



Parent and Student Handbook



**Your Rights
and Responsibilities**

2009-10

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**All policies of the Columbia Local Schools
Board of Education and this handbook may be
accessed via the district web site:**

www.columbia.k12.oh.us

The mission of the Columbia Local School District is to promote an academically enriching curriculum and a safe and healthy environment for students and staff through a comprehensive and publicly accountable system of policies and performance.

This handbook is designed to clarify school policies governing the rights and responsibilities of students in the Columbia Local School District. Students, staff, parents and others need to know about these policies and are encouraged to study and discuss the contents of this handbook. Understanding rights and responsibilities is one way to better ensure that they are respected and met.

Whenever the term “school” is used in this handbook, it refers to all instances when the student is subject to the authority of the school. Students are also under the authority of the school when traveling to and from school.

School safety zones (Am. SB1) expands the district’s authority to suspend and expel students for misconduct by a student that occurs off of district property but is connected to activities or incidents that have occurred on district property. This includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

We Believe . . .

- Each child has a unique capacity for learning and must be given individualized, stimulating, active and enjoyable opportunities to learn.
- Student learning is facilitated by access to resources and positive support from school personnel.
- Effective teaching requires continuous professional development to embrace change, new ideas, styles and techniques.
- Teachers need personal and professional resources and support from colleagues and system leadership.
- Administrators and school leaders articulate, guide, and encourage implementation of the vision of the district and individual schools.
- School leaders must be accessible, open, and visible to all members of the school community.
- School leaders must balance attention to daily operations with a “big picture” perspective that incorporates community, state and national perspectives.
- Non-teaching staff are ambassadors to the community and reflect the district’s values.
- Non-teaching staff are vital partners in the achievement of students and need to be more fully included in educational issues.
- Parents and educators are partners in student learning and should share a common vision for each child.
- The home is the primary learning environment and parents can facilitate their child’s achievement by role modeling, encouraging, setting expectations and getting involved.
- The well being of the community is reflected in the schools and dependent on the achievement of learners.
- The community can enhance student learning by becoming knowledgeable, volunteering human and other resources and valuing education.
- Businesses and schools have a mutual interest in the future success of students.
- Businesses and schools can partner effectively to share and create resources and to make learning relevant to students.
- The continual pursuit of perfection by everyone in the school community results in higher standards and higher achievement.

ALL VISITORS MUST USE THE SCHOOL-MONITORED SECURITY ENTRANCE DOOR DURING SCHOOL HOURS.

Visits to schools from parents/guardians and interested citizens shall be encouraged. All visitors shall report to a designated location immediately upon entering the school building. Please see the principal/designee for specific building information. (Board Policy KK)

Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on grounds.

Records - To ensure that no unauthorized persons enter buildings, all visitors to schools must report to the school office when entering to receive permission and a visitor's pass before visiting elsewhere in the building. The names of visitors and times of visits shall be recorded. (This does not apply when parents have been invited to a classroom or assembly program.)

Activities to be Observed - Visits shall acquaint interested persons with school programs, personnel and operations. Activities may include observing classroom instruction, extracurricular activities, student assemblies, exhibits, safety procedures and lunchroom operations.

Schedule for Visits - Schedules for visits shall not interfere with the instructional or non-instructional operations of the school.

Advance Approvals - Visits by non-district students shall be scheduled no less than 24 hours in advance with a designated school employee and approved by the principal.

Visitors' Concerns - Any problems or concerns by visitors shall be discussed initially only with the principal/designee.

Student Visits - *Visits to schools by students who are not assigned to that school are not encouraged. Only under unusual circumstances and with the knowledge of a parent/guardian and the principal should a child enter a school other than his/her own. The student must report to the school office immediately to conduct business. Any unauthorized entry is defined as trespassing.

***Except for emergency situations.**

Shared Rights and Responsibilities

Each person in the school community has certain rights that must be protected and responsibilities to uphold in order for the school to do its job. All people involved with schools (students, school employees, parents/guardians, and citizens) possess basic rights. A fair society and a fair and smooth-running school requires respect for the constitutional rights of others in school and recognition of the basic right to respect and dignity.

Students, parents/guardians, teachers, and principals have rights and responsibilities in school. Some, but not all of these rights and responsibilities are described in this handbook. If rights that are guaranteed to students, parents/guardians, teachers, and principals as citizens or as members of the school community are not stated here, it does not mean that these rights do not exist.

SOME THINGS STUDENTS CAN DO TO HELP

- **BE INVOLVED** in a student group that works for a united school.
- **RESPECT ALL STUDENTS** by getting to know students of other races or ethnic groups. All students want to learn in a friendly school. Help them by respecting their rights.
- **REMEMBER** - it's "**we**" not "**them**" and "**us**".
- **UNDERSTAND** yourself and understand others. This is the key to human relations.
- **LEARN** how people are different. Differences between people make life interesting. Also learn how all people are alike.
- **HELP** protect everyone by reporting dangerous situations such as threats or activities that could hurt people or our schools.

Parents/Guardians are entitled to . . .

- Arrange conferences in advance of school visits with teachers and principals to promote their child's educational progress
- Receive school reports and informational bulletins in a timely manner
- Arrange with school authorities to review their child's school records
- Bring complaints to the attention of school authorities
- Be treated with respect and dignity

Parent/Guardian Responsibilities***Parents/Guardians shall . . .***

- Encourage students to do their best work in school
- Stress regular and timely school attendance as required by law (Ohio Revised Code 3321.38) and Board Policy JE; Ohio's Truancy Law
- Provide children with a suitable place to study in a quiet environment
- Provide children with resources necessary for their growth and development
- Spend time with children to check on and encourage progress in learning, including the completion of homework
- Teach children respect for people and property
- Understand school rules and cooperate with school personnel in enforcing them, including reporting serious incidents involving safety, harassment, discrimination and student misbehavior to principals or other administrators
- Participate in the work of the school, and visit children's classes
- Participate in orientation programs, conferences, and special programs at school
- Treat school personnel with respect and dignity
- Inform schools of changes in address and changes in telephone numbers
- Inform schools of changes in their child's health and provide information necessary to update student health records
- Pay school fees annually in a timely manner for materials used in the course of instruction (Ohio Revised Code Authorizing Fees 3313.64.1 - 3313.64.3)
- Advise teachers of student's strengths and weaknesses

Teachers are entitled to . . .

- Teach in an orderly and safe environment
- Be treated with respect and dignity
- Receive the cooperation and support of all school personnel
- Receive the cooperation and support of all students and parents

Teacher Responsibilities***Teachers shall . . .***

- Be familiar with academic content standards as established by the Columbia Board of Education and the Ohio Department of Education
- Prepare thoroughly for each class
- Maintain necessary student records and provide periodic reports of student progress
- Arrange conferences with students and parents/guardians as needed
- Call upon parents/guardians, principals and other school personnel for support in the educational process
- Ensure that all students have an equal opportunity to learn
- Establish, explain, and apply discipline to students in a consistent manner
- Establish clear rules for acceptable behavior, class participation, grades and assignments
- Watch for long, frequent or unexplained absences from class or school and deal with them appropriately
- Treat pupils, parents/guardians and staff with respect and dignity
- Be familiar with and abide by Board Policy and school rules

Teachers must . . .

