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MISSION STATEMENT
COLUMBUS GROVE SCHOOL

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

COLUMBUS GROVE LOCAL
ELEMENTARY

STUDENT HANDBOOK

DEAR STUDENTS AND PARENTS:

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

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

The ultimate purpose of education is to help students become self-sufficient learners. The staff of Columbus Grove has made a commitment to help each student to develop the responsibilities and obligations of good citizenship to participate successfully in today's world. We hope all the students and parents will make the effort to participate in the planned educational activities this year, both inside and outside of the classroom. Success in school is directly proportional to the effort made by the students and parents.

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

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

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

Sincerely,

Brad Calvelage
Principal

BOARD OF EDUCATION

MR. BRAD BRUBAKER	PRESIDENT
MR. BRIAN JONES	VICE PRESIDENT
MR. KENNETH KRUSE	MEMBER
MR. BRENT STECHSCHULTE	MEMBER
MR. NED STECHSCHULTE	MEMBER
MR. NICHOLAS VERHOFF	SUPERINTENDENT
MR. MARK ELLERBROCK	TREASURER
MRS. DEB RICKER	ASSISTANT TREASURER

ELEMENTARY SCHOOL FACULTY AND STAFF

MR. BRAD CALVELAGE, PRINCIPAL

Mr. Caleb Arthur	Grade 3
Mrs. Danielle Auchmuty	Intervention-K-4 ID Unit
Mrs. Jayne Bair	Grade 2
Mrs. Deb Barto	Secretary
Mr. Samuel Black	Music/Band
Mr. Matthew Blymyer	Music/Band
Mrs. Karla Boes	Preschool
Mrs. Rachel Bohrer	Tutor
Mr. Mike BrodWolf	Grade 2
Mrs. Dawn Brubaker	Grade 2
Mrs. Brenda Bruce	Guidance Counselor
Mrs. Anne Clymer	Kindergarten
Ms. Suzanne Daley	Grade 5
Mrs. Laura Dipnarine	Grade 1
Mrs. Beth Fruchey	Grade 6
Mr. Travis Gallmeier	Grade 4
Mr. Chris Grothaus	Physical Education
Mrs. Heather Hampton	Special Education
Mrs. Emily Haselman	Grade 1
Mrs. Sara Hazelton	Special Education
Mrs. Kelly Honigford	Preschool
Ms. Rachel Jay	Grade 5
Mrs. Kelly Lepley	Beginndergarten
Mrs. Kelly Martz	Grade 4
Mrs. Jan Powell	Psychologist
Mrs. Barbara Reed	Grade 3
Mr. Chad Ricker	Grade 6
Mrs. Sue Ricker	Library
Mrs. Kelly Rieman	Kindergarten
Mrs. Shara Roeder	Special Education
Ms. Maegan Rohdes	Art
Mr. Chris Sautter	TAG/Keyboarding
Mrs. Melissa Schnipke	Title I
Mrs. Amy Schroeder	Grade 3

Mrs. Beth Selhorst
Mrs. Laurie Siefker
Ms. Sally Spitnale
Mr. Tim Staley
Mrs. Beth Teders
Mrs. Kristen Verhoff
Mrs. Kara Vorst
Mrs. Jennifer Wilson
Mrs. Katie Zimmerly

Kindergarten
Special Education
Title I
Grade 6
Speech Therapist
Music
Grade 1
Grade 4
Nurse

ADMINISTRATIVE STAFF

Superintendent
Superintendent Secretary

Mr. Nicholas Verhoff
Mrs. Cari Fuerst

MAINTENANCE STAFF

Supervisor of Bldgs and Grounds
Maintenance
Maintenance
Custodian
Custodian
Custodian

Mr. Dale Schroeder
Mr. Greg Griffith
Mr. Mike Morman
Mr. Cody Wagner
Mr. Dave Douglas
Mrs. Brenda Marshall

CAFETERIA STAFF

Cafeteria Manager
Cook
Cook
Cook
Cook
Cook
Cook
Cook/Bus Monitor
Lunchroom Monitor
Lunchroom Monitor
Lunchroom Montor

