

Student Handbook

COLUMBUS GROVE HIGH SCHOOL

HOME OF THE BULLDOGS

WELCOME

On behalf of the staff, we take pleasure in welcoming you to Columbus Grove High School. This student handbook is published so that all students of Columbus Grove may have a ready reference to information which is necessary for an understanding of the daily operation of our school. It is essential that all students read the information contained in this handbook so there may be as few misunderstandings as possible. It is also strongly suggested that students share the information in this handbook with their parents. When this handbook does not give you the information you need, you should contact your principal, dean of students, counselor or a teacher for help.

The goal of Columbus Grove High School is excellence and the striving to reach this goal must be a cooperative effort on the part of the students, teachers, administrators, parents, and community. We earnestly solicit your cooperation in this venture and assure you that the result will be well worth the effort. Therefore, we urge you to become actively involved in your student's studies, extra-curricular activities, and the pride that Columbus Grove High School has to offer.

Best wishes for success and happiness during your years at Columbus Grove High School.

MISSION STATEMENT

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.

Section I: District Information

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Mrs. Kari Weisenburger	HS Mathematics
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Columbus Grove Schools

2025-2026 School Calendar

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug. 18 Teacher Workday
 Aug. 20 First Day of School
 Sept. 1 No School - Labor Day
 Oct. 17 End of First Quarter
 Oct. 31 No School - Quarter Break

42 Days

Nov. 24 Prof. Day-P/T Conf in PM/No school
 Nov. 25 No School - P/T Conferences
 Nov. 26-28 No School - Thanksgiving Break
 Dec. 23 1:00 p.m. Early Dismissal
 Dec. 24-Jan 2 No School - Christmas Break
 Jan. 9 End of Second Quarter

46 Days

Jan. 19 No School - M.L. King Day
 Feb. 16 No School - President's Day
 Feb. 13 Professional Day/No School
 Mar. 20 End of Third Quarter/No School

46 Days

April 3-6 No School Easter Break
 May 21 1:00 p.m. Early Dismissal
 May 21 Students' Last Day
 May 22 Teacher Work Day/Make-up day
 May 25 No School/Holiday
 May 26-29 Make-Up days

42 Days

Days in Session
 No School
 No School - Possible Make up Day
 End of Quarter
 Teacher Workday
 Conference Day/No School
 Additional Make-up days
 First day of school
 Professional Day/No School/Conf. P.M.

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SECTION II – GENERAL INFORMATION

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you are responsible for knowing; you should become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers, dean of students, or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects.

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 2:55 p.m. for all high school students. Students in grades 7 and 8 may be dismissed at 2:50 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 RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. Students are expected to follow staff members' directions and obey all school rules.

The staff expects students to arrive at school prepared to learn.

It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the principal, dean of students, guidance counselor, or other staff member.

Adult students (age eighteen (18) or older) must follow all school rules.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use the mail or hand-deliver the information. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child accomplish their educational goals.

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.

INFOhio

Students have access to the INFOhio's Core Collection of Electronic Resources through the High School Library. In order to access the system and all of the resources available, students must use the new username and password that changes every year. Students must use the following username and password in lower case.

Username: columbusgrove

Password: bulldogs

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.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each middle school (7 & 8) and high school (9-12) student at the beginning of the school year or upon enrollment. Schedules are based upon the student's needs and available space. Any changes in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

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 with policy, the district has established a District Wellness Committee which meets annually to review district practice in accordance with 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 diseases 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 Americans 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

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. Due to the nature of certain courses that require a large amount of materials, it is necessary that a lab fee be assessed to each student in the course. In accordance with State law, Columbus Grove High School charges specific fees for identified courses.

A copy of the current lab fees can be obtained from the high school office.

These fees should be paid before schedules are issued.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students, using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. An application for waiver of student instructional fees is available in the high school office for those students that may qualify.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Workbooks

Workbooks that are required in certain courses are sold in the high school office at cost. These may be purchased at the start of the course or when the instructor requires that you have them. Students who are financially unable to purchase a workbook should inform the principal, and the arrangements will be worked out.

Textbooks

As provided by Ohio law, students in Columbus Grove High School are provided with the necessary textbooks. A large investment of money is necessary to provide a student with the necessary books. Once a textbook has been issued to a student, he is responsible for its care until checked in at the end of the term. Students are to identify the use of the book in the space provided in each textbook. Books that are found will not be returned unless it is identified with your name. Damaged or lost textbooks will need to be paid for by the student at the end of the term. Textbooks should have book covers.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers:

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. No student may participate in a fund-raising activity

conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

C. Parents have the final decision as to whether their child will participate in any fund raising activity.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

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 7-12 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.

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 cafeteria uses a computerized cash register system called *PaySchools* to accept payment for meals. With *Payschools* families are encouraged to prepay for their meals using personal checks or by using the on-line payment option. Prepaying for meals ensures that a student has money available on a daily basis. It also helps to keep the lunch lines moving quickly. At the beginning of the school year, students will be issued a four-digit account number that they can use when making payments on their account and when they purchase meals in the cafeteria.