- Report all cases of suspected child abuse or neglect to the proper authorities, **(440)329-2121** (Lorain County Children Services Child Abuse Hotline), Ohio Revised Code 2151.421
- Report serious incidents involving safety and student misbehavior to their principal or administrator as soon as possible
- Provide statements and other information as may be needed for the completion of reports involving the safety and security of students and staff
- Report all incidents of potential harassment or discrimination to the principal or administrator.

Principals and Assistant Principals are entitled to . . .

- Receive the cooperation and support of all school personnel in serving as the school's educational leaders
- Receive the cooperation and support of all students and parents
- Be treated with respect and dignity

Principal/Assistant Principal Responsibilities***Principals and Assistant Principals shall . . .***

- Exercise the authority vested in these positions to ensure the orderly operation of the school
- Observe and work with staff to ensure that classroom and other activities result in quality learning experiences
- Ensure that every school resource available is used to meet the educational needs of each student
- Establish rules, regulations and procedures for the orderly operation of the school
- Seek out and respond to the concerns of the community and the school staff
- Carry out the policies of the Columbia Local Schools Board of Education
- See that everyone in the school is treated fairly and with respect and dignity
- Use every legal means to provide a safe and orderly environment for learning

Principals and Assistant Principals must . . .

- Report all serious incidents to the appropriate Police Department (911 for emergencies)
- Report all cases of suspected child abuse to the proper authorities **(440)329-2121** (Lorain County Children Services Child Abuse Hotline), Ohio Revised Code 2151.421

Students are entitled to . . .

- Free appropriate education
- Equal access to classes, school services and extracurricular activities
- Equal treatment in the enforcement of school regulations and due process in administration of punishment for violations
- Freedom of speech and religion that does not disrupt the educational process
- Confidentiality in the handling of their records
- Freedom from unreasonable searches and seizures
- Constitutional safeguards when questioned by the police
- Discuss their concerns with appropriate school authorities
- Learn in a safe and orderly environment
- Respect and human dignity
- A grievance process as described in this handbook

Student Responsibilities***Students shall . . .***

- Strive to do their best work at all times
- Attend class regularly and arrive on time to school and every class
- Come to each class prepared for work with all necessary supplies
- Comply with the authority of teachers, principals, assistant principals, bus drivers, aides and other school staff members
- Obey school rules and regulations
- Report serious incidents involving the safety and security of students and staff to their teachers, counselors or administrators at the time such incidents occur, including but not limited to weapons, drugs, assaults, threats, sexual misconduct or harassment
- Respect the rights and human dignity of fellow students and all school property
- Respect the property of others

The U. S. Constitution and public laws protect children and provide them with a variety of rights as citizens and as students. It must be understood that these rights are balanced by certain responsibilities for behavior toward others.

Ohio law provides for free education for youth in the school district in which their parents reside providing the students are **at least five but under twenty-two years of age**.

The Columbia Local School District must, therefore, provide schooling to such students who choose to attend the public school until the time of their graduation.

Marriage, Parenthood, Pregnancy

The right of any person to participate fully in classroom instruction and extracurricular activities shall not be denied because of marriage, pregnancy, or parenthood. A pregnant student may receive excused absences from school when it becomes medically necessary. (Board Policy JFE)

Student with Special Needs (Students With Disabilities)

No person may be denied a publicly supported education because of a disability, regardless of its severity. Every student with special needs has the right to a free, appropriate education and to be a part of the regular curricular activities to the greatest extent possible. (Board Policy ACB)

Federal Law Extends Educational Rights and Service to the Children of the Homeless

A permanent address is not necessary for school enrollment. Parent/guardian should call Columbia High School at (440)236-1236 for assistance from the Homeless Liaison. (Board Policy JECAA)

Access to School Services

All students have the right to use those services available through the school that may be useful for their intellectual, emotional, social and physical growth. The school is responsible for informing all students of available school services. (Board Policy JB)

Enforcement of School Regulations

All students and all school-sponsored student organizations have the right to equal treatment in the enforcement of school regulations.

The U. S. Constitution and public laws guarantee all students the right to an equal opportunity for education and the use of school facilities. The educational experience cannot differ for students because of their race, creed, color, national origin or sex.

This means students are entitled to equal:

Access to Classes

Any student who shows interest in a particular subject and has met reasonable entrance requirements for that course is entitled to an equal chance to participate in that class. (Board Policy JB)

Access to Technology

All students have the right to responsibly use technology to enhance educational opportunities. Students are subject to the regulations governing the Policy and Guidelines as established and adopted by the Board of Education's Acceptable Use and Internet Safety Policy. (Board Policies EDE, EDE-E) Students must understand that when using school technology or personal technology there is no right to privacy regarding the content or misuse of this technology. The use of technology is also subject to the Code of Conduct included in this handbook. Students are directed not to release personal information regarding themselves or others. This is considered to be a violation of the code of conduct.

Access to Extracurricular Activities

All students have the right and an equal opportunity to participate in school-related activities provided they follow the rules and regulations for each activity. The school will establish procedures designed to make all students aware of school-sponsored activities and encourage active participation. To the greatest extent possible, all activities will be scheduled at times that will allow for participation by all students. Each school may adopt rules and regulations for extracurricular activities including privilege to participate. Each particular school should be contacted for specific information.

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 environments.

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 his/her rights are exercised and must accept the consequences of his/her actions and recognize the boundaries of 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 which are inseparable from these rights:

1. Civil rights including the right to equal educational opportunity and freedom from discrimination and 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 expression and the responsibility to observe reasonable rules regarding these rights; and
5. The right to privacy, which includes privacy in respect to student school records.

The parents/guardians of a student under the age of 18 or each student who is 18 years of age or older have the right to review and question the contents of a student's official school records. Requests to review records should be made in writing to the school principal.

If requested, parents/guardians of a student under the age of 18 or each student who is 18 years of age or older are entitled to a hearing to challenge the contents of the records and to have corrected or deleted any inaccurate or misleading information. They also may have a written statement concerning the records inserted into the student's file.

The information contained in a student's record is, with few exceptions, considered confidential and cannot be released without written agreement by a parent/guardian or the student who is 18 years of age or older. Access to records will be afforded upon reasonable timelines as established by law. Appropriate fees will be charged for the cost of handling and reproduction.

Parents may request that a student's name, address, and phone number be removed from the list that the district is required to release.* (Board Policy JO-E)

****Both The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 reflect requirements that access of directory information for juniors and seniors be provided to the military.***

School personnel may show or turn over records without such permission to:

- Other officials of the same school system;
- Officials of other schools in which the student seeks or intends to enroll;
- Certain federal, state, and local authorities performing functions authorized by law;
- Court of law enforcement officials, if the school is under subpoena or court order;

This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which are not shared with anyone but a person serving as his or her substitute.

In keeping with Board of Education policy and the Family Education Rights and Privacy Act (FERPA), the Columbia Local Schools Board of Education has authorized the release of directory information to non-profit organizations. The Columbia Board of Education policy defines "directory information" as including:

1. Student's name
2. Student's address
3. Student's date and place of birth
4. Participation in officially recognized activities and sports
5. Student's achievement awards or honors
6. Student's weight and height, if a member of an athletic team
7. Major field of study
8. Dates of attendance ("from and to" date of enrollment)
9. Date of graduation

If student/parent does not desire this information to be released, the request to withhold such information should be made on the "Emergency Medical Form" distributed on the first day of school. Please include your child's complete name, his/her grade, and the school he/she is presently attending. The Student should return the form the first week of school.

Late student registrants must request removal of their names, in writing, within two weeks after registration.