Mrs. Kristen Hertel
Mrs. Deb Langhals
Mrs. Tammy Schroeder
Mrs. Judy Newland
Mrs. Jenny Dunn
Mrs. Janel Hardeman
Mrs. Kaylee Warnecke
Mrs. Chandra Firestone
Mrs. Deanna Ricker
Mrs. Linda Ridenour
Mrs. Joanne Gray

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

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

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

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

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

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

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

Adopted 1980
Revised 1990
Revised 2000
Revised 2010

Columbus Grove Local School

Calendar 2018 - 2019

Mon. August 20	Teacher Workday
Wed. August 22	First Day of School
Mon. September 3	No School – Labor Day
Fri. October 19	End of 1st Quarter
Mon. October 22	No School – Quarter Break
Mon. November 19	Conferences 5:00-9:00, School in Session
Tues. November 20	Conferences 11:00 – 7:00 - No School
Wed. Nov. 21-Nov. 25	No School – Thanksgiving Break
Fri. December 21	End of 2nd Quarter
Dec. 22 - Jan. 2	No School – Christmas Break
Mon. January 21	No School – M. L. King Day
Mon. February 18	No School – President’s Day
Fri. March 15	End of 3rd Quarter
Mon. March 18	No School – Quarter Break
Fri. April 19-22	No School – Easter Break
Thurs. May 23	Students Last Day
Fri. May 24	Teachers Work Day
Mon. May 27	Memorial Day

Make-up Days

Monday, Jan. 21
Monday, Feb. 18
Monday, Mar. 18
Friday, May 24

Any additional make-up days will be added at the end of the school year.

INSTRUCTIONAL GOALS

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

The district's instructional goals include:

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;

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

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

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

CONDUCT RULES AT COLUMBUS GROVE SCHOOL

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

DISCIPLINE

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

Minor Misconduct

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

Major Misconduct

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

1. Abuse of Computer Hardware, Software or Internet – A student shall not abuse the school district's hardware or software.

2. Assault - Causing bodily harm to another by an act done with intent to cause bodily harm to that person or another without the consent of the person harmed.
3. Attendance - Students shall abide by the attendance laws of the State of Ohio, unless excused by the building principal or attendance officer.
4. Arson - The intentional attempt to set fire, or intentionally setting of a fire on school property or at a school sponsored activity, is not permitted and will result in suspension or expulsion and the filing of appropriate legal charges.
5. Damage to Property (Vandalism) – A student shall not cause or attempt to cause damage to the property of another, public or private on school premises, or at any school activity on or off school grounds. The student may be required to pay for damages.
6. Dishonesty (Plagiarizing/Cheating/Lying/Forgery)– This includes but is not limited to all forms of dishonesty. Examples: forged passes, copied assignments, forged signatures on notes and/or in the agenda, etc.
7. Disorderly Conduct - Engaging in indecent, profane, unreasonably loud or other conduct that tends to cause or provoke a disturbance.
8. Disrespect – Speaking to, gesturing, or otherwise acting to or toward any school employee or volunteer in a discourteous, disrespectful or insulting manner.
9. Disruption of the Classroom – Any action by a student that interferes with the learning environment of others.
10. Disruption of School – A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school. Neither shall the student engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction is reasonably certain to result from his/her urging.
11. Driving – Students driving a vehicle shall follow the rules and regulations established for this privilege.
12. Failure to Attend Before or After School Detention – Failure to attend a detention on the assigned date(s), except in extreme emergency approved by the Principal, may result in further disciplinary action.
13. Failure to Serve Before or After School Detention – Failure to serve the entire session of a detention may result in further disciplinary action.
14. False Alarms – Initiating a false alarm or some type of emergency disaster alarm.
15. Fighting – Mutual combat in which both parties have contributed to the conflict by provocation or physical action.
16. Harassment / Hazing – Conduct constituting harassment may take different forms, including but not limited to the following:
 - A. Sexual Harassment
 1. Verbal – The stating and/or writing of sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with Columbus Grove schools.
 2. Nonverbal – Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment, or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Columbus Grove schools.
 3. Physical Conduct – Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, and pushing the body.

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

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

17. Inappropriate Behaviors at Athletic Contests and Other School Related Events -

Inappropriate actions may result in denial from future attendance and/or participation of athletic contests and other school related activities and/or other disciplinary actions as determined by building administrators.