No seventh or eighth grade student is permitted to leave school grounds during the noon lunch period. No ninth through twelfth grade student is to leave the grounds during the noon period unless they can walk home during the lunch period and return in thirty (30) minutes or during the lunch period. If a student wishes to go home for lunch, he must have his parents complete the form supplied in the office and sign out and in during the lunch period unless special permission is granted by the principal in advance.

The school participates in the National School Lunch Program

and makes lunches available to students for a nominal fee. Ala Carte items are available.

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.

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 or Dean of Students. 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 or Dean of Students. 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: <https://cgbulldogs.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 THE LIBRARY

The library is available to students during their study halls throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Students are encouraged to explore our library and discover the fine reading and research materials available to them. Books may be checked out for a period of two (2) weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned by the printed due date.

Study hall teachers will announce the procedure for being excused from the regular study hall to the library. Students who violate the rules of library operation or appropriate library behavior will be denied the use of the library for periods of time or on a permanent basis.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission from the teacher or Principal before using any equipment or materials. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the school office. Students who find articles in the school are requested to bring them to the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at different times throughout the school year.

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 to be picked up from school.

BOOK BAGS

Columbus Grove students will keep book bags in their locker upon arriving at school. These bags are to be used to carry books, study materials, clothing for physical education classes or sport related activities after school. Book bags may be taken to physical education class then returned to the student's locker.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to requests for approval within one (1) day of their receipt.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. Columbus Grove High School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to, or loss of school equipment and facilities wastes taxpayer's money and undermines the school program. Therefore, if a student damages or loses school property, the student or their parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student

Discipline Code.

GUIDANCE OFFICE

The guidance office is located off the corridor next to the high school and elementary offices. We encourage students to avail themselves to the services of the counselor. Some guidance functions include course selections, financial assistance for college, applications to college, career guidance, personal problems and testing. The counselor is available to see you at any time, although the guidance office may be crowded at certain times of the year. If you desire an appointment, please let the counselor know you will be contacted.

MEETINGS

Necessary meetings of classes, organizations, and other student groups are scheduled through the high school office. Meetings are permitted on a first-come, first-serve basis in accordance with space and time available. Only faculty sponsors can schedule meetings. Announcements of meetings will be made on the public address system in the morning. Sponsors are encouraged to present a written announcement of their meeting a day ahead of time.

PUBLIC ADDRESS ANNOUNCEMENTS

The school intercom system is used for ease in communication throughout the school system. Necessary announcements are made immediately after the tardy bell in the morning and prior to the end of school.

All announcements to be made must be given to the principal or office secretary in the morning before the start of school. No announcements will be given without sponsor approval.

It is not our policy to make announcements during the school day and interrupt classes except in an emergency. Please do

not ask the office to do so.

SCHOOL SECRETARY

The high school secretary is very knowledgeable regarding the operation of the high school. She is here to help you at all times. She can serve many times as the liaison between you and the high school principal when he is not available. When necessary, she is given administrative authority to act on behalf of the Principal.

Class officers will be expected to work very close with the secretary in respect to financial arrangements for their classes. Money that needs to be deposited in high school accounts must be deposited in the office prior to 12:00 P.M. so that the bank deposit can be made.

STUDENT COUNCIL

The student body elects the Student Council in the preceding spring. Meetings are held on a regular basis during the school day. The Student Council is the voice of the student body. Students are encouraged to express their concerns to their Student Council representatives so that these concerns may be discussed at the regular meetings of the council.

STUDY HALL

The purpose of study hall time is for students to focus on class work. Students are expected to follow the established behavioral expectations and use the time productively. Study hall is treated like all other classes. Students should not sleep, play games, or talk without permission. Students are expected to be working on school assignments, reviewing class activities, reading, writing or preparing for upcoming quizzes, tests and projects.

Students who miss study halls will be treated in the same

fashion as if they had missed a regular class. **STUDENTS WHO FIND IT NECESSARY TO BE SOMEWHERE ELSE DURING A STUDY HALL, SHOULD RECEIVE WRITTEN PERMISSION FROM THE TEACHER INVOLVED AND PRESENT THIS EXCUSE TO THE STUDY HALL TEACHER AT THE START OF THE STUDY HALL PERIOD.**

HONORS LOUNGE

Columbus Grove High School offers students in grades 10-12 who have a 3.0 GPA or higher the opportunity to sit in the Honors Lounge during study hall. The Honors Lounge is designed to be a reward for students who achieve academic success throughout the school year. The privilege to go to the Honors Lounge will encourage students to work towards and/or to maintain good grades. The Honors Lounge provides students with the opportunity to work towards academic success in a small group setting. While in the Honors Lounge, it is the student(s) responsibility to abide by all school rules and policies, or the privilege may be revoked.

SECTION III – ACADEMICS

COURSE OFFERINGS

Columbus Grove Middle School and High School has a wide array of course offerings designed to meet the requirements for graduation as well as to earn acceptance at accredited colleges and universities throughout the U.S.

