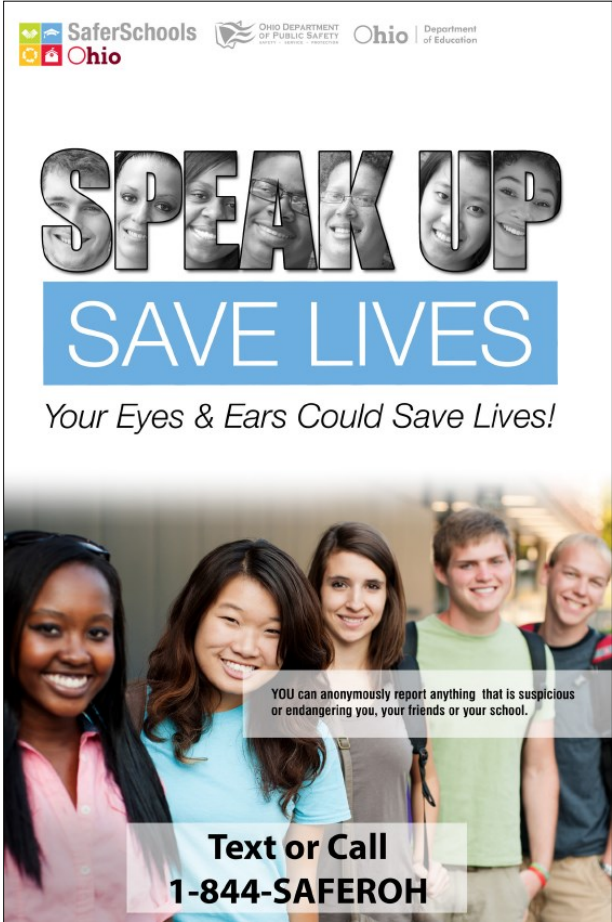


This handbook section is designed to clarify school policies governing the rights and responsibilities of students in the Columbia Local School District. Students, staff, parents and others need to know about these policies and are encouraged to study and discuss the contents of this handbook.

When 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.

**POLICIES CITED IN THIS HANDBOOK ARE SUBJECT TO REVISION.
ALL POLICIES OF THE COLUMBIA LOCAL SCHOOLS BOARD OF
EDUCATION MAY BE ACCESSED VIA THE DISTRICT’S WEBSITE:
www.columbia.k12.oh.us**



The advertisement includes logos for Safer Schools Ohio, Ohio Department of Public Safety, and Ohio Department of Education. The main text reads: 'SPEAK UP SAVE LIVES Your Eyes & Ears Could Save Lives! Text or Call 1-844-SAFEROH'. A smaller text box says: 'YOU can anonymously report anything that is suspicious or endangering you, your friends or your school.'

It is only through the combined efforts of our students, staff, parents, and community members that our schools are safe.

When you spot any activity that hurts students or our school, text or call the Safer Schools Tip Line.

1-844-SAFEROH

You can submit reports about bullying, potential suicide risks, violence or other school safety issues. The information is anonymous.

The tip line is available 24/7.

KNOW YOUR DISTRICT

BOARD OF EDUCATION

Wayne Brassell, President
Shawn Ondrejko, Vice President
Megan Champagne, Member
Stephen Coleman, Member
Blanche Nemeth, Member

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

Patricia Eddy, Treasurer
eddy@columbia.k12.oh.us

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

Judy Skoczen, Director of Special Education
skoczenj@columbia.k12.oh.us

Carrie Atkinson, Director of Curriculum and Technology
atkinsonc@columbia.k12.oh.us

Al Cantrell, Transportation Supervisor
cantrella@columbia.k12.oh.us

Bernard Gault, Maintenance Supervisor
gaultb@columbia.k12.oh.us

Elaine Webber, Director of Nutrition Services
webbere@columbia.k12.oh.us

COLUMBIA HIGH SCHOOL

Sean Lynch, Principal
lynchs@columbia.k12.oh.us
Grades 9 – 12
14168 West River Road
(440) 236-5001

COLUMBIA MIDDLE SCHOOL

Robert Magyar, Principal
magyarr@columbia.k12.oh.us
Grades 5 - 8
13646 West River Road
(440) 236-5741

COPOPA ELEMENTARY SCHOOL

Troy Bunner, Principal
bunnert@columbia.k12.oh.us
Grades K-4
13644 West River Road
(440) 236-5020

LITTLE RAIDERS PRESCHOOL

Judy Skoczen, Director
13644 West River Road
(440) 236-5021

ADMINISTRATION CENTER

25796 Royalton Road
(440) 236-5008

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 OR ASSISTANT PRINCIPAL** support 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 education 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 contact the various program offices of the Superintendent at any time, however, contact with the teacher should always occur first, followed by the building principal.