At the end of the deadline period, each student's record will be appropriately marked by the custodian of the records to indicate the items which the district will designate as directory information about the student. This designation will remain in effect until modified by the written direction of the parent of the eligible student. (Board Policy JO-E)

Students have rights established and guaranteed by the Fourth Amendment to the U. S. Constitution protecting the right of privacy of their person and freedom from unreasonable search or seizures of property. Because of this protection, students have the right to place their belongings in a secure locker as long as those belongings do not threaten that individual's health or safety, or the health, safety or rights of others in the building or are a violation of the student code of conduct (Board Policies JFG and JFG-R).

Likewise, students are entitled to learn in a safe, orderly and drug-free environment. Parents/guardians reasonably expect the schools to provide that environment. Weapons, dangerous instruments, illegal drugs and narcotics pose a serious threat to the safety and the orderliness of our schools. On occasion, it may be necessary for school staff or law enforcement officers to take actions to assure a safe and drug-free environment. Such actions may include a search of the contents of a student's locker or automobile parked on school property if there are reasonable grounds for suspecting the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

School lockers are the property of the district. Those lockers and any contents are subject to random searches at any time, regardless of whether there is reasonable suspicion that a law or school rule has been broken. In addition, there may be a generalized "sniff search" of school building contents using trained narcotics-detecting dogs.

School authorities or law enforcement officers shall confiscate weapons, dangerous instruments, illegal drugs and narcotics which are found on school premises or in the possession of students.

Other articles which have the potential for disturbing the educational process may be confiscated by school authorities. Such articles may be retrieved by parents/guardians from the school office. Parents must contact the school administration within ten days to arrange retrieval of legal property. Items will be disposed after ten days. (Board Policy JFG-R)

During Criminal/Delinquency Investigations

As good citizens of the community, it is the responsibility of students to cooperate with law enforcement authorities in the investigation of suspected crimes. Under some circumstances, students being interviewed/questioned by law enforcement authorities at school may find that they are suspects in the investigation. Students are entitled to certain rights when questioned by law enforcement authorities and may also have a legal obligation to cooperate.

The student may wish to consult his/her parent/guardian before being interviewed. The school administrator shall make every effort to contact the parent/guardian for the student. The student must properly identify himself/herself to law enforcement authorities. The parent/guardian may notify the school administrator that they do not wish to have the student interviewed unless they are present. The school administrator shall notify the student and the law enforcement authorities of the parent's/guardian's desire and appropriate arrangements shall be made agreeable to all parties.

In the event that the interview proceeds, the principal must:

1. Ensure the student has been advised of his/her rights;
2. Be present during the entire period of questioning
3. Not enter into the questioning on behalf of the law enforcement authorities.

A school administrator must avoid acting in either the role of the student's defender or accuser.

Students have the right to be informed if they are under arrest at the time questioning takes place. If the student is unclear about this, he/she may ask to resume his/her regular schedule. If the law enforcement authorities deny permission, then the student should consider himself/herself as actually under arrest. Students who believe themselves as under arrest or as suspects in an investigation may freely invoke their constitutional rights against self-incrimination and against illegal search and seizure and are entitled to the presence of legal counsel while being questioned.

(continued)

**Student Rights During Investigations by Law
Enforcement Personnel at School (continued)**

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Neither students nor staff may engage in the obstruction of justice, interfere with police in the performance of their duties, nor refuse to report suspected cases of felonies (serious crimes) under penalties of law.

School administrators or their designee will be present during interviews by social workers or law enforcement officers who are conducting investigations regarding suspected child abuse or neglect. (Board Policy JFG-R)

**District Grievance Procedure - Student Civil Rights
Complaints Title IX and Section 504 Grievance Procedures**

In accordance with Federal and State Guidelines, any student who believes the Columbia Local School District or any of the district's staff, teachers and administrators have inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. **An informal grievance with the above mentioned administrators does not require parents/guardians to be present.** However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

STEP 1: A person who believes he/she has a valid basis for a grievance may initiate a grievance by making a written request for a conference with the District's Compliance Officer to discuss the complaint and seek resolution. The request shall fully describe the grievance, citing the specific circumstances or areas of dispute which have resulted in the complaint, and be filed as soon as possible, but not longer than ten (10) days after disclosure of the facts giving rise to the grievance. The District's Compliance Officer shall conduct the conference within five (5) school days following receipt of the request. The District's Compliance Officer will state in writing his/her decision to the individual within five (5) school days following the conference.

STEP 2: If the grievance is not resolved satisfactorily at Step 1, the District's Compliance Officer's decision may be appealed in writing to the Superintendent. (If the Superintendent is the District's Compliance Officer, Step 2 will be skipped. The Appeal is to Step 3). The appeal must be made within five (5) school days following the receipt of the District's Compliance Officer's decision. The Superintendent will review the case, may conduct an informal hearing, and will notify all parties in writing of his/her decision within ten (10) school days of receiving the appeal.

STEP 3: If the grievance is not satisfactorily resolved through Step 2, a written appeal may be made to the Board of Education. The grievance must be filed with the Superintendent's Office within five (5) school days of the Superintendent's written decision at Step 2. The Board or its designee will conduct a hearing regarding the alleged grievance within thirty (30) school days of filing of the appeal. The parties can agree to extend the time for the hearing. The Board or designee shall give the complainant a full and fair opportunity to present evidence relevant to the issues raised by the grievance. The complainant may, at his/her own expense, be assisted or represented by individuals of their choice, including legal counsel. The Board or designee will make a written decision to the District's Compliance Officer and complainant within ten (10) school days of the hearing.

A complaint may be filed at any time during the process with the **U. S. Department of Education, Office for Civil Rights, BankOne Center, Suite 750, 600 Superior Avenue, Cleveland, Ohio 44114** **NOTE:** Parent and/or Guardian must be present for youths under age 18 at all levels of the formal alleged discrimination grievance process. (Board Policy ACB)

Student Attendance

The Board of Education has adopted a policy requiring all students to attend school regularly (Board Policy JE). By attending school daily throughout the school year, students can obtain maximum benefits from the learning environment and educational programs provided. Student's daily presence and participation are necessary to maintain the continuity of instruction and classroom interaction that leads to improved achievement.

(continued)

Board Policy JE, JED are as follows:

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session.

In accordance with statute, the Superintendent shall require, from the parent of each student or from an adult who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education authorizes the administrator to verify such statements and to investigate the cause of each single absence.

Reasons for which students may be excused include, but are not limited to:

- A. Personal illness of the student;
- B. Illness in the student's family
- C. Death in the family;
- D. Quarantine for contagious disease;
- E. Religious Reasons; or
- I. As determined by the Superintendent.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

OHIO TRUANCY LAW – Senate Bill 181 (Board Policy JED-A)

Consistent with statute, the following definitions shall apply:

A “**habitual truant**” is any child “of compulsory school age” (between ages 6 and 18) who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one school month, or twelve or more school days in a school year (Ohio Truancy Law).