The current curriculum guide for Columbus Grove High School can be found at the following website:

<https://cgbulldogs.org/hsms>

FIELD TRIPS

Field trips are academic activities that are held off of school grounds. There are also other trips that are a part of the school's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules apply to all field trips. While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission to attend.

Students who violate school rules may lose the privilege to go on field trips.

GRADES

Columbus Grove High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Columbus Grove School uses the following grading system:

93 - 100 = A

83 - 92 = B

70 - 82 = C

60 - 69 = D

0 - 59 = F (F+ 50-59)

S - Satisfactory I -
Incomplete

U - Unsatisfactory WD -
Withdrawn

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a “C” would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the GPA. This can be done by grading period, semester, and year or for a series of school years.

Grading Periods

Students will receive a grade card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. Interim progress grades will be available on Progressbook at the middle of each grading period for all students.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Parents are encouraged to talk to their child's teachers regularly about their child's progress.

Semester Exams

Semester exams may be given at the end of each semester

and need to be taken during the appropriate exam period. Students are not permitted to take semester exams early.

Senior Exams

Seniors may be exempted from final exams (2nd semester exams) provided they meet the following criteria:

- 92.5 % average in a class for the 3rd & 4th grading periods.
- No unexcused absences for the 2nd semester.

Semester grades for seniors who are exempted from semester exams are based on the average of the two nine-week grades. Seniors who are exempted from an exam[s] still have the option of taking the exam[s].

Progressbook

Columbus Grove Schools use a web-based computer grade reporting system that allows students and parents to review grades as well as other classroom related information posted by teachers. Students and parents are issued a username and password at the beginning of the year that will provide them access to their Progressbook accounts. If you have questions concerning the Progressbook web-site, please contact the Technology Coordinator, Mr. Mike Keehn at cg_keehn@cg.noacsc.org.

PROMOTION, ACCELERATION AND RETENTION

Promotion to the next grade level is based on the following criteria:

- Current level of achievement
- Potential for success at the next grade level
- Emotional, physical, and/or social maturity

For students in grades Kindergarten through Eighth grade, a student will be considered for retention if s/he is truant (absent without excuse) for more than ten percent (10%) of the

required attendance days of the current school year AND has failed two or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted or placed if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

GRADUATION REQUIREMENTS

Specific course requirements at Columbus Grove High School are:

4 Units of English

4 Units of Math

3 Units of Science

3 Units of Social Studies

½ Unit of Health

½ Unit of Phys. Ed.

6 Units of Electives (Including Financial Literacy and Fine Arts)

****21 Units Total**

**** Students will need to meet all State standardized testing and Seal requirements in addition to earning their credits. For more information regarding the State standardized testing and Seal requirements, go to the Ohio Department of Education website, or contact the guidance office at: 419-659-4310.**

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must meet all State-mandated assessment

requirements, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in State-mandated assessment tests will be determined by the IEP team.

Honors Diploma

The Columbus Grove High School shall award the Diploma with Honors to any student who has met the criteria for this distinction. The criteria for the Honors Diploma can be found at the Columbus Grove Local School website at <https://cgbulldogs.org>.

It is the student's responsibility to maintain contact with his/her counselor to ensure that his/her graduation requirements are being met.

STUDENT ASSESSMENT

Unless exempted, each student must meet all State-mandated assessments for graduation. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff to determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the Guidance Counselor.

College entrance testing information can be obtained from the Guidance Office.

COLLEGE CREDIT PLUS

Columbus Grove High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of approved Educational Options is available in the Guidance Office.

In order to participate in College Credit Plus (formerly Post-Secondary Educational Option / Dual Enrollment Option), the student must first submit an application for approval by the last day of March. Students may only participate with the written consent of their parent or guardian. Applications are available in the Guidance Office.

Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal and Guidance Counselor.

Honor Rolls

Students who achieve a grade point average of 3.00 – 3.99 will be named to the Honor Roll, while students achieving a 4.00 GPA will be part of our "A" Honor Roll.

"A" Honor Roll - minimum of four (4) courses

GPA = 4.00, exclude students with incompletes (I)

“B” Honor Roll - minimum of four (4) courses

GPA = 3.00-3.999, excludes students with an “I”, “D”, or “F”

This honor is acknowledged by a press release sent to area media

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the athletic director. Student athletes interested in such awards should consult with the appropriate coach.

HOMEWORK

Columbus Grove Local Schools believes that homework, properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program. The assignment of homework can be expected. Students' grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects such as reading worthwhile books and the preparation of research papers. Homework assignments also afford a way for parents to acquaint themselves with the school program and their own child's educational progress.

SUMMER SCHOOL COURSES

Summer school courses are available to those students who

fail courses during the school year. Summer school courses are offered through the Putnam County Educational Service Center, the Apollo Career Center, or any other pre-approved remedial school credit provider. Summer school courses are not designed to replace regular high school course work; rather, the purpose of summer school is to remediate the student who has achieved some minimal level of success in a course during the school year but has failed to receive a passing grade.

Because of this, **summer school credit will only be accepted for those students who have achieved a 50% final average in a course.** If a student averages less than 50% in a course, they may petition an appeals committee, consisting of the high school principal, guidance counselor, and academic subject teacher for consideration of acceptance of summer school credit.