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BREAKFAST AND LUNCH

The U.S. Department of Agriculture (USDA) is extending flexibilities to allow free meals to be available to all children throughout the 2020/21 school year. This unprecedented move is part of the USDA's unwavering commitment to ensure all children across America have access to nutritious food as the nation recovers from the COVID-19 pandemic.

When your child is not physically present in the school building, you may request curbside carryout meals. Please contact Elaine Webber, Director of Nutrition Services at 440/236-5741 or email webbere@columbia.k12.oh.us for more information.

Students with Special Dietary Needs: At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including food allergies, to the District. Students with dietary needs that qualify as disabilities under law will be provided reasonable accommodation.

Substitutions to regular school meals provided by the District will be made for students who are unable to eat such meals due to a qualifying dietary need when that need is certified in writing by the student's physician. Such meals will be provided in the most integrated setting appropriate to the special needs of the students.

The nature of the student's qualifying dietary need, the reason such need prevents the student from eating regular school meals (including foods to be omitted from the student's diet), the specific diet prescription along with the needed substitution must be specifically stated in the physician's statement. The District, in compliance with the USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

The District shall develop and implement administrative regulations for the management of food-allergic students. Such regulations shall include, but not be limited to, school-wide training programs regarding food allergy education, staff development regarding food allergy identification and management, allergy emergency drills, strategies for the identification of students with life-threatening food allergies and management skills including avoidance measures, designation of typical symptoms and dosing instructions for medications.



Parents can put money into a school account for your child's extra food purchase or for school fees by using PayForIt.net

This online payment program is optional and is provided for your convenience. Payment is still accepted in the school office.

Setting up a PayForIt account allows you to:

- Deposit money at your convenience
- Set up email reminders to notify you when your child's account gets low
- Set up recurring payments
- Check your child's account balance
- View a 30 day lunch purchase activity report for your child

PayForIt.net will guide you through the process of setting up an account. Go to the district website at www.columbia.k12.oh select your child's building, and click the PayForIt link on the left side of the page.

You will need your child's six-digit ID number, a valid email address, and either a credit card (Visa®, MasterCard®, Discover®) or checking account numbers.

Your child's six-digit student ID number can be found on your child's schedule or by contacting the school office.

If you need help or want any further information, please contact your child's school office.

SCHOOL CLOSING INFORMATION

Ohio revised code allows for schools to be closed for hazardous weather conditions, inoperability of school buses or other equipment necessary to the school's operation, damage to a school building, and temporary circumstances due to utility failure which render a school building unfit for school use.

When it is necessary to close school, parents are notified via local television stations, radio stations, and an automated phone messaging system. We know that closing school can cause hardships for families. When making this decision, our utmost concern is for the safety and security of our students and faculty. When considering the closing of school because of weather conditions, the decision is made in collaboration with our transportation department, the Columbia Township road crews and local safety authorities. It is our goal to make the decision to close school no later than 5:45 a.m. However, circumstances may occur which may delay the decision. **WHEN THE COLUMBIA SCHOOLS ARE CLOSED DUE TO A CALAMITY, NO TRANSPORTATION SERVICES ARE PROVIDED.** Any questions about school closings should be directed to the Superintendent's Office at 440/236-5008.

SCHOOL VISITATION

ALL VISITORS MUST USE THE SCHOOL-MONITORED SECURITY ENTRANCE DOOR DURING SCHOOL HOURS. Visits to schools from parents/guardians and interested citizens are encouraged. All visitors shall report to a designated location immediately upon entering the school building. Please see the principal/designee for specific building information. Unauthorized persons are not permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent 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.
- **Visitor concerns** - Any problems or concerns by visitors shall be discussed initially only with the principal.
- **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.**

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

TRANSPORTATION

Public School Students: Bus transportation is provided for public school students residing in the Columbia Local School District to and from school for grades K-8, and from school for grades 9-12. The Columbia Schools provides 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.

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.

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 office of Columbia Middle School. (Board Policy JECAA)

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)

STUDENT FINES/FEES/CHARGES

Materials 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 Board to defray the cost of the materials and supplies.

