

## STUDENT HANDBOOK ACCEPTANCE

**Student**

**Signature** \_\_\_\_\_

**Date**

**Received** \_\_\_\_\_



# Classroom Sign-out

## 1<sup>st</sup> 9 Weeks

Student	Teacher	Period	Date

# Classroom Sign-out

## 2<sup>nd</sup> 9-Weeks

Student	Teacher	Period	Date

# Classroom Sign-out

## 3<sup>rd</sup> 9-Weeks

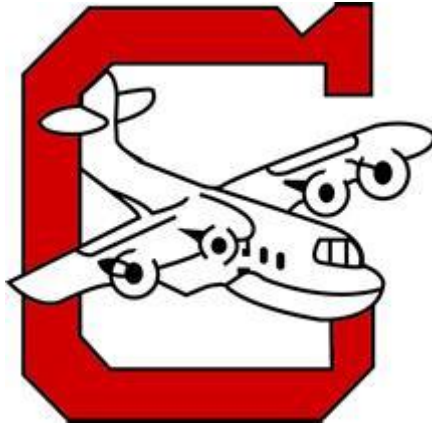
Student	Teacher	Period	Date

# Classroom Sign-out

## 4<sup>th</sup> 9-Weeks

Student	Teacher	Period	Date

***Columbiana High School  
Student Handbook 2023-2024***



***700 Columbiana Waterford Rd.  
Columbiana, OH 44408  
330-482-3818***

# COLUMBIANA EXEMPTED VILLAGE SCHOOL DISTRICT

## Board of Education

Kelly Williamson, President  
Angie Jeffries, Vice President  
Scott Caron  
Michael Clark  
Anthony Roncone

## Administrative Office: 700 Columbiana-Waterford Rd.

Don Mook, Superintendent 482-5352  
Nancy Tirpak, EMIS Coordinator 482-5352  
Kathy Davies, Treasurer 482-5353  
Fax: 482-5361  
Kristy Cyrus, Admin Sec/Asst. Bookkeeper 482-5353  
Kristina Hollabaugh, Admin Sec/Asst. Bookkeeper 482-5353  
Leslie Best, Transportation Coordinator 692-9178

## Columbiana High School: 700 Columbiana-Waterford Rd.

Jeff Jackson, Principal 482-3818 Ext. 34430  
Rich Cyrus, Assistant Principal 482-3818 Ext. 34314  
Office Fax: 482-5360  
Debra Ulam, Secretary Ext. 34313  
Amanda Cleghorn, Guidance Counselor Ext. 34302  
Erin Heasley, Athletic Director Ext. 34406

## Columbiana Middle School: 720 Columbiana-Waterford Rd.

Jason Martin, Principal 482-5354 Ext. 34408  
Rich Cyrus, Assistant Principal 482-5354 Ext. 34314  
Office Fax 482-6332  
Bonnie Steeb, Secretary Ext. 34407  
Cathy Raub-Carney, Guidance Counselor Ext. 34402

## Dixon Elementary School: 333 N Middle St.

Kim Sharshan, Principal 482-5355 Ext. 34507  
Marc Freedy, Asst. Principal & Spec. Ed. Dir. 482-5355 Ext. 34212  
Fax: 482-5358  
Becky Buchheit, Secretary Ext. 34506

**Website:** <http://www.columbianaschools.org>

**C.E.V.S.D. Bylaws & Policies:** <https://go.boarddocs.com/oh/columev/Board.nsf/public?open&id=policies>



## **Welcome to Columbiana High School**

The entire staff of Columbiana High School welcomes you to the 2023-24 school year. We are committed to building upon the strong academic, athletic, and artistic traditions that have existed in our school for many years and are depending on YOU to carry on those traditions! Our staff is ready and willing to assist you in your desire to gain a quality education and to maximize your potential.

We are once again providing you with a planner. We believe it is a valuable tool for reference about procedures and rules as well as an excellent way to keep track of assignments, commitments, and other important dates.

Your high school years should be four of the happiest and most active of your life. Your involvement and participation in school activities will create memories that will last throughout your lifetime. Make your mark here at Columbiana High School and take charge of your life!

Best wishes for a rewarding and successful school year.

### **ALMA MATER**

**WE ARE HERE, PROUD TO CHEER, FOR COLUMBIANA  
PRIDE AND JOY OF GIRL AND BOY  
HAIL TO OUR ALMA MATER  
LOYAL AND TRUE, WE SHALL HONOR YOU  
PROUD ARE WE TO SERVE THEE  
PLEDGE OUR HEART, NE'ER WILL PART  
FROM DEAR COLUMBIANA**

### **C.H.S. FIGHT SONG**

**FIGHT, FIGHT, FIGHT FOR COLUMBIANA  
OUR DEAR OLD SCHOOL  
WE'RE HERE TO CHEER YOU  
KEEP ON FIGHTING AND WE'LL NEVER FAIL TO GREET YOU**

**FIGHT, FIGHT, FIGHT FOR COLUMBIANA  
LOYAL YOU'VE BEEN  
NEVER STOP FIGHTING AND WE WILL WIN!**

### **MISSION STATEMENT**

**THE MISSION OF COLUMBIANA HIGH SCHOOL AND THE COMMUNITY AT LARGE IS  
TO EDUCATE STUDENTS TO ACHIEVE THEIR HIGHEST INDIVIDUAL ACADEMIC  
POTENTIAL, AS WELL AS CULTIVATE A SENSE OF PERSONAL INTEGRITY.**

## 2023-2024 Bell Schedules

	Daily	Activity (PM)	Early Release	2 hr. delay
Beginning Bell	7:40	7:40	7:40	9:40
Warning Bell	7:42	7:42	7:42	9:42
1st period	7:45-8:36	7:45-8:36	7:45-8:22	9:45-10:22
2nd period	8:39-9:23	8:39-9:23	8:24-8:54	10:24-10:54
3rd period	9:26-10:10	9:26-10:10	8:56-9:26	10:56-11:26
4th period	10:13-10:57	10:13-10:57	9:28-9:58	11:28-11:58
5th period	11:00-11:44	11:00-11:44	10:00-10:30	12:00-12:30
5th lunch	11:00-11:30	11:00-11:30	10:00-10:30	12:00-12:30
6th period	11:33-12:17	11:33-12:17	10:32-11:02	12:32-1:02
6th lunch	11:47-12:17	11:47-12:17	10:32-11:02	12:32-1:02
7th period	12:20-1:11	12:20-12:50	11:04-11:41	1:04-1:41
8th period	1:14-1:58	12:53-1:24	11:42-12:13	1:43-2:13
9th period	2:01-2:45	1:27-1:58	12:15-12:45	2:15-2:45
Activity		2:01-2:40		