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

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

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

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

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

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

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

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

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

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

- 27. Publications** - All students' publications shall be under faculty supervision and approved by the administration. This also includes the ethical use of technology to produce such items as video productions, computer programs, yearbook and student newspapers.
- 28. Repeated School Violations** – A student shall not repeatedly fail to comply with the directions of any authorized school district personnel during the period of time when the student is properly under the authority of school personnel. A student shall not accumulate various infractions of the Code of Conduct.
- 29. School Transportation** – Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student.
- 30. Tardiness** - Students shall arrive at school and for each of their assigned classes at the properly scheduled time.
- 31. Theft** – A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. In the event of theft, the student will be required to make full restitution.
- 32. Threatening Behavior or Intimidating Acts** - The act of verbally or by gesture, threatening the well-being, health, or safety of any person on school property or en route to or from school.
- 33. Threat or Assault on School Personnel** - A student shall not threaten or attempt to cause physical injury or behave in such a way, as could reasonably cause physical injury to any school employee. A student shall neither make what may reasonably be interpreted as a threat to do bodily harm to a school employee or his/her family, nor threaten to damage personal property of an employee in or out of the school setting.
- 34. Trespassing or Loitering** - Columbus Grove students shall not loiter on school grounds or enter school facilities unless participating in or attending a school sponsored activity. This rule applies also to hours in which school is not in session. No student shall be present in an authorized place, on school property, and refuse to leave when told to do so during or after school hours by school or law enforcement personnel.
- 35. Weapons and Dangerous Instruments** – A student shall not possess, handle, transmit or bring a weapon on school grounds or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon or object which a reasonable person might consider, under the circumstances, capable of harming a person or property. Included in this prohibition is the possession or use of chemicals and gases, such as mace and stink bombs.
Other more commonplace devices, which are not normally considered weapons, may under certain circumstances be used as a dangerous weapon. If a student uses such a device in this fashion, it will be considered a violation of the rule on weapons.
- 36. Other Situations** – The administration has made every attempt to develop rules and regulations in the Student Code of Conduct, which would address most of the situations that could occur at Columbus Grove School.
If a situation occurs which is not covered in the “Student Code of Conduct”, it is the responsibility of the administration to take prudent and responsible action to protect the educational process from disruption and/or safety and welfare of students and staff in the middle school.

BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR POLICY

Definitions of Terms

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

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

- A. causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

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

Types of Conduct

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

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

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

Complaint Procedures

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

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

STUDENT CODE OF CONDUCT PROHIBITION AGAINST SEXUAL HARASSMENT

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

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

STUDENT SUSPENSION

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

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

Suspension may be appealed to the Superintendent of Schools.

Appeal Procedure

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

Appeal to the Court

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

EMERGENCY REMOVALS OF STUDENTS

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

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

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

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

Expulsion:

1. Only a superintendent may expel. An expulsion may be imposed for a maximum of 80 days. If there are fewer than 80 days in a school year, the expulsion may be carried over into the following school year.
2. The superintendent must give the pupil and his parent or guardian written notice of the intended expulsion.
 - a. The notice is to include reasons for the intended expulsion.
 - b. The pupil and parent or REPRESENTATIVE have an opportunity to appear on request before superintendent or his designee to challenge his action or to otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.
 - c. The notice is to state the time and place to appear which must not be less than 3 days nor later than 5 days after the notice is given.
 - d. The superintendent may grant an extension of time; if granted, he must notify all parties of new time and place.

3. Within 24 hours of the expulsion notify the parent, guardian, or custodian of the pupil and treasurer of the board of the action to expel. The notice must include the reasons for the expulsion; and the right of pupil, parent or custodian to appeal to the board of education or its designee; the right to be represented at the appeal and to request the hearing be held in executive session.

Appeal To Board:

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

STUDENT ABSENCES AND EXCUSES

These 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 10:00 a.m. at 659-2631 to report the absence.**

For purposes of attendance record keeping, absences are considered to be either **excused** or **unexcused** (truancy). **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 truantries.