The Board directs the Superintendent/designee to prepare a schedule of fees for materials to be used in courses of instruction and a schedule of charges that may be imposed for damage to school property.

The District does not charge students eligible for free meals under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. Any fees charged to students eligible for free meals under the National School Lunch Act or Child Nutrition Act will be charged in compliance with State and Federal law. **Parents must complete a Free or Reduced-Price Meal application to determine eligibility.** This exception only applies to recipients of free meals, not students who receive reduced-price meals. This provision does not apply to extracurricular activities and student enrichment programs that are not courses 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.

Materials Fees: Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full. Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received.

Collection Process:

1. The principal will advise parents of fees due at the beginning of the school year.
2. The first week of October, the Principal will send a letter from the Treasurer and an invoice to parents of students with outstanding fees and fines.
3. A payment schedule may be arranged at the building level with full payment to be received by May 15.

ASSISTING STUDENTS WITH MEDICATION

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:

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 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 must not bring over-the-counter nonprescription medications to school. Each of our students possesses 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 guidelines delineated above are followed.

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)

COMPUTER/ONLINE SERVICES - ACCEPTABLE USE AND INTERNET SAFETY

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. For purposes of this policy, computers include District-owned desktop computers, laptops, tablets and other mobile computing devices.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and its guidelines will result in the revocation of the user's access privilege.

Internet access is available to students, staff, and community through the computer network of the Columbia Local Schools. Our goal in providing this service is to promote educational excellence at Columbia Local Schools by facilitating resource sharing, innovation and communication. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials on a global network. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Columbia Schools.

Ultimately, parents and guardians of minors are responsible for setting and conveying standards for their children to follow when using media and information resources. The Columbia Local Schools support and respect each family's right to decide whether or not to permit student access to these electronic resources and network. If a student is not to have

Internet access through the Columbia Local School network, please contact the Principal of the appropriate school. If a Columbia Local School student violates any of the following provisions, his or her network and/or Internet access may be terminated.

Appropriate Use: The use of the Columbia Local School's networks and the Internet is a privilege, not a right. The use of the networks and Internet must be in support of education and research and consistent with the educational objectives of the Columbia Local Schools. District administrators will deem what is inappropriate. Their decision is final.

Netiquette: A student or adult is expected to abide by the generally accepted rules of network/Internet etiquette. These include (but are not limited to) the following:

- Be polite. Do not use abusive language in messages to others.
- Do not reveal personal address or phone number or those of other students or staff.
- Email is not guaranteed to be private. People who operate the system do have access to all mail.
- Delete email in a timely fashion to avoid excessive use of the server disk space.
- Do not use the network/Internet in such a manner that would disrupt its use by others.

Inappropriate Use: Inappropriate use includes (but is not limited to) vandalism of hardware/software/network; invasion of privacy; transmission of copyrighted material threat or obscene material, and material protected by trade secrets. Inappropriate use may result in cancellation of network/Internet privileges, school disciplinary action, and financial obligation for replacement of damaged equipment/materials, and/or prosecution under state and federal laws. These include (but are not limited to) the following:

1. violating the conditions of the State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

Because access to online services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgement of the risks and regulations for computer/online services use.

The District has implemented technology-blocking measures to prevent all users from accessing inappropriate material or materials considered to be harmful to minors on school computers that protect against access by both adults and minors to visual depictions that are obscene, child pornography, or, with respect to the use of computers by minors, harmful to minors. . The District has also purchased monitoring devices which maintain a running log of Internet activity recording which sites users have visited.

"Harmful to minors" is defined as any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, or excretion;
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

The District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

A student, employee, or community member who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly-signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. A parent of guardian must sign the student form. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property. (Board Policy EDE)

CONSTITUTIONAL RIGHTS TO AN EDUCATION

Right to an Education ... 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 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 (440)236-1236 for assistance from the Columbia Schools Homeless Liaison, Liz Wenzel. (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.

Student Constitutional Rights... 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 apply.

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; 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; the responsibility to observe reasonable rules regarding these rights; and
5. The right to privacy, which includes privacy in respect to student school records.

STUDENT RIGHTS AND RESONSIBILITIES

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

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 all 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

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

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

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

TEACHER RIGHTS AND RESPONSIBILITIES

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

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.

PRINCIPAL/ASST PRINCIPAL RIGHTS AND RESPONSIBILITIES

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

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 law enforcement 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

RIGHT TO PRIVACY AND DIRECTORY INFORMATION

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. 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. (Board Policy JO-E)

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.