## 2023-2024 SCHOOL CALENDAR

August 21	Teacher Opening Day - No Students
August 22	Teacher In-Service Day - No School
August 23	First Day for Students (Begin 1 <sup>st</sup> 9 weeks)
September 1 - 4	Labor Day – No School
September 5	Classes Resume
October 1	FAFSA Application Opens
October 12	Parent Teacher Conferences 3pm -9 pm
October 13	Compensatory Day – No School
October 27	End of 1 <sup>st</sup> 9 Weeks
October 30	Begin 2 <sup>nd</sup> 9 Weeks
November 22-24	Thanksgiving Break – No School
November 27	Classes Resume
December 18 - January 1	Winter Break – No School
January 2	Classes Resume
January 16	Martin Luther King Jr. Day – No School
January 19	End of 2 <sup>nd</sup> 9 Weeks/End of 1 <sup>st</sup> Semester
January 22	Begin 3 <sup>rd</sup> 9 Weeks
February 15	Parent Teacher Conferences 3pm - 9 pm
February 16	Compensatory Day – No School
February 19	Presidents Day– No School
February 27	State Funded ACT for All Juniors
March 22	End of 3 <sup>rd</sup> 9 Weeks
March 25	Begin 4 <sup>th</sup> 9 Weeks
March 28 - April 1	Spring Break – No School
April 2	Classes Resume
May 26	Commencement
May 27	Memorial Day Observed
May 30	End of 4 <sup>th</sup> 9 Weeks/End of 2 <sup>nd</sup> Semester (Early Release)
May 31	Teacher In-Service Day

## PROBLEM SOLVER

If you have problems or need information in the following areas, please see the indicated person.

If you have a problem not listed, come to the office.

ACT-SAT-PSAT-College	Guidance
AP Courses/Testing	Guidance
Athletic Concerns	Athletic Director
Attendance Notes	Main Office
Career Center	Guidance
Discipline	HS Principal/Assistant Principal
Independent Study	HS Principal
Locker Problems	Main Office
Lost & Found	Main Office
Lost Lock	Main Office
Lost Textbook	Classroom Teacher
NCAA Eligibility/Clearing House	Guidance
Parking	Main Office
Personal problems/concerns	Guidance
Ohio Graduation Tests	HS Principal
Report Card Error - Attendance	Main Office
Report Card Error - Grades	Classroom Teacher
Schedule	Guidance Office
Scholarships	Guidance
Stolen Property	HS Principal/ Assistant Principal
Suggestions/Complaints	Student Council Advisor
Technology	Technology Assistant/Director
Transcripts	Guidance
Work Permits	Main Office

## ATTENDANCE REGULATIONS

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 or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a (written) statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence. Repeated infractions of Board policy on attendance may result in suspension or expulsion. Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

### **ATTENDANCE AT SCHOOL SPONSORED EVENTS**

Students must be in attendance for at least five (5) periods on the day of a school-sponsored activity to be eligible to attend or participate in school-sponsored activities (this includes athletic practices). Any absence after five (5) periods of attendance may only be for medical appointments, court-required appearance, school-sponsored activities, or with Principal's approval.

### **ATTENDANCE LETTERS**

The Columbiana High School staff may notify the parent(s)/guardian(s) of a student who are at-risk of failure due to attendance. Once a student, deemed by the teacher as being at-risk of failure due to his/her attendance, reaches seven (7) absences of any kind, within a semester, a warning letter will be mailed home. This letter indicates that parent excuses will no longer be accepted for absence from school and that medical documentation will need to be provided for all absences for the remainder of the semester. This letter also serves as a warning, informing the parent/guardian and student that only two (2) additional absences will be permitted. If a student reaches ten (10)

absences, for whatever reason, within a given semester, a letter may be mailed home indicating the student will receive a “NCA” (No Credit – Attendance) for the class(es) in which the absence maximum has been exceeded. Parents can then arrange an appeal meeting with the building principal.

### **CHS STUDENT CREDIT/ATTENDANCE REQUIREMENT**

The maximum number of days absent permitted per full year course is eighteen (18) and not more than nine (9) days per semester in a full year course; the maximum number of days absent permitted for a semester course is nine (9). Students may receive a grade of NC (no credit) for all courses in which they have nineteen (19) days absent/ten (10) days absent in a semester for a year course and ten (10) days absent for a semester course. Parent notes will be accepted for 7 absences per semester. Any absence after 7 must be accompanied by a medical excuse in order to be considered “excused.” Upon reaching the 10/19 absence limit, students and parents are encouraged to arrange an attendance appeal hearing with the building principal. At this time, the principal will consider the reasons for absence and determine if an extension is warranted.

Successful completion of course work necessitates attendance at assigned classes. A missed class, whatever the reason it is missed, is the loss of an experience for the student that cannot be replaced by make-up work or any other activity. Daily attendance is kept by both the main office and each classroom teacher. The main office records half and full day absences. The eighteen (18) and nine (9) day absent limit also applies to each scheduled classroom period. A student who is not present in class a minimum of twenty-five (25) minutes will be considered absent from that class. Parents and students will be required to meet with the principal or assistant principal when the student’s pattern of attendance indicates that this policy may need to be applied to the student.

Note: In double-blocked classes, more than ten (10) absences in a year will cause loss of credit.

### **COLLEGE & OTHER POST HIGH SCHOOL INVESTIGATIVE VISITS**

Students must get approval from the main office 3 days in advance of a college or other post high school visit by bringing in a note from home stating the date, time, and place of the visit. If approved, the note will be countersigned in the Main Office and the student will be listed on the Daily Absence Sheet as pre-excused. The student must return with a dated statement signed by an appropriate representative from the office they visited. This must be approved by the Main Office. Following this procedure, juniors may take up to 1 day each year and seniors may take up to 3 days each year which will not count as absences, although they will be responsible for work missed in class.