Excused absences would include:

Personal illness	Medical appointments
Illness or death in the immediate family	
Death of a close relative	Emergency work at home
Family vacations	Hunting

Athletic events
Job Interviews
Special circumstances (arranged in advance with permission of the principal)

College Visits (seniors only)

Unexcused absences would include, but are not limited to:

Oversleeping	Missing the bus	Shopping	Baby-sitting
Car problems	Hair appointments	Out-of-school suspension	

Students with an excessive number of absences due to personal illness (**more than 3 days per grading period**) may 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 absence.

All work missed because of an **excused** absence may be made up. Students may not make up class work for **unexcused** absences. Students who are suspended out of school or expelled are considered to be unexcused and may not make up class work for credit.

When a student is absent from school, they miss the classroom instruction which is so 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 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, plus one, 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.
2. The principal or attendance officer will sign the note and issue to the student a pre-plan form.
3. The student will take the form to his/her teachers so they are informed of the absence. The teacher initials and/or makes comments as appropriate.
4. The note is then turned into the office for approval. If a student does not follow all procedures, the absence will be unexcused.

Hunting

1. Students must 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 him/her and the date of absence(s). This note must be presented to the principal or attendance officer at least one (1) day 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)

State Athletic Tournaments and Eliminations – Students desiring to attend O.H.S.A.A. athletic tournaments and/or eliminations 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)

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

A total of five (5) days of absence for family vacations, hunting, and athletic events will be excused per school year.

County Attendance Officer – The Putnam County Educational Service Center employs an attendance officer to work with students who have an excessive amount of unexcused absences. All Putnam County schools follow this procedure for students with unexcused absence:

3 days of unexcused absence

Local school sends a letter of concern about attendance
Copy of letter to County Attendance Officer
Possible home visit or phone call from County Attendance Officer

4 days in a row of unexcused absence

Possible home visit and phone call from County Attendance Officer
Warning letter from County Attendance Officer.

5 days of unexcused absence

Home visit and/or phone call from County Attendance Officer
Warning letter from County Attendance Officer

NOTE: One warning letter will be sent per student per school year.

5 days in a row or 7 days of unexcused absence

Filing of truancy complaint with Juvenile Court.

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

Student Dismissal Precautions

Permission for a student to leave school when school is in session will require approval by the building principal or a person specifically designated by him to exercise that authority. In evaluating requests for this permission, the authority will give primary consideration to the best interest of the student and/or public welfare. Requests will not be approved without a parent's (s)/guardian's (s) permission. When a request originates from a person other than the parent(s)/guardian(s), the authority will contact the parent(s)/guardian(s) to obtain permission, except that students who are eighteen (18) years of age or older may sign for themselves.

Tardy or Absent

A student must be in his classroom and seated by 8:00 a.m. to not be considered tardy. If a student comes to school after 1st period in the morning and arrives before 11:30 a.m., it must be considered 1/2 day absence. If a student comes to school after 11:30 p.m., it must be considered a one [1] day's absence.

**STUDENT ATTENDANCE ACCOUNTING
(MISSING AND ABSENT CHILDREN)**

The Columbus Grove Local Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies.

A student, at the time of his initial entry to school, shall present to the person in charge of admission an official copy of his certificate of birth or other evidence of birth as listed in the School Admissions Policy (File: JEC) and copies of those records pertaining to him maintained by the school that he most recently attended. If the student does not present copies of the required documents, the building principal shall call the school the student transferred from and request the information. If that district has no record on file of the student or if that district does not send the records in fourteen (14) days, then the building principal shall notify the police department having jurisdiction in the area where the student resides and of the possibility that the student may be a missing child.

The primary responsibility for supervision of a student rests with his parent(s)/guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The building principal or designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him when the student is absent from school. The parent or other responsible person shall be notified by telephone. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

STUDENT PROGRESS REPORTS TO PARENTS

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

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

Grading Scale

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

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

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

A	4.0
B	3.0
C	2.0
D	1.0
F	0

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

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

PROMOTION AND RETENTION OF STUDENTS

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

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

1. A student receiving passing grades in reading, social studies, mathematics, science, English and spelling will be promoted.

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

HOMEWORK

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

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

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

STUDENT DRESS CODE

In general, Columbus Grove Local school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school. Any forms of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable. Therefore:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. When a student is participating in school activities, his dress and grooming will not disrupt his performance or that of other students, or constitute a health threat to the individual or other students.