REQUEST TO WITHHOLD DIRECTORY INFORMATION

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 a student’s:

1. name
2. phone Number
3. address
4. date and place of birth
5. participation in officially recognized activities and sports
6. achievement awards or honors
7. weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance (“from and to” date of enrollment)
10. 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)

SEARCHES AND SEIZURES

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. The Board permits building administrators to search any unattended bag for safety and identification purposes.

COLUMBIA LOCAL SCHOOLS LOCKER SEARCH NOTICE Ohio Revised Code 3313.20(C) ALL LOCKERS ARE THE PROPERTY OF THE BOARD AND ARE SUBJECT TO SEARCH AT ANY TIME. Effective Date: May 19, 1993
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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 and explosive 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 of after ten days. (Board Policy JFG-R)

STUDENT RIGHTS DURING INVESTIGATIONS BY LAW ENFORCEMENT AT SCHOOL

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.

Searches of Student Property by Police: A law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises; however, when the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials: The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control, therefore:

1. The questioning of students by law enforcement agencies is limited to situations where parental consent has been obtained or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.

2. Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
3. The school principal must be notified before a child may be questioned in school or taken from a classroom.
4. The administration shall attempt to notify the parent(s) of the student to be interviewed by the law enforcement officials before questioning begins, unless extenuating circumstances dictate that this not be done.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When law enforcement officials remove a student from school, the administration will make an attempt to notify the parent(s).
7. Law enforcement officials should always be notified by the school principal whenever a student may be involved in any type of criminal activity. When the principal learns of this involvement, he/she should notify the juvenile officer or detective bureau of the law enforcement agency. The school should not attempt to handle matters which are properly in the realm of a law enforcement agency.

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. 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. 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. (JFG-R)

STUDENT 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, 600 Superior Avenue East, 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. By attending school daily throughout the school year, students can obtain maximum benefits from the learning environment and educational programs provided. Student daily presence and participation are necessary to maintain the continuity of instruction and classroom interaction that leads to improved achievement.

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.

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor school work; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The District monitors daily absences for trends related to COVID-19.

Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.

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

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease;
4. Emergency or other set of circumstances in which the judgement of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical appointments.

Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

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

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;

4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. temporary internet outage for individual students or households;
9. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;
10. absences due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made; or
11. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by Ohio law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other non-emergency trips. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

OHIO TRUANCY LAW – The Ohio General Assembly passed House Bill 410 to promote school attendance and control truancy.

Attendance is measured by hours, not days.

Excessive Absences:

- Absent 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.

Habitual Truant:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

When a student has Excessive Absences from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

When a student is Habitually Truant, the following will occur:

1. Within seven days of the triggering absence, the district will assemble an absence intervention team;
 - a. Assemble the absence intervention team comprised of school personnel, the student's parent or guardian, and the Lorain County Attendance Officer.

- b. Make three meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
3. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

IMPORTANT – The law requires us to notify you if the “excessive absence” threshold of 38 hours in one month or 65 hours in one school year is met. **These hours include doctor visits, dentist visits, hospital stays, tardies of more than 30 minutes per day, vacations, planned absences, etc.** Even though your child may have a legitimate doctor's excuse for an absence, or you may have completed a vacation or planned absence request, we still have to send you a letter.

Filing a Complaint with Juvenile Court: The attendance officer must file a sworn complaint against the student in juvenile court not later than the 61st day after implementation of the absence intervention plan when:

1. the student's absences have surpassed the threshold for a habitual truant;
2. the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

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 20 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.

DRIVER'S LICENSE REVOCATION

When the Superintendent receives information that a student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours in a school month or a total of at least 90 hours in a school year, the following procedure applies.

1. The Superintendent notifies, in writing, the student and his/her parent(s) and states that information regarding the student's absences has been provided to the Superintendent, and, as a result of that information, the student's driving privileges are denied. This notification also states that the student and his/her parent(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.

2. The notice from the Superintendent to the student includes the scheduled time, place and date of the hearing, which is scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.
3. At the hearing before the Superintendent/designee, the student has an opportunity to present evidence that he/she has not been habitually absent without legitimate excuse. Ohio law defines "legitimate excuses" for absence from school to include, but not be limited to:
 - A. enrollment in another school or school district in Ohio or another state;
 - B. possession of an age and schooling certificate;
 - C. a bodily or mental condition that prohibits attendance or
 - D. participation in a home instruction program.
4. If a habitually absent student does not appear at a hearing before the Superintendent or designee, or if the student does not convince the Superintendent or designee that the absences were legitimate, the Superintendent must notify the Registrar of Motor Vehicles and the juvenile judge. Such notification must be given to the Registrar and the juvenile judge within two weeks of the receipt of the information regarding habitual absences or, if the hearing for the student is held, within two weeks after the hearing.