If the procedure is not followed COMPLETELY, the visit time will count as an unexcused absence. Students visiting colleges for athletic interviews must follow the above procedures and have approval of the high school coach and principal.

### **EARLY DISMISSAL**

Students are entrusted to the care of the school district during the school day and may not be released prior to the end of the school day without the permission of the administrator in charge of the school. The safety of the students must be a primary consideration in the determination of whether to permit a student to be excused from school during the school day. The Board has adopted regulations for early dismissal.

The administrator in charge of the building may on occasion permit students to leave school grounds under one of the following circumstances:

1. If the student is in the company of a parent who has custody of the student.
2. If the parent has given written or verified consent for the student to keep an appointment deemed reasonable by the administrator.
3. If the student is accompanied by a school employee.
4. If the student is engaged in a school activity or other authorized cooperative program.
5. If the student has a valid work permit and is presently employed in a job requiring early dismissal. In no cases will a student whose IEP does not require it, be exempted from attendance for more than one period during the school day.
6. If the student is an emancipated minor (e.g., married, over eighteen (18) and self-supporting, etc.) and makes a request for a legitimate reason.
7. If the administrator is reasonably certain that the age, maturity and safety of the student justify an early release from school.

8. Juniors/Seniors who have seventh or eighth period study hall, having met credit requirements and are in good academic standing, will be permitted early dismissal provided they have a work permit ( if under 18 years of age) and/or written parental permission (if over 18).(See Junior/Senior Release)

If a parent has exclusive custody of a minor child enrolled in the school and presents to the principal a court order or other legal documentation attesting to this fact, the principal shall make reasonable efforts to prevent the excluded parent from having contact with the child during the school day.

Because of the number of interruptions possible in a student's academic year if the student chooses to participate in a number of activities, it is possible for academic performance to suffer if the school does not act to place a high priority on classroom attendance. Teachers are authorized to refuse students permission to miss class due to poor attendance.

### **HOME INSTRUCTION**

Home instruction is available for those students who are unable to attend school for a period exceeding ten (10) consecutive school days due to medical reasons supported by physician documentation. Applications for home instruction should be initiated through the high school guidance office. Student will receive one hour (per week) of home instruction for every scheduled class.

### **HOUSE BILL 410**

Under current law, parents may be asked to participate on absence intervention teams in cases of excessive absence, chronic absenteeism, and/or habitual truancy. Failure to make progress on an established intervention plan may result in a referral to community services for excessive absences, or a complaint being filed in juvenile court for habitual truancy. Current law (House Bill 410) defines excessive absenteeism as being absent for 38 or more hours in one school month or 65 or more hours in one school year, with or without a legitimate excuse. Chronic absenteeism is defined as being absent for 10% or more of the school year for any reason. Habitual truancy is defined as being absent for 30 or more consecutive hours, 42 or more hours in one school month, or 72 or more hours in one school year, without a legitimate excuse, as determined by administration.

### **ILLNESS DURING THE SCHOOL DAY**

If a student becomes ill during the day and needs to go home, the student must report to the main office. Students must not stay in the restroom; they will be considered cutting a class. If a student's condition is so serious that reporting to the office is not possible, send someone else, tell a teacher, or call for help. Students should not have other students monitoring them or treating them in any manner. If a parent or guardian cannot be reached, then only the individual designated by the student's parent or guardian on the student emergency form will be called. With this permission, the student will then sign out and be given an Early Dismissal Slip. It should be noted that the principal or designee will determine whether a student's condition warrants release and will determine whether a parent needs to be called.

### **MAKE-UP WORK**

Obtaining make-up work is the student's responsibility. Students will be given two (2) school days for each excused absence to turn in missed assignments. This two day allowance refers to new assignments/work during the student's absence. **Previously assigned work is due on the date assigned or the day of return.** The maximum time for accepting make-up work is ten (10) school days. Exceptions will be made for students out of school under a physician's written excuse at the end of the school year.

### **PRE-EXCUSED ABSENCES - EARLY DISMISSAL AND/OR RETURN**

Students need a written note from home to be released from school. The note should state their destination, time of appointment, and type of appointment. Students must turn in their note for early dismissal to their first period teacher or to the main office by 8:00 am in order for the early dismissal to be approved and verified. Failure to do so could result in an unexcused absence. Upon their return to school, students are to turn in to their first period teacher or to the main office with the necessary written documentation to verify their appointment. Written documentation is needed to permit any make-up work

## RECORDING DAILY ATTENDANCE

Punctual and regular attendance to school is of the utmost importance. Parents are required to notify the school office to report an absent student between 7:30 and 8:30 am on the day the child is to be absent, or in advance if possible.

Excused absences are classified by School Law of Ohio and adopted by the Columbiana Board of Education as:

- Illnesses with medical verification (written physician's statement must be received within 48 hours of students return to school or prior to student's return if illness is extended requiring home instruction)
- Recovery from accident
- Required court attendance
- Death in family
- Observation of a religious holiday
- Quarantine of the home
- Other emergencies or circumstances which constitute good and sufficient cause as determined by the school administration

Unexcused absence occurs when a student is absent from school with his/her parent's knowledge, but for a reason other than those listed above. Parents are required to inform the office of the absence within 48 hours or it will be considered truancy.

## REPORTING AN ABSENCE

Parents are to call the school on the first date of absence of a pupil. If no call is received from the parent for an absent student before two hours into the student's assigned day, the principal or his designee may begin telephone calls to the parents of absent students. Such calls shall be made to the parents' phone number or numbers provided on the emergency data form or another number the parent might designate for this purpose. An absence notice may be mailed if the parent cannot be reached. Note: DOCUMENTATION FOR ABSENCE IS REQUIRED.

## STUDENT OBLIGATION FOR PREVIOUSLY-ASSIGNED WORK/TESTS

When students are notified of a test or assignment due and then are absent prior to the test or due date, they are expected to take the test or turn in the assignment on the day scheduled. Example: You find out Monday you have a test on Wednesday. You are absent Tuesday. You will be expected to take the test if you return Wednesday or on the day of your return. Or, if you are told a paper is due that Wednesday, you are expected to turn it in on the day due.