3. Dress and grooming will not be such as to disrupt the teaching-learning process.
4. 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.
5. Midriff tops, see-through blouses, tank tops, and mutilated clothing will not be worn during school hours.
6. Shoes or sandals must be worn at all times.
7. Hair should be neat and clean.
8. No student will be allowed to wear clothing with insignia or printing which is obscene or suggestive. Alcoholic words or advertisement will not be allowed.
9. Tight, short skirts or short shorts may not be worn during school hours.
10. No cut-offs, athletic shorts or biking shorts. Shorts need to have pockets to be permissible.
11. Excessively tight clothing will not be permitted.

DETENTION OF STUDENTS

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

Parents of elementary school students shall be notified in advance of any planned detention. In the event of the detention of any student, elementary or secondary, who is transported to and from school on a school bus, the parent(s)/guardians(s) must be notified in advance. If proper notification has been made, transportation following the period of detention is the responsibility of the student and his parent(s)/guardians(s).

STUDENT CONDUCT ON SCHOOL BUSES

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

Students will:

1. Be careful in approaching bus stops--walk on the left, toward oncoming traffic. Be sure the road is clear both ways before crossing the highway;
2. Be on time for the bus in order to permit the bus to follow the time schedule;
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom;

4. Reach assigned seat in the bus without disturbing or crowding other students. Remain seated while the bus is moving;
5. Obey the driver promptly and respectfully. Realize that he has an important responsibility and that it is everyone's duty to help;
6. Keep the bus clean and sanitary. No chewing gum, candy, pop or ice-cream are permitted on the bus at any time, no eating or drinking is permitted at any time;
7. Not engage in loud talking or laughing. Unnecessary confusion diverts the driver's attention and may result in a serious accident;
8. Keep head, arms and hands inside the bus at all times. Windows are intended for light and ventilation;
9. Be courteous to fellow students and to the bus driver;
10. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unnecessary and always costly; and
11. Remain seated until the bus stops to unload; wait for signal from the bus driver and then cross the road in front of the bus.

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

Although the Columbus Grove School District furnishes transportation in accordance with Ohio Law, it does not relieve parent(s)/guardian(s) of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

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

Discipline

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

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

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

FOOD SERVICES MANAGEMENT/FREE AND REDUCED PRICE FOOD SERVICES

The Columbus Grove Local Board of Education will operate a food services program in its schools. Food preparation will be centralized for elementary, intermediate and secondary schools when appropriate.

Food services will include lunches in all schools through participation in the National Child Nutrition Programs:

1. "Type A" lunch will be made available for students.
2. Free or reduced price meals will be provided to students who cannot afford to pay the price.
3. The meals available to students will meet USDA nutritional standards.
4. The management of food services will comply with all Federal, State and local regulations.
5. There will be no lunch charges.

All students are expected to eat lunch at school and will not leave school grounds during the lunch hour except as permission has been granted by the building principal. However, students will be permitted to bring their lunch from home and to purchase milk and incidental items.

INSTRUCTIONS FOR CAFETERIA

School Lunch Charging Policy

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

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

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

ALA-CARTE

Ala-Carte is available for grades 7-12. All Ala-Carte items are priced individually. 7th and 8th graders are NOT permitted to get Ala-Carte on Mondays and Fridays. Students in grades K-6 are not offered Ala-Carte. However, 5th and 6th graders may purchase an additional entrée if they have money available. There is NO Charging in the Ala-Carte line.

Free/Reduced Info...

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

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

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

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

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

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

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

STUDENT FEES, FINES, AND CHARGES

Material Fees

Students enrolled in district schools will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used in the instructional program will be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. Such fees are to be deposited in the rotary operating funds of the Columbus Grove Local Board of Education to defray the cost of the materials and supplies. Since the district receives Disadvantaged Pupil Impact Aid funds, it cannot charge a student recipient of Aid to Dependent Children or Disability Assistance a fee for any materials needed to participate fully in a course of instruction. This provision does not apply to extracurricular activities and pupil enrichment programs that are not a course of instruction.