Notification to the Registrar of Motor Vehicles and the county judge must comply with Ohio and Federal laws.

The Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges remains in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio law. In accordance with Ohio law, a student whose driving privileges have been denied can file a petition seeking their reinstatement. (Board Policy JED-R)

BULLYING, HAZING, HARASSMENT, DATING VIOLENCE

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. Throughout this statement, the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. This behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates and intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

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. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. No administrator, teacher, 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 and all other District employees are particularly alert to possible conditions, circumstances or events which might include hazing, and/or bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying, and/or dating violence incidents are

reported immediately to the Superintendent/designee 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.

SEXUAL HARASSMENT

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates the following individual to serve as the District's Title IX Coordinator: Graig Bansek, Superintendent, Columbia Local School District, 25796 Royalton Road, Columbia Station, Ohio 44028; (440) 236-508; bansekg@columbia.k12.oh.us

Any person may report sex discrimination, including sexual harassment, at any time, including during non-business hours. Such a report may be made in person, by mail, by telephone or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

For purposes of this policy and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator directs the individual to the applicable sex discrimination process for investigation.

Retaliation Prohibited - The District prohibits intimidation, threats, coercion or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation proceeding or hearing, if applicable. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

Confidentiality - The District must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any individual who has been alleged to be the victim or perpetrator of conduct that could constitute sexual harassment, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA) or as required by law, or to carry out the purposes of the Title IX regulations, including the conduct of any investigation, hearing or judicial proceeding arising thereunder.

Notice Requirements - The District provides notice to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, employees and the union(s) with the name or title, office address, email address and telephone number of the Title IX Coordinator and notice of the District grievance procedures and process, including how to report or file a complaint of sex discrimination, how to file a formal complaint of sexual harassment and how the District will respond. The District also posts the Title IX Coordinator's contact information and Title IX policies and procedures in a prominent location on the District website and in all handbooks made available by the District.

Training Requirements - The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receives training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including hearings, appeals and informal resolution processes, when applicable, and how to serve impartially including by avoiding prejudgment of the facts at issue, conflicts of interest and bias. The District also ensures that decision-makers and investigators receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as set forth in the formal procedures that follow, and training on any technology to be used at a live hearing, if applicable. Investigators also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. All materials used to train individuals who receive training under this section must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment and are made publicly available on the District's website.

Conflict of Interest and Bias - The District ensures that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process do not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Determination of Responsibility - The individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment is presumed not responsible for alleged conduct. A determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation in accordance with the process outlined in the accompanying regulation. No disciplinary sanctions will be imposed unless and until a final determination of responsibility is reached.

Sexual Harassment Grievance Process:

The Board requires the following grievance process to be followed for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited as sexual harassment by Title IX. The Board directs the process to be published in accordance with all statutory and regulatory requirements.

Definitions - The following definitions apply for Title IX policies and procedures:

"Actual knowledge:" notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary or secondary school.

"Education program or activity:" includes locations, events or circumstances over which the District exercised substantial control over both the individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment, and the context in which the sexual harassment occurs.

"Complainant:" an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent:" an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

"Formal complaint:" a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation of sexual harassment.

"Supportive measures:" non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available and without fee or charge to the Complainant or Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

District Requirements - When the District has actual knowledge of sexual harassment in an education program or activity of the District, the District will respond promptly in a manner that is not deliberately indifferent. When the harassment or discrimination on the basis of sex does not meet the definition of sexual harassment, the Title IX Coordinator will direct the individual to the applicable sex discrimination process for investigation.

The District treats individuals who are alleged to be the victim (Complainant) and perpetrator (Respondent) of conduct that could constitute sexual harassment equitably by offering supportive measures. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related

adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the District's property, campus escort services, changes in work locations and other similar measures.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Upon the receipt of a complaint, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. If the District does not provide the Complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Timelines - The District has established reasonably prompt time frames for the conclusion of the grievance process, including time frames for filing and resolving appeals and informal resolution processes. The grievance process may be temporarily delayed or extended for good cause. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. In the event the grievance process is temporarily delayed for good cause, the District will provide written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Response to a Formal Complaint - At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail, or other means designated by the District.