A “**chronic truant**” is any child of “compulsory school age” who is absent without a legitimate excuse for seven or more consecutive school days, ten or more school days in one school month, or fifteen or more school days in a school year.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following actions: (Board Policy JED-R)

- Provide counseling to the student
- Request or require a parent to attend a truancy prevention mediation program

- Notify the Registrar of Motor Vehicles of the student's habitual absences
- Take appropriate legal action (initiate the removal of a student's drivers license)

In addition, the Board of Education authorizes the Superintendent to file complaints with the Lorain County Juvenile Court jointly against the chronic truant child and the parent, guardian, or other persons having care of the child. **This complaint may result in a fine of up to \$500.00, up to 70 hours of community service or, if repeated, a jail sentence for the offending parent.**

Family vacations are discouraged during the school year. However, in some cases family vacations may occur during the school year. In each case, advanced requests for excused absences and assignments must be submitted five (5) school days prior to the vacation. In addition, excused vacation days may not exceed five (5) school days during the school year. Students are obligated to complete assignments to ensure no interruptions in their education upon their return.

Students Shall Be Expected To:

- Attend school every day throughout the school year;
- Accept responsibility for being on time for school and classes;
- Encourage their classmates to establish and maintain good attendance patterns; and
- Make arrangements with their teachers to make up all work missed because of absence.

Parents/Legal Guardians Shall Be Expected To:

- Encourage and monitor their child's/children's school attendance.
- Participate in their child's/children's education throughout the school year;
- Abide by Ohio Compulsory Attendance Laws; and
- Provide the school with a written and/or telephone explanation in the event of the absence of their child/children.

NOTE - Parents may be required to provide medical documentation after twenty days of student absence in one school year.

Schools Shall Be Expected To:

- Maintain a school climate conducive to the learning and support of good attendance patterns;
- Develop and implement instructional programs and strategies designed to encourage life-long learning; encourage students to improve both their attendance and punctuality; and
- Maintain accurate student attendance records.

ATTENDANCE REGULATIONS (Board Policies (JE, JE-R, JEH))

It is recognized that the attendance patterns established during school days will be a criterion utilized by employers to evaluate potential employees. In addition, patterns set *beginning in elementary school and continuing through* high school often carry over to the world of work.

In an effort to promote good attendance and maximize learning experiences, the following regulations will apply to student attendance:

1. Students who are absent more than four days per quarter during a school year from a class will receive no credit for that day's course unless the absence is verified by an authorized excuse. An authorized excuse is defined as a part of this policy.
2. Students requesting an exception to the attendance policy because of a family trip must apply for consideration with the principal or his/her designee at least two weeks prior to the trip. In extenuating circumstances, at the discretion of the principal, the two week advance request may be waived. It is the responsibility of the student to obtain all assignments from the teacher prior to a vacation, and the work will be turned in upon return.
3. In the case of absences, it is expected that work will be made up before the deadline established by the school to ensure maximum academic credit for the work completed.
4. Student make-up work is permitted for a grade as long as deadlines are met for the make-up work and the student has an excused absence from school. The student has one day to make-up work for every day that they are not present in school.

REPORTING PROCEDURE

All absences are to be reported by a telephone call to the attendance office. A written excuse is due to be turned in to the attendance office on the first day back to school. If a student fails to bring in a written excuse, the absence is unexcused and will be treated accordingly. At the time of return to school, the absence will be categorized as one of the following:

Excused Absence: There are two types of excused absences:

Authorized Excuse If there is a written confirmation from a doctor or hospital, proof of a death in the immediate family, verification of a personal or family illness which required hospitalization, quarantine, or a school-sponsored activity, it will be considered excused. Make-up work is permitted.

Excused Without Penalty Absences which do not meet the criteria for an authorized excuse may be excused without penalty if an acceptable reason is given in an excuse written and signed by the parent. Make-up work is permitted. Such excused absences without penalty must fall within the attendance procedure.

Unexcused Absence All other absences are unexcused. Make-up work is not permitted without academic penalty. This penalty will result in a zero for each class where the student has an unexcused absence on a given day.

Students must be present for one-half (1/2) of the school day to be eligible to participate in extra curricular activities.

1. If a student accumulates more than four (4) days of absence per quarter, no further absences will be excused unless a physician's statement is submitted to justify the need for the absence. The principal or his designee may waive this requirement with authorized approval of the superintendent or his designee. A review of this requirement must be submitted in writing to the parent/guardian by the principal or his designee.
2. It is extremely important that students and parents realize and understand that the four (4) days of absence per quarter built into this attendance policy are not to be considered as approved days to miss class. **These should be thought of as a sick bank to be used only when needed.**
3. Absences, which are the result of illness, truancy, vacation, or family emergency will be counted in this tally regardless of whether the absences are excused or unexcused. External suspensions will not count in the four day limit per quarter. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests, in-school suspension, college visitations, or mentorship programs and planned absences with the pre-approval of the principal will not count in this tally.
4. Following a three (3) day absence per quarter from school, **parents will receive a warning letter from the school district.** A notification letter will be sent from the building to parents warning them of irregular attendance, possible failure, and future referral to the attendance officer of the Lorain County Juvenile Court.

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5. After five (5) days of **unexcused** absence from school, referral to the attendance officer may occur at the discretion of the county attendance officer and school district principal or his/her designee.
6. A conference with the attendance officer of Lorain County, building principal/assistant principal, and the parent shall be scheduled if excessive absence continues.
7. Further excessive absences shall result in a meeting with the superintendent. Parents, student, county attendance officer, and building district designee may be present at the meeting.
8. Continued irregular attendance at this step may result in other actions as determined by the local superintendent (i.e., revocation of driver's license and work permit, parent education classes, intervention strategies, or other actions as determined by the local code of student conduct.)
9. A court referral for prosecution will be the final step for action to be determined by the Department of Lorain County Juvenile Court.

Driver's License Revocation

The Bureau of Motor Vehicles may revoke the driver's license of any student under the age of eighteen (18) for the following reasons:

1. The student drops out of school.
2. The student is habitually truant. (Unexcused absences for five or more consecutive days, seven or more days in a month, or 12 or more days in a year).
3. The student has been suspended or expelled from school for the use or possession of alcohol or drugs.

Any student whose license is denied or revoked may petition juvenile court for the right to drive if the loss of that privilege would result in a substantial hardship.

Upon recommendation for license revocation by a school principal/school designee the student will be offered an informal hearing to challenge or explain the reasons for their absenteeism. (Board Policy JED-R)

Students with disabilities may be suspended for a period of up to ten (10) school days for a violation of the Student Code of Conduct. Additional days of suspension or removal from school beyond ten (10) days may be assigned to students with disabilities if the school follows the procedures outlined in law. During a period of removal beyond ten (10) days, a student with a disability may be required to continue his/her education in a place other than school. In addition, the student and/or parent/guardian will be expected to participate in a series of meetings/hearings to plan the steps necessary to correct the misconduct. A hearing is set to determine the relatedness of the student's behavior and possible future plans for behavior. (Board Policy JGD/JGE)

Racial/Ethnic Discrimination

No student can be subjected to harassment due to their race or ethnicity. This includes but is not limited to personal or physical characteristics, perceived sexual orientation, or handicap. (Board Policy ACAB)

Rights of the Homeless

Students entering the district and those currently enrolled who have changed living conditions, arrangements, or locations are entitled to special services and permission to attend under the McKinney-Vento Homeless Act. Contact the Office of the Homeless Liaison, 440/236-1236 for more information. The Homeless Liaison is located at the guidance office of Columbia High School. (Board Policy JECAA)

Corporal Punishment

The Board of Education does not condone the use of corporal punishment which is the infliction of bodily pain upon an individual for the commission or omission of an act. All employees are entitled to use reasonable force in the restraint of students for self-defense and to prevent injury or property damage. (Board Policy JGA)

In order to provide accountability to the student and protection for the teacher, records of all efforts to correct behavior and any disciplinary action taken must be kept by the teacher and/or administrator taking such action. These records should include the student's name, date of incident, type of misbehavior, the corrective action taken, and the parent/guardian and student responses, if any. Where suspensions occur, the length of that suspension and the total number of suspensions for the student that year shall also be included in the record. Administrators will review the disciplinary record and the student's previous record in deciding the appropriate action to take if a student misbehaves.