## TARDY TO SCHOOL

Students who arrive at school later than the established starting time are considered tardy and may be considered truant. If a student arrives before the end of 2<sup>nd</sup> period, they will be marked tardy. The student must bring to the principal or designee a note signed by the parent giving the date of the tardiness, the anticipated time of arrival at school, and the reason for the tardiness. All tardy time will count toward hours absent from school (See House Bill 410). Students missing more than 20 minutes of a class are deemed absent for that class session.

The following reasons (although not inclusive) will be considered an unexcused absence or tardiness: Car trouble, oversleeping, senior pictures, missing bus, traffic jam, train, job interview, baby-sitting in non-emergency situations, running errands for parents or others, barber or salon appointments, working, studying, or socializing.

If you are tardy to school, regardless of arrival time you must report to the office and sign in and receive an admit slip.

Students may receive discipline according to the chart below. These tardies are accumulated separately for each grading period. Tardies to school and tardies to class are not added together.

<b>Tardies per grading period:</b>	1-3	No penalty
	4	Mandatory meeting with Interventionist
	5-7	Mandatory meeting with Interventionist or Assistant Principal, detention
	8-10	Mandatory meeting with Interventionist or Assistant Principal, two detentions

11+	Any of the full range of the corrective action(s) that may be imposed by the school (Saturday School, Multiple Detentions, Loss of Driving Privileges, etc.)
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**TRUANCY (See House Bill 410)**

A student is truant when they are absent from school and/or any part of a class without parent(s) and a school official's knowledge and permission. Habitual truancy, as defined in House Bill 410, is when a student has been absent for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year, without a legitimate excuse.

**VACATION POLICY**

Family vacations should be scheduled on days when school is not in session. In extraordinary circumstances when the parent can demonstrate the necessity for requesting vacation days, the building principal may approve such request.

Vacation days may be approved under the following conditions:

1. Vacation request forms must be completely filled out and submitted to the principal for approval one (1) week prior to the vacation starting date. Untimely or incomplete vacation request forms will not be approved.
2. Students will not be excused for vacations unless they are accompanied by their parents. This rule does not change when a student becomes 18.
3. There is a maximum of five (5) vacation days allowed for the school year.
4. Vacation day requests will not be accepted during state testing.
5. Vacation days during semester or final exams will not be approved.
6. Vacation approval does not excuse a student from extra-curricular activities or required practices.
7. A minor or 18 year old student that goes on vacation without principal approval will be in violation of the attendance policy. This will be an unexcused absence and the student will receive a grade of F/zero for each day absent.
8. Vacation days will not be approved for students who are in danger of failing due to poor attendance.

**GENERAL SCHOOL OPERATION**

**BEYOND COMPULSORY AGE**

**A. Students Aged 18 or Older:**

Students, upon reaching 18 years of age or older, are considered to be adults who have chosen to attend Columbiana High School. Consequently, they are subject to all rules and regulations applicable to other students. Therefore, if students are 18 or older and reside with their parents or adult relatives, it is still mandatory that Columbiana High School be contacted in order for students to be released for early dismissal, illness, etc. Absence notes are required from the parents or adult relatives with whom the student is residing. The only exception is when students are living on their own and are financially self-supporting. (See B below.)

**B. Self-Supporting Student:**

Students between the ages of 18 and 21 maintaining residence in this school district apart from parents and who support themselves by their own labor and who meet all other Board requirements for enrollment, are entitled to attend school free. The superintendent or his designee may make reasonable inquiries and may demand evidence of self-sufficiency to establish the qualification of such a person for free attendance. The guidelines to be used under this section are those published by the Ohio High School Athletic Association.

**BILLS, FEES & FINES**

Students are required to pay all school related outstanding financial obligations. Parents will be notified of such obligations. If a student's current year fees are not paid by December 1, their report cards will be held for the second grading period. If a student has fees due from previous years, their report card will be held the first grading period. Report cards will be held each grading period until all outstanding fees are paid.



## **BOOKBAGS/BACKPACKS/PURSES**

In order to promote safety, order, and discipline, Columbiana High School students are not permitted to use book bags, backpacks, etc. during the course of the school day. This includes large purses. Students may use backpacks, book bags, etc. to transport approved materials to and from school. Upon arrival at school, or dismissal from the Commons in the morning, all students will place backpacks, book bags, and similar items in their assigned lockers. Failure to comply may result in disciplinary action. The administration and staff at Columbiana High School may conduct random searches of backpacks, book bags, or similar items without notice in order to promote safety, order and discipline.

## **BUILDING SECURITY**

In order to promote safety, order, and discipline, all outside doors will be locked at 7:45 a.m. Anyone needing to enter the building after that time must use the main entrance/security screen.

## **BUS REGULATIONS**

### Safety Regulations:

1. Be on time-10 minutes prior to pick-up time. The driver has a schedule to keep.
2. Be careful upon entering and leaving the bus. WATCH FOR DRIVER SIGNALS.
3. Stay seated at all times keeping aisles and exits clear.
4. Listen to the bus driver at all times. Obey the driver promptly and respectfully.
5. Conduct yourself in an orderly manner while on the bus. No profanity or inappropriate gestures.
6. Transporting animals on the bus is not permitted.
7. Eating on the bus is prohibited by state regulations, unless a medical condition warrants it.
8. Keep head and arms inside the bus windows.
9. Do not throw trash/items on the floor or out the windows.
10. Never throw anything on the bus.
11. No weapons or other dangerous materials are permitted on the bus.
12. Above bus behavior rules AND school code of conduct rules apply at the bus stop and during field trips and sporting event transportation.

### Bus Stop:

Drivers will stop at designated bus stops ONLY. These are pre-determined areas by the transportation coordinator deemed safe for students to enter and exit the bus.

\*Note-A student who does not follow these bus safety rules can be refused bus transportation to and from school for a specified period of time (dictated by School Board Policy).

\*Be prepared to be at the bus stop **10 MINUTES** ahead of scheduled pick-up time. However, unforeseen circumstances can cause buses to run slightly off schedule from time to time. Your patience is appreciated.