Fines

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

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

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

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

Textbooks

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

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

Workbooks

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

ADMINISTERING MEDICINE TO STUDENTS

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

1. Parents and physicians are encouraged to schedule medications so that they may be administered during non-school hours if at all possible.
2. Only school secretaries, building principals and the school nurse are authorized to administer medications in accordance with this policy.
3. All medications will be secured and stored out of reach of students.
4. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order. The prescribing physician must also complete the permission form that is to be presented to the school.
5. New request forms must be submitted each school year and as necessary for any change in the medication order.
6. For the administration of non-prescription drugs (aspirin, pain killers, cough medicines, etc.) only the parental permission form from the parent or guardian is required.
7. The Columbus Grove Local School District will keep all parental requests and physician's orders on file.
8. All medications must be received in their original containers.
9. School personnel are not authorized to administer medications by injection except the medication in bee sting kits provided by parents.
10. The parent, guardian, or other person having charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug in the event any of the information originally prescribed by the physician is changed.
11. In accordance with Senate Bill 262, ORC 3313.713, school personnel authorized to administer medications are protected from liability for civil damages in the administration of medications.

FIRST AID

1. A school nurse or other trained person will be responsible for administering first aid.
2. In accordance with law, the parent(s)/guardian(s) of all students will be asked to sign and submit an emergency medical authorization which will indicate the procedure they wish to be followed in the event of a medical emergency involving their child.
3. Only emergency care and first aid will be provided. Use of medications will be limited to topical applications as authorized for certain types of injuries by a physician or to such medication as may have been officially authorized for an individual child.

4. In cases where the nature of illness or an injury appears serious, the parent(s)/guardians(s) will be contacted, and the instructions on the student's emergency card followed. In extreme emergencies, arrangements may be made for a student's immediate hospitalization whether or not the parent can be reached.
5. No elementary student who is ill or injured will be sent home alone. Junior and senior high students may be sent home if the illness is minor and the parent(s)/guardians(s) who have authorized such dismissal on the emergency medical forms have been informed in advance.

EMERGENCY PLANS

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

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

FIRE DRILLS

Fire drills are held at Columbus Grove Local approximately once a month. Students will leave the building by the EXITS indicated within their rooms and do so quickly. After an orderly exit, students should move to a point definitely away from the path of emergency traffic but should remain together as a group until the instructor takes attendance.

General Information

1. All building occupants will leave the building upon hearing the fire alarm.
2. Students will walk rapidly (not run)--no crowding, pushing or talking.
3. First student to the door will open it and hold it open until the last student is out of the room, then close the door.
4. All students will remain with the class.
5. Students will return to the building upon instruction from the building director.

TORNADO DRILLS

Tornado drills will also be held at various times, during our school year. Students will report to the assigned areas as indicated in their room and remain there until an "all clear" is given by the teacher. The national weather channel will be continuously monitored during tornado watch.

Procedures:

1. When the tornado alarm is sounded, persons are to assemble in their assigned areas as posted on the wall in the classroom, and the teacher will take roll.
2. All gas and electrical circuits will be shut off by maintenance personnel.
3. No one is to move from the assigned area until told to do so.
4. Should rescue procedures be needed, they will be organized by the building director.
5. A tornado drill will be conducted by the school periodically, and each teacher and supervisor will be individually instructed as to procedures.

EMERGENCY CLOSINGS

The superintendent may close the schools or dismiss students early in the event of hazardous weather or other emergencies that threaten the safety or health of students or staff members. It will be this district's policy to make up days when schools are closed for emergencies, if it is necessary to comply with State Board of Education Minimum Standards.

Notice of school closings and delays for bad weather will be given over CG Alerts notification, TV, and radio. It will be announced as soon as possible in the morning. Do not call school officials.

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.

LOCKERS

All fifth and sixth grade students are assigned a locker for their personal belongings. Students are not to change to another locker without permission of the office.

The school will not be responsible for articles stolen from a student's locker. Money should not be left in the locker. Valuable articles may be placed in the principal's office during the school day.

Student lockers remain the property of the school and may be opened and examined at any time without notice to the student. Periodic inspections may include the use of canines, trained in detecting the presence of drugs, when the superintendent has reasonable suspicion that illegal drugs may be present in the school. Canine detection will be conducted in collaboration with local law enforcement authorities.