Hazing

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher member or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers members and all other District employees are particularly alert to possible conditions, circumstances or events which might include hazing and/or bullying.

If hazing and/or bullying or planned hazing and/or bullying is discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all hazing and/or bullying activities immediately. All hazing and/or bullying incidents are reported immediately to the Superintendent and the appropriate discipline is administered.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students, and volunteers are provided with qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State law.

No one shall retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual. (Policy JFCF)

Sexual Harassment

Sexual harassment is defined as persistent verbal sex-oriented remarks, unwanted physical contact, or demands for sexual favors. Sexual harassment is a form of misconduct which undermines the integrity of relationships in the school community and will not be tolerated. Sexual contact between a student and employee may be deemed as sexual harassment. All students must be allowed to learn in an environment free from unsolicited and unwelcome sexual overtures. Students who experience sexual harassment from students or other members of the school community should immediately report the behavior to the school principal or guidance counselor. Those who commit acts of sexual harassment shall be subject to disciplinary action.

Sexual and other forms of harassment will not be tolerated per Board of Education Policies ACA, ACAA, ACAA-R ACAB.

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Sexual Harassment Complaint Procedure

- a. Any student who alleges sexual harassment by any staff member, student, or third party of the District may complain directly to any building principal, guidance counselor, teacher, superintendent, any other school employee who the student trusts, or any other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the student's status nor will it affect future employment, grades, or work assignments. The student's identity will be kept confidential if possible.
- b. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.
- c. An investigation shall be conducted by the Superintendent, Building Principal, or designee in accordance with Section A of this policy.
- d. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, including termination of the employee's employment.
- e. A substantiated charge against a student in the School District shall subject that student to disciplinary action including suspension or expulsion, consistent with the Student Discipline Code.

If the grievance cannot be resolved through the above procedure, a request for an official interpretation may be filed with the **U.S. Department of Education - Office for Civil Rights, Bank One Center, Room 750, 600 Superior Avenue East, Cleveland, Ohio 44114-7650.**

Please note that a student who is eighteen (18) years of age or older may utilize the grievance process in his/her own right.

Due Process

Due Process provides a standardized set of procedures that protect students' and parents' rights during the resolution of disciplinary matters. The district's due process requirements include:

- Having rules (behavior code) posted in the school and/or copies distributed to students;

- Providing the student with a written notice about the rules he/she is thought to have broken;
- Providing an opportunity for a hearing at which the student learns why he/she may be suspended or expelled and at which time the student can explain his/her actions;
- Providing the student with a written notice of suspension or expulsion (Board Policy JGD-E)
- Providing a mechanism for student appeal of suspensions or expulsions.

Due Process requirements are specified in Ohio Revised Code 3313.66 and Board Policy JFC, Student Conduct. Detailed information is in Board Policy JGD/JGE, Student Suspension/Expulsion and Emergency Removal.

Student Code of Conduct

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property, on other school property, or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions; the age of the student and its relevance to the punishment; the prior disciplinary history of the student and/or the intent of the perpetrator.

The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

The term "school" refers to all instances when the student is under the authority of the school. The term "property" refers not only to school-owned property but to any property, public or private, which may be damaged during the period when the student is under the authority of the school.

Students are considered to be subject to the authority of the school when they are at school-related or school-sponsored events even though those activities may not take place at an actual school. Some examples include athletic meets and games, field trips, contests, and concerts. Offenses which occur at such events will be subject to the same penalties as offenses that occur in school.

This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Columbia Local Schools.

Senate Bill 1 (School Safety Zone) expands the district's authority to suspend and expel students for misconduct that occurs off of district property but is connected to activities or incidents that have occurred on district property or school-related functions. This includes misconduct by a student that regardless of where it occurs is directed at a district official or employee or the property of an official or employee.

Students, after required due process as specified in Ohio Revised Code 3313.66, found to have violated this code may be expelled by the Superintendent. The Superintendent may expel a student for a period not to exceed eighty (80) school days. Based on Ohio Revised Code Section 3313.66, and Board Policy JFC, students who bring firearms on school property, in a school vehicle, or at any school-sponsored event shall be expelled for ONE CALENDAR YEAR.

Students who bring knives or other dangerous weapons or instruments on school property, in a school vehicle, or at any school-sponsored event may be expelled for ONE CALENDAR YEAR. The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this division extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. (Board Policy JFCJ)

Expulsion will result in a loss of academic credit. This includes loss of credit at any college or university post secondary or alternative program.

Additionally, students who are expelled for a violation of this section, have reached their sixteenth birthday, have been convicted or adjudicated delinquent of a violation of ORC 3316.662, may be subject to permanent exclusion from school.

Special Education students require a manifestation determination and team review prior to disciplinary action regarding expellable offenses.

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

Student Dress Code

School dress should not threaten the health, welfare and safety of the members of the student body and enhance a positive image of the students and the District. Any form of dress or grooming which attracts undue attention, prompting a disruption of the learning environment or violating the previous statement, is unacceptable. (Board Policy JFCA) Requirements include the following:

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. When a student is participating in school activities, his/her dress and grooming must not disrupt his/her performance or that of other students or constitute a health threat to himself/herself or other students.
3. Dress and grooming are not such as to disrupt the teaching/learning process.

Consult each individual building student handbook for specific dress code regulations.

Emergency Removal

An emergency removal of a student from a classroom or school activity may occur when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process in the classroom or elsewhere on the school premises. Emergency removal is not a disciplinary tool and shall not be used as a substitute for suspension. Students may be removed from instruction for up to 24 hours. Students may still be notified of the School Administrator's intent to suspend within three days of the incident that led to the emergency removal. (Board Policy JGDA)

Suspension is the removal of a student, following required due process, from the regular school program, by appropriate school authorities, for no longer than ten school days. In-school suspensions do not afford students a level of due process including notice and hearings for appeal. Students suspended out-of-school will be given the opportunity to make up all work and receive credit. Students are not permitted to attend school related functions on or off school grounds during the length of their suspension. The amount of time to make up work will be no more than the length of the suspension. If at the time a suspension is imposed and there are fewer than ten days remaining in the school year the Superintendent may apply any remaining part or all of the period of the suspension to the following school year. Additionally, students may have riding privileges suspended from the school bus. (Board Policy JGD/JGE)

SUSPENSION:

1. The intended suspension must be in accordance with the Student Code of Conduct. (Board Policy JFC-R)
2. Written notification of the reason(s) for the intended suspension must be given to the student.
3. The student must be given an informal hearing.
4. If the student has been suspended, the parent, custodian, or guardian must be notified within 24 hours of the suspension and such notice must include:
 - a. the reason for the suspension;
 - b. the right to appeal the action to the Board of Education or its designee;
 - c. the right to a hearing; and
 - d. the right to request the hearing be held in executive session
5. Students issued an out-of-school suspension are required to remain under parental supervision during normal school hours. Students are not permitted on school property.