\*Bus drivers are to have control of all students conveyed between the homes of the students and the school. The driver shall keep order, maintain discipline among the students in a civil manner, see that no student is imposed upon or mistreated while in his/her charge and shall use every care for the safety of the students. The driver has the same rights and authority as a classroom teacher. Any students who present problems may be assigned a permanent seat by the driver. Bus students who present problems which jeopardize the safety of others may have their privileges of riding a bus withdrawn by the administration.

## **CAFETERIA**

Students are assigned lunch either 5<sup>th</sup> or 6<sup>th</sup> period lunch. Student lunch time will show up on the schedule as a class. These lunch assignments may be changed during the year. Since lunch is a class on the students' schedule, students are expected to be on time and observe the rules of the student handbook. Line jumping/cutting is not allowed and will be referred by supervisory personnel. Students may not leave the cafeteria during lunch without the permission of a staff member. Food and drink may not be taken from the cafeteria. Charging in the cafeteria is for emergencies only. A charging limit will be enforced.

## **CHANGE OF ADDRESS**

Any student who has a name, address, or telephone number change must notify the main office immediately.

## COMMENCEMENT CEREMONY

Commencement is a formal ceremony held in high regard. For this reason, graduating students are expected to observe all directives surrounding the ceremony (i.e., attending practice, arriving on time, dressing appropriately, etc.). Because in a formal ceremony all participants are dressed in some type of specific regalia or uniform, proper attire must be worn by all graduating students. Attire should be as follows:

White Gown with pastel or white solid-color dress or skirt and blouse (no flip flops)

Red Gown with white dress shirt and dark or solid color tie, dark dress slacks and socks and dark dress shoes

Caps should be worn flat on top of the head with the point of the cap centered in the middle of the forehead.

Tassels are worn on the right side of the cap until such time as commencement honors are bestowed upon the graduates. The gown should be approximately ten inches from the floor in case you need to hem it, and it should be pressed.

Those not dressed in proper attire will not be permitted to participate. The decision on 'proper attire' will be left to the discretion of the advisor and principal, with no appeal process.

## DIRECTORY INFORMATION

Occasionally, Columbiana High School receives requests for directory information concerning students. These requests come from various groups such as: colleges and universities, local PTO groups, Armed Service recruiters, non-profit organizations, etc. The Columbiana schools consider directory information to be names, addresses, parent's names, date of birth, and class designation. Parents or eighteen-year-old students have the right to refuse the release of such information by notifying the Superintendent's office in writing within the first two weeks of school. The school will use discretion in releasing directory information concerning students.

## DRESS CODE

Student dress and appearance is a basic responsibility of parents. Common rules of modesty and decency should prevail. To maintain the educational system optimum working order, the board of education also assumes a responsibility to set standards for personal appearance.

Objectives:

1. To help guide students to respect appropriate standards of attire.
2. To assure that dress, accessories, or grooming does not distract from the educational process or cause concern for the health, safety, and general well-being of students.

The following attire would be examples of dress being inappropriate for school wear:

1. Spaghetti straps, halter or semi-halter tops, off the shoulder blouses, crop tops, or anything which, when standing or sitting properly, would show bare midriffs. Muscle T-shirts and tank tops less than three inches are prohibited.
2. The length of shorts, skirts, dresses and skorts must be mid-thigh and/or end of finger tips in length. The policy permitting the wearing of shorts can be revised at any time. If noncompliance with the appropriate length becomes a problem, students will be given a 24 hour notice that the wearing of shorts is prohibited.
3. Clothing should be worn for its intended purpose. The following are examples of prohibited attire:
  - a. Cutoff sweats or badly frayed cut-offs
  - b. Jeans or pants with tears and/or slashes must also satisfy the fingertip rule
  - c. Ripped or torn clothing
  - d. Spandex pants or shorts, swimwear, sleepwear, biking, and/or boxer shorts
  - e. Sagging pants and shorts; pants and shorts should be properly secured at the waist
  - f. Gang/hate group clothing or paraphernalia
  - g. Tight fitted clothing
4. Wearing or carrying of hats, bandannas, hoods, and/or coats
5. Appropriate footwear must be worn at all times
6. Sunglasses or colored spectacles, unless prescribed by a physician; physician's statement must be on file in principal's office
7. Any clothing, buttons, badges, emblazoned with obscene words phrases, illustrations or derogatory statements toward political, religious, racial, or nation groups

8. Any clothing with suggestive double meaning, and/or profane symbols, pictures, gestures, cartoons, etc., are prohibited. Clothing promoting the use of drugs, alcohol, and tobacco are not acceptable.
9. The wearing or possession of any object, which may cause harm or injury to self or others. Examples include: mace, heavy chains, choker chains, wallet chains, or any other heavy or sharp object.
10. Unusual appearance – All hair (including extensions) must be natural color. No unnatural colors such as blue, green, purple or orange is acceptable. Unnatural color is not acceptable even if only partial (stripes or under colors). Piercings will be determined by the principal.
11. High school clothing, other than Columbiana High School, is prohibited.
12. A garment worn to avoid a dress code violation must be worn properly and consistently throughout the school day.

NOTE: Because fashion is subject to change, it is impossible to anticipate and list all areas in which decisions on extreme and acceptable will need to be made. Any clothing or accessory that does not follow the guidelines of the dress code, is contrary to the basic educational mission of the school, does not meet the standards of the community, or is considered inappropriate by the building principal will result in a dress code violation. Any student departing from appropriate standards of dress will be asked to contact home for a change of clothes or be sent home to change. Any student sent home for a dress code violation must be back in school by 2<sup>nd</sup> period. If not, a truant absence will be recorded for the day.