STUDENT TRANSCRIPTS

Any student who desires his or her record of grades sent to any high school, post-secondary institution, scholarship agency, or the like, **MUST** order their transcript through Parchment.

PHYSICAL EDUCATION OPT - OUT

Ohio Revised Code 3313.603 allows High School students to substitute participation of at least two full seasons in interscholastic sports, marching band or cheerleading for their PE credit. The two seasons of sports, marching band or cheerleading can be completed any time during the four years of high school. Contact the guidance office for details and procedures.

FLEX CREDIT

PUTNAM COUNTY CREDIT FLEXIBILITY REGULATIONS AND GUIDELINES

The local district offers a special “credit flexibility” plan for students to earn credits for graduation. All credits earned through the *credit flexibility* program will receive a letter grade, unless pass/fail is the established credit for that course. Grades will be calculated as part of the accumulated grade point average and will appear on the final transcript. There are two possible uses of the *credit flexibility* program:

- Flex Out – Students may use the program to “test out” of a class or classes in the curriculum if the student feels prepared to move on to a higher level. Flex Out plans will require the student to demonstrate at least a proficient level of achievement (Grade of C or higher) on all course standards, outcomes and objectives, as demonstrated by the student’s results on all course assessments and projects.
 - Flex Advance – Students may work with high school staff and other educators to plan advanced course work that is not available in the regular curriculum. Flex Advance plans will require student work of a challenging nature, including reading, study, projects, demonstrations, and assessments.
1. All flex credit courses will be planned for one-half credit (semester) or one full credit. The student must initiate the request for a Flex Out or Flex Advance plan by April 1 for a one-half or a full credit course or by November 1 for a second semester one-half credit course.
 2. The student will, in conjunction with school staff, develop a written plan that will clearly state the requirements that must be met for credit to be earned. This may include, but is not limited to: written reports, log books, resources, special projects, demonstrations, workbooks, research papers, culminating projects, portfolios, and summative assessments. The plan must be approved

and signed by all parties, including student, parent, teacher or faculty committee, guidance counselor or principal.

3. Additional costs beyond regular class fees for credit flex classes will be borne by the student.
4. Students will be required to continue to attend the local district school for the full day unless release time is part of the approved written plan.
5. Students taking credit flex credits are still required to meet OHSA eligibility standards in order to participate in interscholastic athletics; therefore, the plan should include at least a quarterly grade to meet eligibility requirements.
6. Unless otherwise stated above, all regulations, criteria and guidelines listed in the curriculum guide, the student handbook, and the Board Policy Book apply to credit flex classes and the Credit Flex program.

The Putnam County Credit Flexibility regulations and guidelines were created by a consortium of all nine local districts' principals and guidance counselors coordinated by the Putnam County Educational Service Center.

SECTION IV – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Columbus Grove Local Schools provides students with the opportunity to broaden their learning through curricular-related and extra-curricular activities. A curricular related activity may be taken for credit, required for a particular course, and/or contain school subject matter. The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue

additional worthwhile activities such as recreational sports, drama, and the like.

The school has many student groups that are authorized by the school. It is the district's policy that only authorized groups are those approved by the Board of Education and sponsored by a staff member. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or the right to appeal in accordance with Board Policy 5610.05.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet in the school building during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-district-sponsored organization may use the name of the school or school mascot.

ATHLETICS

Columbus Grovel Local Schools provides a variety of athletic activities in which students may participate provided they meet

eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or the right to appeal in accordance with Board Policy 5610.05.

The following is a list of activities currently being offered. For further information, contact Mr. Terry Schnipke, Athletic Director, at 419-659-4331.

Boys

Cross Country
Cross Country
Golf

Basketball

Wrestling
Softball
Track & Field

Girls

Football
Volleyball

Basketball
Golf

Baseball
Track & Field

Cheerleading Soccer

Athletic Eligibility (OHSAA Bylaw 4. Scholarship)

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent which count toward graduation. Student athletes (including

cheerleaders) should consider this requirement when registering for their classes. In figuring the five (5) credit minimum per year, count full-year classes as 1/4 their total year credit value and semester courses 1/2 their credit value in order to pass at least one and a quarter (1.25) credit per 9-week grading period. Passing 1.25 credit per 9-week grading period times four nine weeks will equal 5 credits for the year.

Example

	9-week	Credit	
	<u>Equiv.</u>	<u>For Year</u>	
1/4 of		1.00 for year	World
History		.25	1
1/4 of		1.00 for year	Chorus
	.25	1	
1/2 of		.50 for semester	
Computer Apps.	.25	1/2	
1/4 of		1.00 for year	Biology
	.25	1	
1/4 of		1.00 for year	English
	.25	1	
1/4 of		1.00 for year	Algebra I
	<u>.25</u>	<u>1</u>	
	1.5	5.5	

The eligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. For the purposes of this Bylaw, “school day” includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks.

The primary responsibility for verifying eligibility rests with the receiving school. Eligibility shall be verified by reviewing school records or written verification from the sending school.