Suspension is an extremely serious step. It is one which is taken by school authorities only after careful consideration. A student's best insurance against being suspended from school is to learn his/her responsibilities as a student and to make every effort to meet these responsibilities.

Expulsion means that the student is removed from school by school authorities for more than ten (10) school days, but not for more than eighty (80) school days. Students expelled from school are officially withdrawn during that time and are not eligible to receive academic credit. Since expulsion is the more severe punishment the school system may use, it requires action by the Superintendent of Schools.

A Board of Education may expel a student for up to one year for any adult related crime regardless of school age. The offense must be committed while in the custody or control of the school, or on property owned or controlled by the school. However, school safety zones (SB 1) expands the district's authority to suspend or expel pupils for misconduct that occurs on or off of school property but is connected to activities or incidents that occurred on school property. This includes any school program, activity, or interscholastic event. (Board Policy JGD/JGE)

EXPULSION:

1. The intended expulsion must be in accordance with the Student Code of Conduct.
2. The student and his or her parent, guardian or custodian must be given written notice of intention to expel.
3. The written notice must include
 - a. the reasons;
 - b. the date, time, and place of the hearing;
 - c. the right to be represented; and
 - d. the right to request an extension of time.
4. If an extension is granted, the parties must be notified of the new time and place.
5. If the student is expelled, the parent, guardian or custodian must be notified within twenty-four (24) hours. The notice must include:
 - a. the reason for the expulsion;
 - b. the right to appeal the action to the Board of Education or its designee; within five (5) days of receiving the expulsion notice;
 - c. the right to be represented in the appeal proceeding; and
 - d. the right to request the hearing be held in executive session.

PUBLIC SCHOOL STUDENTS:

Bus transportation is provided for public school students residing in the Columbia Local School District. The Columbia Schools provide transportation in compliance with all pertinent Ohio Revised Code (ORC) and Ohio Administrative Code (OAC) regulations.

STUDENT CONDUCT ON SCHOOL BUSES (Board Policy JFCC):

If the Superintendent or the administrative designee determines that a student's behavior on a school vehicle violated school rules, she/he may suspend the student from school bus riding privileges for a length of time determined appropriate for the violation or remediation of the behavior. The student will be notified verbally of the loss of riding privileges. This loss of riding privileges may accompany suspension from the regular school program.

Columbia bus regulations for students are as follows: (Board Policy JFCC-R)

- a. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- b. Pupils must wait at the bus stop and stay clear of traffic.
- c. Behavior at school bus stops must not threaten life, limb, or property.
- d. Pupils must go directly to their assigned seat.
- e. Pupils must remain properly seated, keeping aisles, windows, and exits clear.
- f. Pupils must maintain classroom conduct and obey the driver promptly and respectfully.
- g. Pupils must use proper language at all times. Pupils should avoid any unnecessary disturbing noises and be silent at railroad crossings.
- h. Pupils must refrain from eating or drinking on the bus and help keep the bus clean
- i. Pupils must not *possess* or use tobacco on the bus.
- j. Pupils must not *possess* or use alcohol or drugs on the bus.
- k. Pupils must not throw or pass objects on, from, or into the bus.
- l. Pupils may carry on the bus only objects that can be held safely in their laps. (No animals, large instruments, etc.)
- m. Pupils must leave or board the bus at locations to which they have been assigned.
- n. Pupils must not violate the school conduct code.
- o. Pupils must cross all roads at least ten (10) feet in front of the bus. Before crossing, look to the driver for a hand signal.

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following. Students must not bring over-the-counter nonprescription medications to school. Each of our students possess a unique medical history and the introduction of an over-the-counter nonprescription drug could compromise that student's health. Nonprescription over-the-counter medications can be brought to school only if prescribed by a doctor or an otherwise licensed professional, and if the following guidelines are followed.

1. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with Ohio law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
5. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
6. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Students have the right to 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. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals. (Board Policy JHCD)

Code of Conduct Offenses

The Columbia Local Schools Board of Education has established the following categories of misconduct as those which may result in disciplinary action which are not limited to and may include: detention, Saturday School, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion from the Columbia School District. Appropriate due process will be followed according to Ohio Revised Code 3313.66.

1. **Academic Misconduct** - A student shall not cheat or plagiarize.
2. **Acceptable Use/Internet Safety** - A student shall not violate any portion of Board Policy EDE, Acceptable Use Network/Internet Policy. This includes any action that may disrupt the educational process, be illegal or unsafe or not be related to the processes of education in the Columbia Local Schools.
3. **Aggressive Behavior/Victimizing/Threatening/Bullying** - A student shall not hurt another person either physically or psychologically. A student shall not threaten another person with physical violence, loss of property or coerce by any means.
4. **Appearance and Dress** - A student shall not be inappropriately dressed for school. Student dress shall not be disruptive to the educational process.
5. **Arson/Unauthorized Fire** - A student shall not set or attempt to set a fire or cause an explosion.
6. **Assault** - A student shall not attack any other person, or behave in such a manner that would cause, or threaten to cause, injury to any other person.
7. **Bomb Threats, False Alarms** - A student shall not cause a false alarm to be sounded, falsely communicate a bomb threat, or falsely contact 911.

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8. **Use of Pager, Cellular Phone or Similar Communication Device** - Students may be allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours or while participating in an extra curricular event. First time violators of this policy are reported to the Principal, who confiscates the device and holds it in his/her office until the end of the school day. Subsequent violations result in confiscation, loss of privilege and forfeiture of the device to the District.
9. **Continued and/or Repeated Violations of School Rules** - A student shall not refuse to comply with school rules and reasonable directives of school personnel.
10. **Disruption** - A student shall not create a condition, indulge in any activity, or use any device that disrupts the educational process or is offensive to others. Likewise, a student shall not make any utterance, gesture, or act which offends the sensibilities or threatens the safety of others.
11. **Disorderly Conduct** - A student shall not, by use of violence, force, coercion, threat, harassment, or insubordination cause or threaten to cause the disruption or obstruction of any function or operation of the school or of the educational process.
12. **Explosives** - A student shall not possess, handle, construct, transmit, conceal, or use any firework, explosive device, or substance which can be used as an explosive.
13. **Extortion** - A student shall not force or attempt to force any person to give up anything of value by means of any expressed or implied threat, harassment, intimidation, or injury to person, property, or reputation.
14. **Failure to Comply with Direction** - A student shall not fail to accept discipline and/or comply with the direction of staff.
15. **False Identification** - A student shall not refuse to provide identification to school personnel. A student shall not give false identification.
16. **False Reporting** - A student shall not make a false report or false accusation which results in the mandatory reporting of an incident of physical, sexual, psychological, or any other form of child abuse pursuant to Section 2151.421 of the Ohio Revised Code, nor shall a student make a false accusation or a false statement that in any way defames or damages the reputation of a staff member.

