergency

medical forms have been informed in advance.

## **EMERGENCY PLANS**

The safety and well-being of the students and staff of the Columbus Grove Local School District is a priority. Emergencies and disasters can never be predicted. However, plans can be prepared in the event of a disaster, to minimize their impact.

Emergency plans have been prepared for district schools by the administration and shall be used by district personnel and students in case of fire, civil emergencies and natural disasters. The regulations are posted in each classroom. Drills will provide both students and personnel with practice in responding to emergency situations should they occur.

## **SPECIAL PROGRAMS**

Title I Remedial Program is funded by the federal government to provide supplemental instruction for our normal ability students who are underachieving. The teacher tests children referred by the classroom teachers and takes those in most need of help. This is for skills reinforcement of the lessons taught in the regular program and individualized to each one's needs. Students in grades one through four are served first.

Developmentally Handicapped Program emphasizes preparing students for everyday living and life's work world. These students are mainstreamed into their assigned home room as much as possible.

Speech, Hearing and Language Therapy exists primarily to meet the needs of each pupil enrolled in school in developing maximum competence in communication. The staff of this program is employed to provide diagnostic, habilitative, instructional, and consultative services for pupils with special communicative needs and disorders.

School Psychologists The roll of the school psychologist is to aid in any way he can in the prevention and treatment of problems of children and/or of teachers in the classroom. Child study, providing diagnostic information about students with learning and/or adjustment problems, is the main service of the school psychologist. This information is vital in understanding a child in terms of his capabilities, limitations, learning disabilities, behavior mechanism and interactions with his home and his environment. It is the aim of the school psychologist to interpret this information to the school personnel and parents in such a way that meaningful educational experience will be forthcoming to the student.

Guidance Program The Columbus Grove Local Board of Education views guidance as helping students understand themselves in the light of their abilities, aptitudes, interest, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential, their decisions relating to personal, educational and vocational matters and also in becoming capable of mature self guidance.

## **FIELD TRIPS AND EXCURSIONS**

The Columbus Grove Local Board of Education recognizes that there is a vast quantity and variety of learning resources outside school walls and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than things that are only talked or read about.

Field trips--properly planned, supervised and integrated into the instructional program--are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum and of the school plant.

Therefore, all field trips sponsored by the schools will be educational in nature and will be related to the subject matter and the objective of instruction at the particular grade level.

### **INSTRUCTIONS FOR PLAYGROUND**

1. Obey duty teacher or monitor
2. While on the playground, permission to enter the building for any reason must be obtained from the teacher on duty.
3. No stones or sticks are to be thrown on the playground.
4. No fighting, shoving, kicking, tackling or jumping on each other will be permitted.
5. There should be no running through games on black top area.
6. Share all equipment. Lines should be formed for use of equipment so all children may have a turn.
7. There should be no playing around the automobiles.
8. No eating and drinking on the playground.
9. When physical education is taken outside, activities should be planned and organized. Do not play near classroom windows.

### **Other Concerns**

1. The grass area should be used for kicking, throwing, etc., any form of football, soccer, softball and other team ball games. The blacktop area will be used for the playground equipment, jump ropes, playing basketball, four-square and other games that can be played in crowded confined areas.
2. Line up with your class when the whistle is blown and remain in line on the playground until the teacher comes to take you in. Enter the building in a quiet orderly manner, remaining in your class line.
3. Football and any other form of violent contact sports are strictly prohibited unless supervised by a teacher or the principal.

## **SCHOOL VISITORS**

It is the policy of our school that we do not permit visitors such as friends, cousins, younger brothers and sisters to attend classes with our students. Parents are encouraged to attend, however, and are always welcome to visit at anytime. Arrangements should be made beforehand through the office or with the individual teachers. Please report to the office before visiting any classroom or teacher.

## **ELECTRONIC DEVICES**

Personal electronic devices, when used properly, can provide enhancement to the educational process. However, these devices are not permitted at school unless a teacher (with prior permission from the building principal) gives specific permission for these items to be used in his/her class. Otherwise, electronic devices should not be brought to school by K-6 students.

## **STUDENT PARTIES**

Parties may be held on Halloween, Christmas and Valentine holidays and are to last no longer than one (1) hour. Some teachers will ask for room mother volunteers after school is under way.

## **PERSONAL VALUABLES**

The school cannot be responsible for personal items and valuables brought to school by students. Students with lockers should keep their lockers locked. Students should never leave money in their desks or lockers.

## **LOST AND FOUND**

Whenever a person finds a lost article, he should bring it to the lost and found box in the elementary office. Students losing articles should be urged to check the lost and found box several times until the item shows up.

## **LIBRARY RULES**

1. There is a fine of 5 cents for each week a book is overdue.
2. There will be no charges for the days a child is absent.
3. A child is responsible for a book torn, destroyed, or lost and will be charged accordingly.
4. Books cannot be checked out until overdue books are returned.
5. Fines are to be paid as soon as possible.
6. Grade cards are withheld if all fines are not paid.

## **CIVIL RIGHTS**

The Columbus Grove Local School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, or handicap in the educational programs and activities operated by the school district.

Persons who feel their rights may have been violated may, upon request, receive a copy of the completed grievance procedure from the superintendent's office. The grievance procedure begins with the student/teacher presenting orally his or her alleged grievance with the designated coordinator, who shall informally discuss the problem with the student/teacher.

The school district has designated the following individual as the coordinator for Title VI (race, color, and national origin), Title IX (sex), and Section 504 (handicapped):

Mr. G. Nicholas Verhoff  
Columbus Grove Local School  
201 West Cross Street  
Columbus Grove, OH 45830  
Telephone: (419) 659-2639

Complaints should be referred to the above named individual.