Tutoring or examinations to complete the preceding grading period requirements is permissible provided the inability to complete the work on time is due to illness or accident verified by a physician and the procedure applies to all students in the school.

Please familiarize yourself with the following OHSAA Bylaws:

- All beginning seventh graders are eligible insofar as the scholarship bylaw.
- All beginning ninth graders must have passed a minimum of five subjects from the immediately preceding grading period.
- Eligibility for each grading period is determined by grades received the preceding grading period.

Semester and yearly grades have no effect on OHSAA eligibility.

- **Grades 9-12:** To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of **five** one-credit courses, or the equivalent, in the immediately preceding grading period (**Note:** Students taking post-secondary options must comply with these standards).
- **Grades 7-8:** To be eligible, a student-athlete must be currently enrolled in a member school and have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period.
- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

NOTE: “Grading period” is defined as your school’s board-adopted calendar. In most school districts, this is a nine-week period, while some districts use six- or 12-week periods or semesters. It should also be noted, however, that

interim, biweekly or weekly evaluations are not considered “grading periods” and restoration of eligibility is **NOT** permitted after such evaluations.

By state law, our school district has adopted a minimum grade point average (GPA) for participating in interscholastic extracurricular activities. In determining eligibility, Columbus Grove School has a minimum of a 1.0 GPA that is calculated on the grades the student received the immediately preceding grading period. It is not a cumulative GPA.

STUDENT EMPLOYMENT

Columbus Grove High School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, they must first contact their counselor to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Columbus Grove Schools encourage students to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The Board is not responsible for supervising unaccompanied students nor will it be held responsible for students who arrive without an adult chaperone.

SECTION V – STUDENT CONDUCT

ATTENDANCE

Attendance Officer: (419-659-2156)

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 and/or by written note 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 in grades 7-12. **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 truanies. 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.

Senior Varsity players in a particular sport may also attend the state athletic tournament in that sport with prior permission of their parents.

Job Interviews

CGHS recognizes the importance of securing employment after

graduation. This necessitates job hunting and subsequent interviews. Arrangements for the privilege of finding a job should be made in advance with the guidance office. There shall be a limit of two (2) days for job procurement. Students must be able to academically afford to miss school and have had no previous attendance problems. An interview form must be completed and returned to the office.

Job Shadowing

As part of our commitment to helping students explore career opportunities, CGHS will designate ONE (1) school day during the year to allow Juniors to job shadow. Job shadowing is an integral way to make connections between school and work. More information regarding job shadowing will be communicated to students and parents during the school year. In order to be excused from school, students will need to have the job shadowing form filled out and returned to the office.

University and College Campus Visitation

Seniors and Juniors interested in visiting college and university campuses must make the arrangements with the Guidance Department. These arrangements should be made at least ONE (1) week in advance of the campus visitation. College visits count as an excused absence from school. All college visits should be completed by May 1.

There shall be a limit of two (2) days for campus visitations per year for Juniors. There shall be a limit of one (1) day for campus visitation per year for Seniors. The Principal may grant additional visits if interviews or testing are required. Students must be able to academically afford to miss school and have had no previous attendance problem. Restrictions on the number of students making visits at one time may also be imposed.

A visitation form must be completed and returned to the office.

A student will only be allowed a total of five (5) days of absence for family vacations, hunting, athletic events, and/or job interviews. A student may not exceed the maximum number of days the school allows for each type of absence (family vacations, hunting, athletic events, and/or job interviews), as listed above. (College visits are not included in the 5 days).

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.

Early Dismissal for Work

In compliance with state minimum standards, there will be no early dismissal for work unless a student is enrolled in the Work Study Program.

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic that will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

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.

DISCIPLINE

A major component of the educational program at Columbus Grove High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is

connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School or Alternative placement

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

In-School Restriction

In-school restriction will be served at Columbus Grove High School, and properly supervised by school administration. All work assigned during the time a student is assigned an in-school restriction will be graded and counted in the students' nine weeks grades.

Saturday Detention

The Saturday school will be in session from 8:00 a.m. to 11:00 a.m..

Assigned students will attend the Saturday detention for a continuous three (3) hours. The Saturday detention monitor

will determine breaks as needed. Each student shall arrive with sufficient educational materials to be busy during this three-hour study period.

A student missing any portion of his/her assigned time in Saturday school may be given an additional three (3) hour period. Failure to serve Saturday school assignments may lead to additional disciplinary consequences. Any such disciplinary consequences shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to both in-school restriction and Saturday school:

- A. Students are to have class assignments with them.
- B. Students are not to communicate with each other unless given special permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No electronic communication devices, radios, CD/MP3 players, cards, or other recreational articles shall be allowed in the room.
- F. No food or beverages shall be consumed.

Transportation to and from Saturday school shall be the responsibility of the student/parent.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following

semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension or expulsion are entitled to an informal meeting with the building administrator prior to removal, at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school restriction is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Principal will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice to the Columbus Grove Superintendent.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student and his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent or Principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will

notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply. If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the Principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal hearings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of alleged misconduct is resolved either by reinstatement, suspension, or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student

and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's actions, and notification of the time and place to appear. Students being considered for expulsion may or may not be removed immediately. A meeting will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request the hearing be held in executive session.