The District must follow the formal complaint process before the imposition of any disciplinary sanctions or other actions that are not supportive measures. However, nothing in this policy precludes the District from removing a Respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal. Nor does it preclude the District from placing a non-student employee Respondent on administrative leave during the pendency of the grievance process. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Upon receipt of a formal complaint, the District must provide written notice to the known parties including:

1. Notice of the allegations of sexual harassment, including information about the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, the date and location of the alleged incident, and any sufficient details known at the time. Such notice must be provided with sufficient time to prepare a response before any initial interview;
2. An explanation of the District's investigation procedures, including any informal resolution process;
3. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made by the decision-maker at the conclusion of the investigation;
4. Notice to the parties that they may have an advisor of their choice who may be, but is not required to be, an attorney, and may inspect and review any evidence and
5. Notice to the parties of any provision in the District's code of conduct or policy that prohibits knowingly making false statements or knowingly submitting false information.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice initially provided, notice of the additional allegations must be provided to known parties.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Investigation of a Formal Complaint - When investigating a formal complaint and throughout the grievance process, the District must:

1. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not the parties’;
2. Provide an equal opportunity for the parties to present witnesses and evidence;
3. Not restrict either party’s ability to discuss the allegations under investigation or to gather and present relevant evidence;
4. Allow the parties to be accompanied with an advisor of the party’s choice who may be, but is not required to be, an attorney. The District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
5. Provide written notice of the date, time, location, participants, and purpose of any interview or meeting at which a party is expected to participate, with sufficient time for the party to prepare to participate;
6. Provide the parties equal access to review all the evidence collected which is directly related to the allegations raised in a formal complaint and comply with the review periods outlined in this process;
7. Objectively evaluate all relevant evidence without relying on sex stereotypes;
8. Ensure that Title IX Coordinators, investigators, decision-makers and individuals who facilitate an informal resolution process, do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent;
9. Not make credibility determinations based on the individual’s status as Complainant, Respondent or witness;
10. Not use questions or evidence that constitute or seek disclosure of privileged information unless waived.

Dismissal of Formal Complaints - If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the District’s education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under this policy.

The Title IX Coordinator also may dismiss the formal complaint or any allegations therein at any time during the investigation or hearing, if applicable, when any of the following apply:

1. a Complainant provides written notification to the Title IX Coordinator that the Complainant would like to withdraw the formal complaint or any allegations therein;
2. the Respondent is no longer enrolled or employed by the District or
3. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal, the Title IX Coordinator promptly sends written notice of the dismissal and the reasons for dismissal simultaneously to both parties.

Evidence Review - The District provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence provided by the District must include evidence that is directly related to the allegations in the formal complaint, evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or other source. Prior to completion of the investigative report, the Title IX Coordinator must send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties have 10 calendar days to submit a written response to the Title IX Coordinator, which the investigator will consider prior to completion of the investigative report.

Investigative Report - The investigator must prepare an investigative report that fairly summarizes relevant evidence and send the report to the Title IX Coordinator. The Title IX Coordinator must send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The parties have 10 calendar days to submit a written response to the Title IX Coordinator.

Decision-Maker’s Determination - The investigative report is submitted to the decision-maker. The decision-maker cannot be the same person(s) as the Title IX Coordinator or the investigator. The decision-maker cannot hold a hearing or make a determination regarding responsibility until 10 calendar days from the date the Complainant and Respondent receive the investigator’s report.

Prior to reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent. Questions must be submitted to the Title IX Coordinator within three calendar days from the date the Complainant and Respondent receive the investigator's report.

The decision-maker must issue a written determination regarding responsibility based on a preponderance of the evidence standard. The decision-maker's written determination must:

1. Identify the allegations potentially constituting sexual harassment;
2. Describe the procedural steps taken, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Include the findings of fact supporting the determination;
4. Draw conclusions regarding the application of any District policies and/or code of conduct rules to the facts;
5. Address each allegation and a resolution of the complaint including a determination regarding responsibility, the rationale therefor, any recommended disciplinary sanction(s) imposed on the Respondent, and whether remedies designed to restore or preserve access to the educational program or activity will be provided by the District to the Complainant and
6. The procedures and permissible bases for the Complainant and/or Respondent to appeal the determination.

A copy of the written determination must be provided to both parties simultaneously, and generally will be provided within 60 calendar days from the District's receipt of a formal complaint.