The Columbus Grove Local School District is working on schedule to be in compliance with Title VI, IX and Section 504 regulations compliance with Title VI, IX, and Section 504 regulations.

## **COLUMBUS GROVE LOCAL SCHOOLS STUDENT ALCOHOL AND OTHER DRUG POLICY**

### **A. Philosophy Statement**

The Columbus Grove Local School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

Columbus Grove is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug related behaviors. The district is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools increases the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

Columbus Grove Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use is a community problem requiring a community solution. Since the Columbus Grove Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The district also recognizes that alcohol and other drug use may

lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the board has tried to maintain a balance between compassion and aid to the students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally, it is important to recognize that the Columbus Grove School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead, our goals are education/prevention, intervention/referral and support/guidance.

The Columbus Grove Board of Education is responsible for establishing a policy and directing its implementation. It carries these duties out through the district administrators and Drug Free Schools Program Coordinator's Office. The board calls upon the administrators, faculty, staff, parents and students to collectively ensure the policy's success.

#### B. Policy Statement

The Columbus Grove Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the district or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or non-prescription medications must adhere to the policies described within the student handbook.

#### C. Education/Prevention

The district will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs, which promote positive life-skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals and objectives for prevention/education development will be based on information provided

through our local advisory board, Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and other drug-use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

D. Intervention/Referral

It shall be the policy of Columbus Grove Schools to provide an intervention process designed to confront problem behaviors within students, which may indicate alcohol and other drug use. Intervention strategies will reflect a collaboration of staff administrators, guidance and Drug Free Schools Program Coordinator. Intervention strategies will be initiated but not limited to the following circumstances:

1. Students seeking help.
2. Students exhibiting inappropriate, unusual or atypical behavior.
3. Disciplinary action involving violations of this policy and the student code of conduct.

A working relationship will exist among the district and local professional-helping agencies in order to enhance familiarity, communication, referral and follow-up. [Item E - Checklist] Information will be available about alcohol counseling and rehabilitation and re-entry programs to students. This information is available in the Substance Abuse Resource Manual.

Students successfully completing an inpatient treatment program will not be penalized for days missed from school. Students will be recognized as absent due to medical reasons. Every effort will be made by Columbus Grove Schools to maintain contact with the treatment agency and provide academic instructional materials. Additionally, every effort will be made by the district to assure the student's successful transition back into the school atmosphere.

E. Support/Guidance

Columbus Grove Schools recognizes the importance of guidance activities, which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug-free lifestyles and support for students who are concerned in regards to a loved one's alcohol or other drug use.

F. Parent/Community

Parent involvement must coincide with school efforts in order for significant and consistent positive impact in regards to student alcohol and other drug use. Therefore, through the community arm of our Drug Free Schools Program and Guidance Plan, parent education programs shall be made available to the

community. These programs will focus on parental prevention and intervention strategies.

G. Other Policies Governing Student Alcohol and Other Drug Use

The Columbus Grove Board of Education has adopted a comprehensive eligibility/code of conduct policy for student athletes and students involved in co-curricular and extracurricular activities. Students and parents should be aware of the requirements of this policy which governs student behavior 365 days a year both within the school environment and the community. These policies represent a common philosophy regarding alcohol and other drug use and are administered in a similar fashion.

H. Columbus Grove Drug Free Schools Program

The Columbus Grove Schools employs a part-time Drug Free Schools Program Coordinator. This position provides the district with assurance of policy development and implementation as well as comprehensive program planning and services to meet the concerns of students, parents, community and faculty. The Drug Free Schools Program Coordinator reports directly to the C superintendent and is responsible for district-wide prevention and intervention strategies. These strategies are implemented within the following four areas:

1. Intervention and Support Programs and Activities
2. Curriculum and Resource Development
3. Student Involvement Programs and Activities
4. Community Awareness and Advocacy

I. Student and Parent Notification

At the beginning of each school year, the student code of conduct is reviewed with every student as part of the orientation process. Compliance with these standards of conduct are mandatory and require a parent signature each year in order to ensure parental support and compliance.

**COLUMBUS GROVE LOCAL SCHOOL**  
**CORPORAL PUNISHMENT**  
**JULY 20, 1993**

The use of corporal punishment [paddling] as a means of discipline is prohibited in the Columbus Grove School District. This policy shall not prohibit the use of force or restraint in accordance with division [G] of section 3319.41:

"Persons employed or engaged as teachers, principals, or administrators in a school, whether public or private, and non-certificated school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury

to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons and property."

### **COMPUTER TECHNOLOGY AND NETWORKS ADMINISTRATIVE GUIDELINES 7450AG**

Computer use at Columbus Grove School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.
2. Network password security is the responsibility of the student. Any student unable to log into the network for any reason will be subject to the penalties below.
3. Students shall not copy [without authorization], damage, or alter any hardware or software. Students shall not delete a file [without authorization] or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete an Internet Use Consent form, which must be approved before using the Internet.
7. No students shall attempt to establish or establish computer contact into school district restricted computer nets or any other unauthorized databases.

Penalties:                      Penalty for minor infractions may be applied as determined by the teacher and/or network administrator.

First offense:                Two-week loss of computer privileges.

Second offense:            Four-week loss of computer privileges.

Third offense:              Nine-week loss of computer privileges.

Fourth offense:            Loss of computer privilege for remainder of year. Privileges will be restored at the beginning of next school year. The first violation in the new school year will count as a third offense.

Students receiving the loss of privileges penalty will have their passwords changed during the penalty period. Teachers may request reinstatement of lost privileges for a student only for the purpose of completion of required assignments. A student reinstated under this provision must be supervised at all times.

Notification to parents may be made at any penalty level.

Building administrators will enforce the Student Discipline Code when applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.