Within five (5) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a

student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of a student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function

H. rape, gross sexual imposition, or felonious sexual penetration on school grounds or at a school function, when the victim is a school employee;

I. Complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal meeting. After that informal meeting, the principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

STUDENT DISCIPLINE CODE

The Student Discipline Code addresses the types of misconduct that will subject a student to disciplinary action.

Each of the behaviors described below may subject the student

to disciplinary action including, but not limited to, detention, in-school restriction, assignment to alternative school, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

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 restriction, 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 (e.g. detention). If you continue disrupting the class, you will be asked to leave the instructional setting and report to the HS Office for the remainder of the period.

Major Misconduct

The building administrators will handle all incidents of major

misconduct. No form of violent, disruptive, or inappropriate behavior, including excessive truancy will be tolerated. 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. **Bullying** –For more information, see the district's **Bullying and Other Forms of Aggressive Behavior Policy** located towards the end of the Student Discipline Code section of the handbook.
6. **Cellular Phones, Communication Devices and/or Electronic Means** – Students are prohibited from using cellular telephones or other communication devices during the school day. Cell phones that are visible or in use during school hours may be confiscated by school personnel at any time. Specifically prohibited are the use of all recording devices in the classroom by students unless permission was granted by office personnel.

Students should store their cell phones in their lockers during school hours. Devices that are stored in student lockers that become activated are subject to confiscation and penalty as well. Wireless earbuds or headphones are prohibited in the hallways and during the class period unless expressly allowed by the teacher for an educational purpose. Such items will be confiscated and may only be returned to a parent or guardian.

First Offense= One Teacher detention- student pick-up at the end of the day from the teacher

Second Offense= Two Teacher detentions- student pick-up at the end of the day in the office

*Depending on the severity of the first two violations, the administration may get involved in the situation. A student may be denied the privilege of bringing a cell phone on school property. If the phone is on school property, the administration may require the student to check the phone into the office at the beginning of each school day, and the student can pick it up at the end of the day.

Third Offense= One Day In-School Restriction plus parent pick-up

*The administration reserves the right to exercise flexibility in the administration of all disciplinary action.

7. **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.

8. **Dishonesty**

(Plagiarizing/Copying/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.

9. **Disorderly Conduct** - Engaging in indecent, profane, unreasonably loud or other conduct that tends to cause or provoke a disturbance.
10. **Disrespect** - Speaking to, gesturing, or otherwise acting to or toward any school employee or volunteer in a discourteous, disrespectful or insulting manner.
11. **Disruption of the Classroom** - Any action by a student that interferes with the learning environment of others.
12. **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.
13. **Driving** - Students driving a vehicle shall follow the rules and regulations established for this privilege.
14. **Electronic Act** – Electronic Act means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic means. A student is prohibited from harassment, intimidation, or bullying of any student on school property on a school bus, or at school-sponsored events. If the harassment, intimidation or bullying materially or substantially disrupts the educational environment and discipline of the school, off school property and expressly providing for the possibility of suspension of a student found guilty of harassment, intimidation, or bullying by an electronic act.
15. **Failure to Attend School Detention** - Failure to attend a

detention on the assigned date(s), except in an extreme emergency approved by the principal, may result in further disciplinary action.

16. **Failure to Serve School Detention** - Failure to serve the entire session of a detention may result in further disciplinary action.
17. **False Alarms** - Initiating a false alarm or some type of emergency disaster alarm.
18. **Fighting** - Mutual combat in which both parties have contributed to the conflict by provocation or physical action.
19. **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

Harassment, intimidation, or bullying behavior by any student in the Columbus Grove Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, or on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

Complaints and/or questions regarding harassment should be directed to Columbus Grove Schools Superintendent who serves as the districts Anti-Harassment Coordinator:

Columbus Grove	Superintendent
	(419) 659-4301

20. **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.

21. **Inappropriate Display of Affection** - Embracing, kissing, or caressing another in a situation or other circumstances deemed inappropriate.
22. **Insubordination** - The willful failure to respond or carry out a reasonable directive by authorized school personnel.
23. **Leaving School Property or a School Event** - A student shall not leave school premises or school event without proper authorization of an administrator or the school nurse.
24. **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.

25. **Possession, Use and/or the Distribution of Narcotics, Alcohol, Drugs, and "Look-A-Like" Drugs**
– A student shall not possess, show evidence of consumption, transmit, solicit, attempt to buy or sell, or conceal narcotics, alcoholic beverages, intoxicant, inhalant, controlled substance, drugs (prescription and over the counter), and substances which are thought to be drugs, sold as drugs, or inferred by the seller or buyer to be mind-altering substance or illegal drugs, or any paraphernalia capable of being used to use drugs while

on school grounds or facilities, at school sponsored events, in other situations under the authority of the school, or in school controlled vehicles.