### **DRIVING/PARKING LOT REGULATIONS**

1. Our school district provides safe and efficient bus transportation, consistent with Ohio Revised Code, for all eligible students who attend Columbiana Schools or the Columbiana County Career and Technical Center.
2. Students who participate in after-school extracurricular activities, early job-placement, cooperative training, or have another valid reason for driving a private vehicle or riding as a passenger in a private vehicle to Columbiana High School may do so if a driving permit is applied for and approved by the building principal. The cost of a parking permit is \$25.00.
3. Written parental permission must be obtained from both the driver's parent(s)/guardian(s) as well as the passenger's parent(s)/guardian(s) - and be on file in the office. Failure to obtain proper parental written permission for driving and/or riding in a private vehicle may result in the loss of that privilege. Parents of students who violate this regulation will be notified by the appropriate building administrator.
4. Students are not permitted to visit or use their vehicles during the school day without the approval of the principal.
5. Students participating in a school-sponsored activity may not drive or transport others to a school-sponsored activity held outside the school district. Certain exceptions apply.
6. Parking is restricted to the student parking lot located on the side of the building.
7. Students are not permitted to ride the bus to school and leave in a private car before school or during the school day without parental permission and the approval of the principal.
8. Students who drive recklessly or at an excessive speed for a school zone may have their driving privileges withdrawn and be referred to local authorities.
9. Any vehicle on school property is subject to search by school authorities and law enforcement personnel. Such search may be conducted without a warrant for any reasonable purpose. Search of vehicles includes all compartments and components thereof. Once a search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search.
10. Students securing a parking permit are subject to drug/alcohol testing under Columbiana Exempted Board of Education Policy 5530.01 which can be found at <https://go.boarddocs.com/oh/columev/Board.nsf/public?open&id=policies>. The parking permit will be revoked immediately for any student who fails a drug/alcohol test.

Registration forms and parking permits are available in the main office. Serious or continued violations of the student conduct code or the driving and parking lot policies will result in the loss of driving privileges. Violations of driving and parking regulations will be treated as discipline cases.

### **DRUG TESTING**

The Superintendent, with the input of the administration, athletic department and extra-curricular staff, have developed rules, regulations and guidelines regarding the drug and alcohol testing of students that are consistent

with the stated purpose of the testing program described Policy 5530.01 which can be found at <https://go.boarddocs.com/oh/columev/Board.nsf/public?open&id=policies#>. Rules, regulations, and guidelines are described in the Athletic Code of Conduct section in this handbook. The students to which this testing program shall apply are all students who wish to participate in the interscholastic athletic program of the high school and middle school and all students who wish to participate in extra-curricular activities at the high school, as well as those securing a parking permit.

### **ESSA (EVERY STUDENT SUCCEEDS ACT)**

In compliance with the requirements of the ESSA, the Columbiana Exempted Village School District informs parents that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested:

1. Certification
2. College major/graduate certification or degree held by the teacher
3. Qualifications of the paraprofessional, if paraprofessional services are provided

If you wish to request information, please call 330-482-3818.

### **FERPA AND PPRA NOTICES**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These rights are explained fully on the district website: [www.columbiana.k12.oh.us](http://www.columbiana.k12.oh.us). The links to FERPA and PPRA are on the right-hand side of the main page.

### **FIRE/TORNADO DRILLS**

When the fire alarm sounds, students should leave by the nearest exits indicated by the directions in each room near the door. Teachers should order windows closed and obtain their grade book. Teachers should then make sure the room is clear and close the door behind them. In order to be able to hear necessary instructions during movement toward the exits, keep all talking and noise to a minimum, move at a quick pace but do not run. Students should move a safe distance from the building and should not block the path of incoming vehicles. If the office is warned of possible tornadoes, appropriate instructions will be relayed to all rooms. At the present time, the hallways have been designated as shelter areas. Students must proceed quickly, but in an orderly fashion, to the nearest wing of the building and assume the proper position (kneeling toward the wall with their head covered with their hands).

### **GRADING SCALE**

93 – 100	A
84 – 92	B
75 – 83	C
66 – 74	D
65 & Under	F

### **HEALTH SERVICES - Refer to Policy 5310 at**

<https://go.boarddocs.com/oh/columev/Board.nsf/public?open&id=policies>

### **LIBRARY/MEDIA CENTER**

All students have library privileges as long as each student cooperates with routine library procedures to create an atmosphere conducive to everyone's well-being. The center is open throughout the school day. **Students are to report directly to study hall before being permitted to go the center. Students are responsible for getting their own name on the library list to be sent to study hall.** No passes will be issued to go to lockers or to see teachers.

Students should use the library/media center for educational purposes. Absolutely no food is permitted in the library. The computers are available when they are not scheduled for a class. Students are responsible for reading the posted rules concerning computer use. Certain library materials may be taken out for two weeks, others for one week, and certain others for overnight only. Some materials are available only during the class period. There is a flexible plan for renewal and reserve use of various library materials. Library materials including reference books, magazines, etc., may be signed out at the end of the day and returned before first period the next day. Students will be issued bar coded I.D. cards.

## **LOST AND FOUND**

"Lost and Found" items will be placed in the cove area near the vending machines in the Commons. Items will be discarded at the end of each grading period.

## **LUNCH**

No students are allowed to leave for lunch. Early dismissals for students to leave school for lunch will not be approved. Students (including seniors) are not allowed to visit their cars anytime during the school day without permission from an administrator. Students who leave the building may be issued a Saturday School or suspended. All food purchased in the cafeteria is to remain there. No food is allowed in the hallways. Lunchtime deliveries can be made by family only.

## **MAIN OFFICE**

Many people have business to take care of in the main office. Wait your turn quietly. The secretary on duty in this area is to be given the same respect due a teacher. Failure to show respect or act in an appropriate manner will result in disciplinary action. If you are reporting to the office during scheduled class time, you must have a pass. You are to conduct business in the main office before or after your scheduled classes.

## **MEDICATION POLICY**

Except as otherwise required by federal law and except for administering emergency care or treatment, Columbiana school employees will not administer any drug prescribed by a physician to a student. If a student must take medication during the school day, they should consult the board of education adopted policy 5330. This can be found at: <https://go.boarddocs.com/oh/columbev/Board.nsf/public?open&id=policies>

## **NATIONAL HONOR SOCIETY MEMBERSHIP**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

In order to be eligible for membership in the Columbiana High School chapter of the National Honor Society a student must have a minimum GPA of 3.40 on a 4.00 scale and have a minimum of 50 documented community service hours served from the beginning of their freshman year. Students are invited to apply for membership during the second semester of their junior year of high school.

## **NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS**

In compliance with Federal regulations, the Columbiana Exempted School District has established the following guidelines concerning student records.

The district Treasurer serves as the District Records Officer and is responsible for the supervision of all student records. The treasurer's office is located at Columbiana High School, 700 Columbiana-Waterford Road, and can be reached at (330)482-5353.