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination of responsibility for sexual harassment has been made against the Respondent, the District will provide remedies to the Complainant that are designed to restore or preserve equal access to the District's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent. The Title IX Coordinator is responsible for effective implementation of any remedies. Following any determination of responsibility, the District may implement disciplinary sanctions in accordance with State or Federal law and or/the negotiated agreement. For students, the sanctions may include disciplinary action, up to and including permanent exclusion. For employees, the sanctions may include any form of responsive discipline, up to and including termination.

Appeals - Either the Complainant or Respondent may appeal the decision-maker's determination regarding responsibility or a dismissal of a formal complaint, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time that could affect the outcome and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent that affected the outcome.

The request to appeal must be made in writing to the Title IX Coordinator within seven calendar days after the date of the written determination. The appeal decision-maker must not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent and cannot be the Title IX Coordinator, the investigator, or the decision-maker from the original determination.

The appeal decision-maker must notify the other party in writing when an appeal is filed and give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome. After reviewing the evidence, the appeal decision-maker must issue a written decision describing the result of the appeal and the rationale for the result. The decision must be provided to both parties simultaneously, and generally will be provided within 10 calendar days from the date the appeal is filed.

Informal resolution process - Except when concerning allegations that an employee sexually harassed a student, at any time during the formal complaint process and prior to reaching a determination regarding responsibility, the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility, provided that the District:

1. Provides to the parties a written notice disclosing:
 - A. The allegations;
 - B. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the Title IX formal complaint process with respect to the formal complaint and
 - C. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary, written consent to the informal resolution process.

The informal resolution process generally will be completed within 30 calendar days, unless the parties and the Title IX Coordinator mutually agree to temporarily delay or extend the process. The formal grievance process timelines are stayed during the parties' participation in the informal resolution process. If the parties do not reach resolution through the informal resolution process, the parties will resume the formal complaint grievance process, including timelines for resolution, at the point they left off.

Recordkeeping - The District must maintain for a period of seven years records of:

1. Each sexual harassment investigation, including any determination regarding responsibility, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the District's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom and
4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District must make these training materials publicly available on its website.

The District must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity.

DISCIPLINARY RECORD

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.

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)

SEXTING

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.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Positive Behavioral Interventions and Supports (PBIS): The District implements PBIS on a system-wide basis. The Board directs the Superintendent/designee to develop a PBIS system that is consistent with the components set forth in the State Board of Education's (SBOE) policy on positive behavior interventions and supports. The District encourages family involvement as an integral part of its PBIS system.

Prohibited Practices: The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
 - A. involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
 - B. uses pressure point, pain compliance or joint manipulation techniques or
 - C. otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment;
4. child endangerment, as defined by Ohio Revised Code Section 2919.22;
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section 3301-37-10;
7. chemical restraint;
8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or
10. seclusion in a locked room or area.

Restraint: Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by RC 3319.41. Restraint may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. if the physical restraint does not interfere with the student's ability to breathe;
3. if the physical restraint does not interfere with the student's ability to communicate in the student's primary language or mode of communication and
4. by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

Seclusion: Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control. Seclusion may be used only:

1. if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
2. for the minimum amount of time necessary to protect the student and others from physical harm;
3. in a room or area that is not locked, does not preclude the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and
4. under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

Repeated Dangerous Behaviors: The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students' needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

Training and Professional Development: The District trains an appropriate number of personnel in each building in crisis management and de-escalation techniques. The District maintains written or electronic documentation of provided training and lists of participants in each training session. All student personnel, as defined by OAC 3301-35-15, are trained annually on the SBOE's and the District's policies and procedures regarding restraint and seclusion. The Board directs the Superintendent/designee to develop a plan for any necessary training of student personnel to implement PBIS on a system-wide basis.

Data and Reporting: Each incident of seclusion or restraint is immediately reported to the building administrator and the student's parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the

student's parent within 24 hours. The District maintains written reports of seclusion or restraint. These reports are educational records under the Family Education Rights and Privacy Act. The District annually reports information concerning the use of restraint and seclusion to the Ohio Department of Education (ODE), as requested by ODE.

Monitoring and Complaint Processes: The Board directs the Superintendent/designee to establish a procedure to monitor the implementation of State law and the District's policy on restraint and seclusion. The Board directs the Superintendent/designee to establish District complaint procedures, which include:

1. procedure for parents to present complaints to the Superintendent to initiate a complaint investigation by the District regarding incidents of restraint or seclusion and
2. requirement that the District respond to parents in writing within 30 days of the filing of a complaint regarding restraint and seclusion.