SPECIAL PROGRAMS

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

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

T-A-G- - Talented and Gifted Program is based on the belief that children who have the ability should be encouraged to develop positive attitudes to better use their talents and minds.

Appeal Process for Gifted Screening

Please see Policy 2464 (Gifted Identification and Evaluation) for students at Columbus Grove Schools. A parent may appeal any part of this identification process by submitting a letter to the superintendent or designee outlining the nature of the concern. The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel. The superintendent or designee will issue a written final decision within 30 days of the appeal. The written notice should include the reason for the decision(s).

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

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

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

FIELD TRIPS AND EXCURSIONS

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

Field trips--properly planned, supervised and integrated into the instructional program--are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum and of the school plant. Therefore, all field trips sponsored by the schools will be educational in nature and will be related to the subject matter and the objective of instruction at the particular grade level.

INSTRUCTIONS FOR PLAYGROUND

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

Other Concerns

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

SCHOOL VISITORS

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

ELECTRONIC DEVICES

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

STUDENT PARTIES

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

TELEPHONE SERVICES

Columbus Grove Local School District telephones are provided for official school use, and the lines must be kept free for business calls. Students are not to use the school office telephones except in cases of emergency.

PERSONAL VALUABLES

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

LOST AND FOUND

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

LIBRARY RULES

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

CIVIL RIGHTS

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

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

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

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

Complaints should be referred to the above named individual.

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

COLUMBUS GROVE LOCAL SCHOOLS STUDENT ALCOHOL AND OTHER DRUG POLICY

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

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

Columbus Grove Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use is a community problem requiring a community solution. Since the Columbus Grove Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The district also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

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

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

B. Policy Statement

The Columbus Grove Board of Education shall not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, unprescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the district or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia. Students found in violation of this policy will be subject to disciplinary action as described within the student code of conduct up to and including expulsion and referral for prosecution. A reduction in penalty may be granted if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment. Students who need to take prescription or non-prescription medications must adhere to the policies described within the student handbook.

C. Education/Prevention

The district will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs, which promote positive life-skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals and objectives for prevention/education development will be based on information provided through our local advisory board, Ohio Department of Education, and the Ohio Prevention and Education Resource Center. Additionally, opportunities for continued alcohol and other drug-use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

D. Intervention/Referral

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

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

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

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

E. Support/Guidance

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

- F. **Parent/Community**
 Parent involvement must coincide with school efforts in order for significant and consistent positive impact in regards to student alcohol and other drug use. Therefore, through the community arm of our Drug Free Schools Program and Guidance Plan, parent education programs shall be made available to the community. These programs will focus on parental prevention and intervention strategies.
- G. **Other Policies Governing Student Alcohol and Other Drug Use**
 The Columbus Grove Board of Education has adopted a comprehensive eligibility/code of conduct policy for student athletes and students involved in co-curricular and extracurricular activities. Students and parents should be aware of the requirements of this policy which governs student behavior 365 days a year both within the school environment and the community. These policies represent a common philosophy regarding alcohol and other drug use and are administered in a similar fashion.
- H. **Columbus Grove Drug Free Schools Program**
 The Columbus Grove Schools employs a part-time Drug Free Schools Program Coordinator. This position provides the district with assurance of policy development and implementation as well as comprehensive program planning and services to meet the concerns of students, parents, community and faculty. The Drug Free Schools Program Coordinator reports directly to the C superintendent and is responsible for district-wide prevention and intervention strategies. These strategies are implemented within the following four areas:
1. Intervention and Support Programs and Activities
 2. Curriculum and Resource Development
 3. Student Involvement Programs and Activities
 4. Community Awareness and Advocacy
- I. **Student and Parent Notification**
 At the beginning of each school year, the student code of conduct is reviewed with every student as part of the orientation process. Compliance with these standards of conduct are mandatory and require a parent signature each year in order to ensure parental support and compliance.

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

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

"Persons employed or engaged as teachers, principals, or administrators in a school, whether public or private, and non-certificated school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons and property."

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

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

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

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

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

First offense: Two-week loss of computer privileges.

Second offense: Four-week loss of computer privileges.

Third offense: Nine-week loss of computer privileges.

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

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

Notification to parents may be made at any penalty level.

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

DISTRICT WELLNESS POLICY

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