17. **Fighting** - A student shall not fight, hit, punch, kick, push, physically confront, or in any way cause or attempt to cause physical injury to another person. A student shall not instigate or encourage fighting. If a student who is engaged in a fight, and, in the course of fighting, strikes, pushes, and/or physically restrains a staff member who is attempting to intervene, such actions may be regarded as a separate violation, specifically an assault and may result in a police report and appropriate disciplinary consequences. In such instances, the staff member retains the right to pursue legal remedies in the civil and criminal courts independent of the action(s) taken by the school district.
18. **Firearms** - A student shall not use, possess, exhibit, handle, transmit, or conceal any object classified or construed as a firearm, while on titled school property, in a vehicle parked on titled school property, or at any school-sponsored activity regardless of location. A firearm is any weapon, including a starter gun, which is designed to expel or may be readily converted to expel a projectile by the action of an explosive. This includes, but is not limited to: any firearm ammunition, muffler or silencer, any explosive or incendiary charge of more than one-quarter ounce and any other instrument or device similar to those already listed.
19. **Forgery** - A student shall not forge the name of another, falsify times, dates, grades, addresses, or other data the school may require whether orally or in writing.
20. **Gambling** - A student shall not engage in or promote games of chance or place bets when money or anything of value is at risk.
21. **Gangs** - Gangs are prohibited. A gang is defined as any non-school sponsored group possibly of secret and/or exclusive membership, whose purpose or practice includes the commission of illegal acts, violations of rules and regulations, establishment of territory or "turf", or any actions that threaten the safety or welfare of others. Gang activity such as initiation, recruitment, wearing of colors, fighting, assault, hazing, or establishing "turf" on titled school property, at school functions, or school-related activities will not be tolerated.
 - a. A student shall not participate in gang-related activities.
 - b. A student shall not appear with, or wear gang identification such as attire, colors, or clothing.
 - c. A student shall not designate boundaries or "turf" or belong to any group that has designated boundaries or "turf."

(continued)

21. Gangs (continued)

- d. A student shall not participate in hazing, initiation, or recruiting activities.
 - e. A student shall not deface property with gang graffiti. A student who violates this action will not only be subject to the notification of his/her parent/guardian by school authorities, but also, when deemed appropriate, the student's prohibited gang activity will be reported to the local authorities.
- 22. Hazing** - A student shall not cause or participate in any act of initiation that causes or creates a risk of causing physical, mental, or emotional harm to any person.
- 23. Horseplay** - A student shall not exhibit noisy/unrestrained behavior which is inappropriate.
- 24. Interference or Intimidation of School Authorities** - A student shall not interfere with the discharge of the official duties of district personnel by the use and/or threat of force or violence.
- 25. Intrusion/Unauthorized Area** - A student shall not be on school grounds or in areas to which the student is not assigned before, during, or after school hours except with the permission of the principal/designee.
- 26. Malicious Harassment** - A student shall not maliciously and intentionally intimidate or harass another person because of that person's race, color, ancestry, religion, national origin, gender, age, disability or personal characteristics..
- 27. Columbia Schools Policies and Ohio Laws** - A student shall not violate any Board Policy or Ohio Law while in the custody and control of the school or a "school safety zone."
- 28. Profanity or Obscenity** - A student shall not use profanity or obscene gestures. This includes the possession of materials that is considered to be obscene or pornographic.
- 29. Narcotics, Alcoholic Beverages, and Drugs** - A student shall not possess, use, sell, distribute, transmit, or be under the influence of alcohol, drugs, or controlled substances. A student shall not possess, use, transmit, sell or conceal any instrument of drug abuse or related paraphernalia.

30. **Other Dangerous Weapons and Instruments** - A student shall not use, possess, exhibit, handle, transmit, or conceal any object classified or construed as a dangerous weapon or instrument while on titled school property, in a vehicle parked on titled school property, or at any school-sponsored activity regardless of location.
- a. A knife includes, but is not limited to, any cutting instrument consisting of a sharp blade or pointed object which may or may not be fastened to a handle and having a blade length of two and one half inches or longer.
 - b. Other dangerous instruments include, but are not limited to, metal knuckles, razors of all descriptions, and propellants that may be used to or are intended to harm, threaten or harass students, staff, parents/guardians, or community members. This includes any object that may be used as a weapon to injure or intimidate.
31. **Possession of Stolen Property** - A student shall not knowingly receive, obtain, possess, conceal, or dispose of stolen property.
32. **Robbery** - A student shall not take another person's property by force or threat of force.
33. **School Bus Violations** - A student shall not interfere with or disrupt the operation of a school bus by activities which pose or tend to pose a danger to the safe operation of a school bus, including, but not limited to: failing to remain seated, throwing objects out the window or at a passenger or the driver, shouting, disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention.
34. **School Safety Zone Violation** - Any misconduct that occurs off of district property but is connected to activities, events, or incidents that have occurred on district property. This includes misconduct that regardless of where it occurs is directed at a district official or employee or the property of a district official or employee.
35. **Sexting** - The taking, disseminating, transferring or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or otherwise.
36. **Sexual Activity** - A student shall not engage in sexual activity on school premises or at school-related activities.

(continued)

37. **Sexual Harassment** - A student shall not sexually harass another person with any materials, acts or words that are unwanted or unwelcome.
38. **Theft** - A student shall not take, or attempt to take, property which does not belong to the student.
39. **Tobacco** - A student shall not smoke, use, or possess any tobacco products on titled school property, within school buildings, or at any function or activity supervised or promoted by the school.
40. **Trespassing** - A student under suspension, expulsion, or emergency removal shall not enter upon any titled school property of the Board of Education without the express permission of the Principal. Such presence is considered trespassing and may be cause for arrest.
41. **Truancy** - A student shall not be truant, tardy or absent without an excuse. A student shall not cut class and/or school.
42. **Vandalism** - A student shall not damage, deface, or destroy property.
43. **Violation of School Rules and Regulations** - A student shall not refuse to comply with school rules and regulations.
44. **Violation of School Discipline Procedures** - A student shall not violate conditions of disciplinary procedures. Such violation will be considered a separate disciplinary violation and shall be subject to additional consequence.
45. **Withholding Information** - Students are not permitted to withhold information regarding an act or violation of school rules or regulations that could endanger students, school personnel, property, or the educational process. Reasonable knowledge of disruptive actions or dangerous situations must be reported immediately to school authorities to avoid disciplinary action.

This glossary was compiled to help students, parents, teachers, staff, administrators, and members of the community understand the terms used in the District's Rights and Responsibilities Handbook. It is written in language which students use and understand.

Academic Misconduct - copying someone else's work and saying that it is yours; cheating

Aggressive Behavior - See "victimizing"

Alcohol - any of a number of brewed or distilled drinks such as beer or whiskey

Appearance (dress) - clothing and the way you look (must not disrupt school discipline or the educational process)

Arson - setting a fire or causing an explosion that can result in fire damage

Assault - to hurt or harm, using bodily force or weapons, any person which includes someone trying to stop bodily force or the use of weapons

Behavior - things you do or the way you act

Bomb Threats (false alarms) - reporting, sounding an alarm, or calling 911 for fire, bombs, or other hazards when there is no present danger or threat of danger

Bullying - See "victimizing"

Chance - a game or bet that involves luck or the unknown

Chemical Substances - material that is used, sniffed, inhaled, or taken into the body to change a person's behavior

Comply - do as told, follow directions

(continued)

Consequences - the things that will happen as a result of something you do

Damage - ruining or messing up something or causing something not to work properly

Dangerous Instruments - See "Weapons"

Directives - instructions or steps to be followed

Discipline - set of steps followed when an infraction has taken place; steps followed to correct unacceptable and disruptive behavior

Disorderly Conduct - behavior which breaks the school and/or classroom rules, disrupts a class-related activity, or interferes with the instructional process

Disrupt/Disruption - an interruption of class or school-related activity

Educational (Instructional) Process - the way your teacher teaches you ideas or skills

Explosives - substances that burst forth, usually with a great deal of noise and/or smoke, such as fireworks, firecrackers, cherry bombs, caps, smoke, or stink bombs