Each student's records will be kept in a confidential file located at the student's office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen [18] years of age or older) and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except those disclosures allowed by the law;
- D. challenge District noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the Department of Education; and
- F. obtain a copy of the District's policy and administrative guidelines on student records

The District has established the following information about each student as "directory information":

**(Refer to Policy 8330 for the information the district has defined as directory information.)**

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. The Board designates as student “directory information” a student’s name, address, telephone number, date and place of birth, social security number, major field of study, participation in official recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, and awards received.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within 30 days from the date of this notification that s/he will not permit distribution of any or all of such information

**PARENT LIABILITY FOR STUDENT DAMAGE OF PROPERTY**

Under Ohio School Law 3109.09, parents or guardians having custody and control of students under the age of 18 are eligible for vandalism and damages rendered by their children, up to \$2000, plus court costs. Students who are 18 years or older are held accountable in their own right.

**RESTROOMS**

Restrooms are available for use before and after classes. If it is necessary to use the restroom during a class, students must obtain a pass from their classroom teacher. If you are in the restroom during a class with no pass, you will be considered as cutting that class and appropriate disciplinary action will follow. Leave the restroom as you wish to find it. No loitering; no smoking. Lighting a fire in a public building is a serious offense.

**SCHOOL SPONSORED DANCES –**

Sponsoring Organization’s Duties/Obligations:

1. Secure date through the principal’s office
2. Secure location
3. Secure custodian (if necessary)
4. Secure police (2) well in advance
5. Secure minimum of three adult chaperones approved by principal (depending on event)
6. Check with custodian after all people have left to get clearance to leave

Student Obligations:

1. The CHS Code of Conduct is in effect at all school-related functions
2. Once you leave a dance, you may not re-enter
3. Dances are for CHS students unless otherwise notified
4. Students are permitted one guest (9th grade or above). The name must be registered with advisor prior to leaving school on day of dance.
5. All those attending a dance must be under the age of 21.
6. You may be asked to take a breath test to gain admittance
7. Inappropriate/ provocative dancing as determined by school administration is prohibited.

Junior/Senior Prom:

1. The C.H.S. code of conduct is in effect at all school-related functions.
2. The C.H.S. dress code will be followed with the standards of the community in mind.
3. Once you leave the prom, you may not re-enter.
4. The prom is for junior and senior students only. However, sophomore students may attend the prom if asked by a member of the Junior or Senior class. No freshman students will be permitted. (Exception: freshmen servers selected by the Junior prom committee)
5. Students from other schools must be registered and approved by the High School principal or assistant principal forty-eight hours before the prom. Guests from other schools must be in the 10th, 11th, or 12th grade.
6. All those attending the prom must be under the age of 21.
7. You may be asked to take a breath test to gain admittance.

8. Inappropriate/ provocative dancing as determined by school administration is prohibited.
8. The prom is a school sponsored privilege. Students may be denied this privilege by the building principal or assistant principal for attendance or disciplinary reasons.

#### Chaperones:

The advisor and chaperones have the authority to remove or have removed from the dance and/or premises, any student who breaks any rule, regulation, or policy governing school-related functions which include those made over and above those written in the student handbook, made to specifically relate to a particular event.

### **SCHOOL DAY (ROUTINE)**

1. Upon arrival at school, students must report to the Commons. Loitering in the hallways, bathrooms, parking lot, or any other area is prohibited.
2. Once students are on school property, they are not permitted to leave without administrative permission. This includes all bus-riders, drivers/passengers, walkers, etc.
3. In the Commons, students are expected to sit and exhibit proper behavior. Throwing objects, loud talking, and/or any other behavior deemed inappropriate by this building's staff may result in disciplinary action.
4. Students are not permitted to visit their lockers until released from the Commons (7:40 a.m.).
5. Students returning to school after an absence should give their excuse note to the secretary in the main office. This can be done at any time during the day. Students must bring excuse notes after being absent from school.
6. To move from one point in the building to another while classes are in session, students must have a planner-
7. Students are expected to leave the building in an orderly fashion. Students must exit the building using the lobby doors or office doors. Students are not permitted to go through the middle school building.
8. With the exception of students involved in athletics or activities, the building is closed after dismissal. Students needing to be in the building, as mentioned above, must be in designated areas and be in the presence of their advisor, coach, or other staff member. This building closes at 3:00 p.m. and all access after this time may be denied.

### **SCHOOL INSURANCE**

The school nurse is in charge of all school accident insurance. If you have school insurance and have an accident, please see a classroom teacher, administrator, or the school nurse. Treatment must be commenced within 30 days of the date of the accident and written notice of claim given to the company within 60 days after the accident. The hospital and doctor bills must be sent in with the form. Each student should keep the information section of the school accident enrollment application. It may help to answer some questions. Remember, it is the responsibility of the student to report an injury.

### **SOCIAL ELIGIBILITY**

All students must have earned a GPA of at least 1.5 in the preceding grading period to attend any school-sponsored activity.

### **STUDENT LOCKERS**

The Board of Education extends the use of lockers to students only for legitimate purposes. The principal, assistant principal, or any other duly authorized school official may search any locker without prior warning in seeking contraband either on a regular or daily basis in the interests of making the school a safe place to work and study. Students are assigned school lockers during the school year for the sole purpose of storing supplies, coats, and other items essential to their daily needs while attending school. Students may not change lockers. Lockers must be kept neat and clean. Exterior decorations may be subject to principal approval. Damage to a locker is the student's responsibility. The cost of one locker is \$100.

Students are permitted to use a lock, whether school-issued or student-supplied, to protect their possessions. If the lock is student-supplied, an extra key or combination must be on file in office. Items stolen or missing from lockers should be reported to the office immediately. Anything a student brings to school is his or her responsibility. The Columbiana Exempted Village School District insurance policy does not cover lost or stolen student property.