26. **Possession, Use and/or the Distribution of Tobacco (or nicotine vapor / electronic cigarettes) -

The possession, use, distribution, transmitting, concealing, consuming, showing evidence of having consumed, or offering for sale any tobacco or tobacco products in any form is prohibited on school grounds or facilities, at school sponsored events, in other situations under the authority of the school, or in school controlled vehicles. This also includes all types of look-a-like tobacco or tobacco products. Students are not permitted to carry lighters or matches or possess these items anywhere on school grounds.

27. 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.

28. 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, yearbooks and student newspapers.

29. 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.

30. 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.

31. **Tardiness** - Students shall arrive at school and for each of their assigned classes at the properly scheduled time.
32. **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.
33. **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.
34. **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.
35. **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.
36. **Unauthorized Bodily Contact** – Unauthorized contact or

offensive touching of a student or employee of the school system, or any other person while on school property, or while attending a school-sponsored event.

37. 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 firearms, ammunition, chemicals, gases, and items 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.

38. 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 school.

****** For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contain tobacco, in addition to papers used to roll cigarettes, and/or smoking of electronic, "vapor" or other substitute forms of cigarettes, clove

cigarettes, or other lighted smoking devices for burning tobacco or any other substance.

STUDENT DRUG, ALCOHOL AND TOBACCO 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 school 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, use, 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. This also includes use or consumption prior to arriving at school or attending a school function. 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 nonprescription 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 recommend 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 an external drug/alcohol counseling agency. 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 between the district and the local professional agencies in order to maintain communication, referral and follow-up. 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.

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. 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 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

LOOK-ALIKE DRUGS

Students should be aware that there is no longer a need to prove that actual drugs are being sold or possessed in order for school discipline to be utilized.

To successfully discipline a student for violating conduct code provisions relating to the sale or possession of counterfeit controlled substances, the administrator must merely act upon a record, which contains facts sufficient to support a reasonable conclusion that the student committed the offense charged.

1. A counterfeit controlled substance is defined as:

- a. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark.
 - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
 - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
2. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.
3. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with use of a controlled substance.
4. No student shall directly or indirectly falsely represent a Counterfeit controlled substance as a controlled substance.

Under such conduct code provisions a student could, for example, be disciplined if the student were caught boasting of possessing marijuana while in fact possessing only oregano; furthermore, if a student is observed passing an otherwise legal item to another student which a principal, upon inspection, determines that a reasonable person would believe to be a controlled substance because of its size, shape, or color (the obvious example, of course, being a fake marijuana cigarette), the student could, in fact, face school disciplinary action.

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 Columbus Grove Schools Superintendent who serves as the districts Anti-Harassment Coordinator:

Columbus Grove
Superintendent

(419) 659-4301

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall

be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

All complaints will be promptly investigated in accordance with the following procedures:

Step I: Any complaints, allegations, or rumors of aggressive behavior and/or bullying shall be presented to the building principal or assistant principal or the Superintendent. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator or Board of Education official. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Information may be initially presented anonymously. All such information will be reduced to writing and will include the specific nature of the

offense and corresponding dates. If the person filing the formal complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the formal complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators.

Step II: The administrator/Board official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator/Board official conducting the investigation shall notify the complainant and parents as appropriate, **(in writing)**, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the Superintendent.

Step III: If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent

or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the employee's personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

Harassment, intimidation, or bullying behavior by any student/school personnel in the Columbus Grove Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts

i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against

harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of “harassment, intimidation, or bullying,” as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board’s prohibition against “harassment, intimidation, or bullying.”

Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

Disciplinary Interventions

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board, in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.
- B. Planned professional development programs addressing

targeted individuals' problem, including what is safe and acceptable Internet use.

- C. Data collection to document victim problems to determine the nature and scope of the problem.
- D. Use of peers to help ameliorate the plight of victims and include them in group activities.
- E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).
- F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.
- G. An attitude that promotes communication, friendship, assertiveness skills and character education.
- H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.
- I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others (Ohio School Climate Guidelines).
- J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.
- K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

Intervention Strategies for Protecting Victims

- A. Supervise and discipline offending students fairly and consistently.
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition.
- C. Maintain contact with parents and guardians of all involved

parties.

- D. Provide counseling for the victim if assessment indicates that it is needed.
- E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.
- F. Check with the victim daily to ensure that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into employee training materials and volunteers with direct contact with students. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find

opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student/school personnel, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

Police and Child Protective Services

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services (CPS), according to the prescribed timelines. The School District shall also investigate for the purpose of determining whether there has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation complaint through this policy, a complainant may choose to exercise other options, including but not limited to filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under other provisions of the Revised Code or law that may apply.

SEXUAL HARASSMENT POLICY

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.

Students who feel they may be victims of sexual harassment, or students who know of another student who is being subjected to sexual harassment should report this to the High School Principal, Dean of Students or the Guidance Counselor.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile

telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are

responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet

users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating,

implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

CORPORAL PUNISHMENT

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."

SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever the school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at

any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be taken, held or turned over to the police. The school reserves the right not to return items which have been confiscated.