Failure To Comply With Directions - not doing what a school authority has instructed you to do

False Alarms - See "Bomb Threats"

False Identification - saying or claiming that you are someone other than who you are and/or refusing to say who you are when asked

False Reporting - saying or claiming something is true that is not about an individual or something that has happened

Fighting - hitting or striking another person on purpose, or in any way causing or trying to cause harm to another

Force - to make someone do something against their will using moral, mental, or physical pressure

Forgery - signing someone else's name instead of your own

Gambling - playing a game of cards, chance, or dice for money or items

Gangs - groups not recognized or sponsored by the school whose purpose or practices may cause infractions to school rules

Hazing - forcing or encouraging another to behave in a way that may cause harm or injury or create an unsafe environment for others in order to gain acceptance or be part of a group

Horseplay - playing that is disruptive, unruly, or noisy

Hurt/Harm - to cause pain; injury

Infraction - a rule that has been broken

Instructional Process - See "Educational Process"

Interference (or Intimidation) of School Authorities - behavior that stops, threatens to stop, or makes it hard for school authorities to perform their duties

Intimidation - threatening so as to create fear in another

Intrusion/Unauthorized Areas - being present on school grounds and/or areas of the school property without permission before, during, or after school

Jurisdiction - areas where school authorities may carry out discipline procedures

Malicious Harassment - words or actions that make fun of someone's race, color, ancestry, religion, age, national origin, sex, disability, or personal characteristics

Misconduct - inappropriate or unacceptable behavior

(continued)

Narcotics, Drugs, Alcoholic Beverages - chemical substances, prescriptions drugs other than those prescribed for you by a doctor, or beverages with an alcoholic content

Obscenity - unacceptable language, gestures or visual demonstrations - See "Profanity"

Permission - approval to do something

Pornography - any unaccepted materials of a sexual nature in either written or visual form

Possession - having on your person or holding in a personal area such as your purse, book bag, desk, or locker

Possession of Stolen Property - having goods that have not been paid for and/or taken from another, hiding, or passing these goods to another

Private Parts - the parts of the body that are covered by a swimming suit

Profanity - using bad and nasty words or gestures with hands or body parts that show hate or disrespect toward another

Property - anything that is owned by a person or the school

Robbery - taking something of value that does not belong to you by threat or force

School Authorities - principals, teachers, instructional assistants, secretaries, lunchroom staff, resource people, bus drivers, and school volunteers

School Bus Violations - behaving in a way that disrupts normal bus procedures and/or behaving in a way that threatens the safety of others

Searches - looking into or over a student's person, locker, book bag, automobile, or purse when an infraction is suspected

Sexual Activity - excessive public showing of affection and/or behavior involving touching of another's private body parts

Sexual Assault - touching someone or threatening to touch someone on the private parts of his/her body

Sexual Harassment - persistent verbal sexual remarks, unwanted physical contacts, demands for sex that could make a person feel uncomfortable

Supervision - overseeing or watching of others with the ability to carry out discipline procedures

Theft - taking something of value that does not belong to you; stealing

Threat - something that shows danger is possible which could hurt or harm someone or something

Threaten - to make a statement of what will be done to hurt or harm someone or something (also See "Victimizing")

Tobacco - manufactured products of tobacco such as snuff, chewing tobacco, cigarettes, or cigars

Trespassing - to enter an area without permission

Truancy - being late or absent from school or any class without permission

Unauthorized Areas - places that require special permission to enter

Unruly Conduct - behavior that disrupts your class or school

Valuable Item - items that are worth something or are special to someone

(continued)

Vandalism - ruining or messing up the appearance or functioning of something, (includes school and private property) damage or destruction of property

Victimizing (Threatening, Bullying) - pestering, annoying, threatening or hurting another by causing injury, hurting feelings, or forcing someone to do something they do not want to do

Violation of School Discipline Procedures - not following consequences given for infractions

Violations of School Rules - behaving in a way that goes against school rules

Weapons (Dangerous Instruments) - objects or instruments that are illegal or can be used in an unsafe way to cause harm to another. This includes look alike toys or objects that could be interpreted to be weapons.

Know Your District

The roles of the school personnel are provided to help you direct questions and comments to the proper member of the educational team.

The Teacher is the first contact for information about your child's progress or classroom concerns. He/she is the expert in your child's instruction and can best discuss what takes place in the classroom.

The Principal supports the education of the students enrolled in the school. The Principal or Assistant Principal can help resolve educational issues not solved directly through the teacher.

The Superintendent and Central Office team manage the day-to-day operations of the schools. Their responsibilities include:

- Planning teaching that meets the needs of all students
- Providing materials, personnel, and facilities necessary to carry out effective educational programs
- Recommending policies and developing rules of attendance and behavior that support classrooms and schools to focus on teaching and learning
- Making future plans based on the needs of students

You can call the various program offices of the Superintendent at any time. However, it is suggested that contact with the teacher should always occur first, followed by the building principal.

Columbia High School - - - - - (440) 236-5001
 Columbia Middle School - - - - - (440) 236-5741
 Copopa Elementary School - - - - - (440) 236-5020

The following numbers may be helpful to answer questions or resolve concerns if educational issues cannot be answered or resolved at the building level.

Superintendent - - - - - (440) 236-5008
 Supervisor of Curriculum - - - - - (440) 236-1215
 School Psychologist - - - - - (440) 236-1216
 Supervisor of Special Education - - - - - (440) 236-1216

The School Board sets the general philosophy and overall policies for the school corporation. The Board's duties include:

- Setting policies that provide an effective educational atmosphere
- Providing a budget to assure quality education for all students
- Enforcing state and federal laws

Columbia Local School District

www.columbia.k12.oh.us

BOARD OF EDUCATION

Cheryl Blazek, President
Henry Bigler, Vice President
Rick Malone, Member
Brenda Buchanan, Member
Pat Palmer, Member

ADMINISTRATION CENTER

25796 Royalton Road
(440) 236-5008
Office Hours 7:30-4:00

Graig Bansek, Superintendent
bansek@columbia.k12.oh.us

Pat Weber, Treasurer
weberp@columbia.k12.oh.us

Lynley Roncone, Psychologist
ronconel@columbia.k12.oh.us

Denise Hieronymus,
Special Education Supervisor
hieronymusd@columbia.k12.oh.us

Russell Maruna, Supervisor of
Academic Services
maruna@escl.org

COLUMBIA HIGH SCHOOL

14168 West River Road
(440)236-5001
School Hours 7:25-2:10

Sean Lynch, Principal
lynchs@columbia.k12.oh.us

Harold Kehler, Assistant Principal/
Athletic Director
kehlerh@columbia.k12.oh.us

COLUMBIA MIDDLE SCHOOL

13646 West River Road
(440)236-5741
School Hours 7:30-2:20

James Cottom, Principal
cottomj@columbia.k12.oh.us

COPOPA ELEMENTARY SCHOOL

14168 West River Road
(440) 236-5020
School Hours 8:35-3:10

Vincent Ketterer, Principal
kettererv@columbia.k12.oh.us

TRANSPORTATION DEPARTMENT

(440) 236-8222
Dick Bauder, Supervisor

The Columbia Local School District does not discriminate on the basis of age, gender, race, disability, socioeconomic level, religion or national origin in its dealings with employees, students, the general public, application for employment, educational programs, activities, or access to its facilities.