Parents are notified annually of the District's seclusion and restraint policies and procedures, which are also posted on the District's website.

TOBACCO USE BY STUDENTS

The Board has a duty to protect and promote the health and well-being of all students and staff. The Board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and nonusers, and that most tobacco use begins by the age of 18. Therefore, the Board adopts this 100% tobacco-free District policy to endorse a healthy lifestyle and prevent tobacco use.

"Tobacco" is defined as any product made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

All students of the Columbia Local School District will adhere to the laws of the State of Ohio and the regulations set forth by the school administration in relation to the use or possession of smoking materials or tobacco.

Tobacco Use Prohibited - No student is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including non-school hours:

1. in any building, facility or vehicle owned, leased, rented or chartered by the District or
2. on school grounds, athletic facilities or parking lots.

No student is permitted to smoke, inhale, vape, dip or chew tobacco at any time, including non-school hours, at any school-sponsored event off campus.

Additionally, no student is permitted to possess cigarettes, lighters or other tobacco products including: filters, rolling papers, pipes, blunt or hemp wraps and liquids used in electronic smoking devices at any time.

Providing Notice - "No Tobacco" signs will be posted throughout the District at entrances and other appropriate locations in all academic buildings, administrative spaces and athletic fields. Students are provided notice of this policy through student handbooks. District vehicles will display the international "No Smoking" insignia. Announcements will be made during home athletic events both before the event and during intermission, as well as at all school functions where deemed appropriate. School programs will include a written reminder of the no tobacco use on District property policy. Students and parents are given copies of the standards of conduct and statement of disciplinary sanctions, and notified that compliance with the standards of conduct is mandatory.

Enforcement - Disciplinary measures taken against students for violations of this policy comply with the requirements of Federal and State law and related District policies and regulations.

The penalties below will ordinarily apply in the absence of any contrary indicator based upon the circumstances of a particular case or a student's record. A lesser form of discipline or no discipline may be imposed where a student has violated this rule if mitigating circumstances exist.

No student will be suspended or expelled for smoking rules unless the notice and hearing requirements for suspensions or expulsions prescribed by Board policy have been followed prior to suspension or expulsion.

First Offense - The student may be suspended from school for up to five days.

Second Offense - The student may be suspended from school for up to ten days.

This Offense - Third and all subsequent offenses; the student may be suspended and referred to the Superintendent for possible expulsion.

Disciplinary measures taken against students for violations of this policy comply with the requirements of Ohio law and related District policies.

The offenses are cumulative during a pupil's years in each division of the system's organizational pattern: elementary (K-4), middle school (5-8), high school (9-12).

Educational Reinforcement - Tobacco use prevention education is closely coordinated with the other components of the school health program. Staff responsible for teaching tobacco use prevention education have adequate pre-service training and participate in ongoing professional development activities to effectively deliver the education program. Preparation and professional development activities provide basic knowledge about the effects of tobacco use and effects of peer pressure on tobacco use combined with skill practice in effective instructional techniques and strategies and program-specific activities.

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 to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying and any other inappropriate behavior by its students. However, each behavior will be disciplined on a case by case basis.

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. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents annually receive, at the beginning of the school year or upon enrolling in the District schools 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 the 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.

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 if it was committed at school, 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.

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 ORC 3313.66 and Board Policy JFC, Student Conduct. Detailed information is in Board Policy JGD/JGE, Student Suspension/Expulsion and Emergency Removal.

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

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 may make up work missed only one time per school year. A student suspended a second time will be denied credit for all work missed for the duration of that and any subsequent suspensions. The opportunity to make up work while on suspension will be afforded to students once during his/her enrollment at CMS and once during his/her enrollment at CHS. 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.

SUSPENSION - STUDENTS WITH DISABILITIES/SPECIAL ED

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)

EXPULSION

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 or 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.

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.
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/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."
 - 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.
 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. This shall include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking device, vaping devices and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form
 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.

RULES AND REGULATIONS – GLOSSARY OF TERMS

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

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, 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

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 - any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking device, vapor product and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form

Tobacco Product - cigarettes, lighters, filters, rolling papers, pipes, blunt or hemp wraps and liquids used in electronic smoking devices

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

Vandalism - ruining or messing up the appearance or functioning of something. Damage or destruction of property. This includes school and private 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