INTERROGATION OF STUDENTS

The school is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the school believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be

contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENTS RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, is pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access

and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

MISCELLANEOUS STUDENT GUIDELINES

Card Playing

Card games of any type are not permitted during the school day. This includes lunch and study hall.

Corridors

Always keep to the right in the hallways when passing between classes. Allow students to leave a classroom before you attempt to enter. Running in the corridors is not permitted at any time. Whistling and loud talking is not permitted at any time. Students should not congregate in large groups in the hallway.

Dances

1. All dances sponsored by the school will be under the direction of a sanctioned organization or class.
2. All rules and policies listed in the student handbook, the student discipline code and the student code of conduct apply to student behavior at school dances.
3. School dances are open to all Columbus Grove High School students, grades 9-12.
4. Any student may bring one guest (9th grade or higher). The guest's ticket must be purchased prior to the day of the dance. Any student bringing a guest must notify the supervising school official prior to the dance by completing a "dance guest form". Guests over the age

of 21 may be prohibited from attending dances.

5. Students bringing a guest are responsible for informing the guest of school rules and policy. The host is responsible for his/her guest's behavior.
6. Students/guests leaving a dance may not re-enter.

Debts

All money owed to the school must be paid by the end of the semester. If these obligations are not met, credits cannot be made a part of the student's permanent record. Also, each student has a responsibility to meet the financial obligations of his class so that the necessary activities can be carried out. Transcripts may be withheld and denial of participation in the graduation ceremony will occur unless all financial obligations are met.

Expected Behaviors

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the School;
- B. respect the rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family, and in the School.

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 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 High School 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.

SECTION VI – TRANSPORTATION

Bus Transportation to School

The School provides transportation for all students who live outside of the village limits of Columbus Grove. The transportation schedule and routes are available by contacting the transportation department at 419-659-2639.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

1. Students are assigned to a bus at the start of the school year for runs to Columbus Grove and St. Anthony's. They are not to change buses unless the superintendent grants permission.

2. All school buses are operated on a specific time schedule. Bus drivers are not required to wait for students unless they are ahead of schedule. Students are to be ready to board the bus when it arrives at the pick-up point.
3. Behavior on the school bus should be the same as in the classroom. Drivers are in complete charge of all students on their bus. Students are required to remain in their seats at all times and are not permitted to change seats when leaving the bus. Only talking in a normal speaking voice is permitted on the bus.
4. For the safety of all students, it is the intent of the administration to demand proper behavior on the bus at all times. We will not jeopardize the safety of our students for the actions of a few on the school bus. Drivers have a tremendous responsibility for the transportation of children safely to school and home. They cannot be distracted when driving a school bus. Parents and students must cooperate in providing safe conditions on the bus.
5. Live animals are not permitted on the bus at any time. Large musical instruments should be placed where the driver indicates.
6. Squirt guns or any other items that may distract the driver are not permitted on the bus at any time.
7. Students who violate the code of proper behavior on the school bus will have their transportation privileges removed either for a period of time or permanently.
8. The cost of school buses and the physical upkeep of them is a very costly item in the school budget. Students who damage seats or other equipment will be required to pay the cost of repair or replacement.

Students who are having problems on the bus are invited to tell their driver, their principal, or the superintendent.

9. It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at the designated stops on time.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus.

Self-Transportation to School

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

Automobiles

Automobiles are not to be driven during the school day unless the school principal has granted special permission. Cars are to be properly parked in the school parking lot so as to not impede the entrance and exit of school buses. The privilege of driving to school will be removed if any student operates a motor vehicle in an unsafe manner while on school property. Students are not permitted to be in cars anytime during the

school day without permission.

SECTION VII – STUDENT NUTRITION

School Lunch Charging Policy

Lunch Account Balance Reminders

Lunch account balance reminders can be set up through PaySchools Central at <https://www.payschoolscentral.com/>. Follow the instructions listed there. For questions, please contact our Technology Coordinator at 419-659-5090.

Lunch Charging Policy

Any student overdrawn by five (5) lunches or more will receive a letter-notifying parents of the outstanding balance. Letters will be sent home monthly to any household with a negative account. Phone calls will be made to parents that do not respond to the letters. As we are a non-profit agency, we depend on everyone to pay their lunch charges in order to keep costs low.

Ala-carte

Ala-carte items and extras are available to purchase for grades 5-12. All ala-carte items are priced individually. Students must have money available to purchase these items. **There is no charging on ala-carte items and extras.**

Students in grades K-4 are not permitted to purchase anything extra.

Free/Reduced breakfast and lunch information

Columbus Grove Local School will be accepting applications for the National School Breakfast/ Lunch Program throughout the school year. Applications are available to pick up in the main office or you may fill out an application under your child's Final Forms through the school website. For more information, please contact Kristen Hertel, Food Service Director at 419-659-2660.

Parents, if your child/children have accumulated any lunch charges before the approval of a free/reduced application you are responsible for paying off those charges. In addition, if your child is on free/reduced breakfast/lunch but packs his/her lunch and they need a milk, you will need to send in money for the milk, as this is not covered under the NSBP/NSLP. The cost for milk is \$0.65.