## **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- a. political affiliations or beliefs of the student or his/her parents;
- b. mental or psychological problems of the student or his/her parents;
- c. sex behavior or attitudes;
- d. illegal, anti-social, self-incriminating or demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- g. religious practices, affiliations, or beliefs of the student or his/her parents; or
- h. income (other than that required by law to determine eligibility in specific programming)

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

No survey or evaluation containing one (1) or more of the items listed in A-H above will require student signatures. The administrator will inform parents of such a survey/evaluation, or a survey/evaluation created by a third party prior to disbursement by sending notification of such survey/evaluations home with the students. The parent may contact the administration if s/he wants to preview the survey/evaluation beforehand, or deny participation by his/her child.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one (1) or more of the items described in A through H above are scheduled or expected to be scheduled:

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

## **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other



individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

## **STUDY HALL**

Study periods are provided, as the term implies, to give students an opportunity to study, to give careful thought to the preparation of their school work. Students, upon entering a study hall should take their assigned seats and, having brought with them the necessary books and equipment for study, should be prepared to begin immediately. Study halls will be conducive to studying; violators will be subject to disciplinary code.

Students may be excused from attending a study hall by a member of the faculty if the student first reports to the study hall with the necessary pass. Students should personally hand their study hall teacher their pass. Do not leave it on the table or desk. Do not go to study hall and then ask to go see a teacher to get a pass.

## **TECHNOLOGY/ACCEPTABLE USE GUIDELINES**

The Columbiana Exempted Village School District will provide students and staff with access to computers and other appropriate technologies as deemed appropriate by the Director of Technology in conjunction with the administration. Technology is provided in order to offer students and staff with materials, resources, and opportunities which enhance the overall educational experience. Students are expected to use school-supplied technology in the classroom. Students who do not bring their school-supplied technology may be denied permission to use their cell phones. Although, content filters are provided, it is the responsibility of students to utilize available technology resources in an appropriate and lawful manner.

Students are not permitted to:

1. Download or install any software (including plug-ins, shareware, freeware, games, etc.) without the approval or assistance of the Director of Technology or Technology Assistant. (.exe, .bat, and .vbs files are strictly forbidden).
2. Download large quantities of images, audio, video files (.jpg, .bmp, .mp3, mp4, wav, wma files). Only legal downloads of images, audio and video files are permitted. Files of this nature may only be stored on the server provided they will be utilized for educational purposes.
3. Access or attempt to access inappropriate internet sites using proxies or other methods.
4. Utilize e-mail or chat services other than those provide by the school district without the approval of the Director of Technology.
5. Attach personal handheld computers, laptops, desktops, wireless access points, routers, or any other technological device to the existing network without the approval or assistance of the Director of Technology or Technology Assistant.
6. **Take images or record audio/video, or post images/audio/video of other students, staff, or administrators without written permission from the individuals (and parent signature if under 18).**
7. Maliciously use the network or Internet to: write hateful content (through mail, chat, blogs forums, etc.), profanity, or vulgarity. Furthermore students may not discriminate, harass, or bully other students electronically.
8. Utilize teacher computers without teacher permission.

9. Utilize the following computers for any reason:

-Building Principal	-Building Secretary	-Guidance	-Guidance Secretary
-Assistant Principal	-Nurse	-Treasurer	-Treasurer Assistant
-Superintendent	-Superintendent Sec	-Technology Assistant	-Servers

Improper/inappropriate system use may result in school disciplinary action as follows. All decisions regarding disciplinary action will be based on the intent of the violation, the severity of the violation, along with the potential risk, and realized damage to district technology and data.

First offense: Administrative discretion

Second offense: 30-day removal from network/Internet/email and 3 day suspension

Third offense: 30-day removal from network/Internet/email and 5 day suspension

Fourth offense: Removal from network/Internet/email and 10 day suspension with recommendation for expulsion.

All students will be provided with server space in order to store files which support the overall educational experience. Accounts will be disabled for all students who do not sign and return this acceptable use policy by the **10th school day**. Upon receipt of a signed AUP, accounts will be restored

## TELEPHONES

Under no circumstances may students use the office phone without permission. Student phone calls are to be kept brief so as not to tie up the school lines.

## VISITORS TO SCHOOL (Board Policy 9150)

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls. The Superintendent or building principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Superintendent shall promulgate guidelines that will protect students and employees of the District from disruption to the educational program or the efficient conduct of their assigned tasks. Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously at or near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building. In addition, the rules shall be posted in a central location in each school and made available to students, upon request. Persons wishing to visit a school building, school grounds, or a class during the school day should make arrangements in advance with the school office. Upon their arrival at the School, visitors must register at the office where they will receive instructions and be provided with a guide if necessary. At no time shall a staff member transact business with a person in the School who has not duly registered at the school office and received authorization to be present for the purpose of conducting business. No visitor may confer with a student in school without the approval of the principal. Should an emergency require that a student be called to the school office to meet a visitor, the principal or his/her designee must be present during the meeting. A student is not permitted to leave the School with anyone who has not been clearly identified as his/her parent with custody or guardian or a person authorized to act on behalf of a parent or guardian. A copy of these guidelines will be posted.

## WORK PERMITS

According to Ohio law, any student who is fourteen years of age and has completed the seventh grade can obtain a work certificate. **Work permit forms can be obtained in the high school office.** The completed forms are then returned to the main office and in approximately three days the work permit will be available. There is no need for work permits for students that are 16 and 17 for summer jobs only.

## STUDENT RIGHTS AND RESPONSIBILITIES

The privileges and rights of all students shall be guaranteed without regard to race, religion sex, creed or national origin. Students have the right to due process procedures in matters of suspension and expulsion. No student shall interrupt the process of education within the school. Every member of the school community, including students and school staff have the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult and injury, and maximum opportunities for learning on the part of the student.

#### Due Process

1. Provides written notice to the student of the intention to suspend and reasons for suspension.
2. Provides an opportunity to appeal at an informal hearing and challenge the suspension before a school administrator.
3. Within one day after the suspension, the student's parents and treasurer of the board will be notified of the suspension. This notice will contain the reasons for the suspension and inform the parents of their right to appeal to the board, and their right to be represented at a hearing.

#### **STUDENT SPONSORED & SCHOOL SPONSORED PUBLICATIONS**

Consistent with Board Policy 5721 & 5722, the Board and administration have broad discretion in controlling the content of student-sponsored publications, newspapers, annuals, and plays which take place through a curricular or extracurricular program or through student individual or group efforts outside the curricular or extracurricular program. Therefore, student-produced work that is intended for distribution in school, on school premises, or at an activity under the control of the school must be submitted to the building administrator. Only after permission of the principal is dissemination permissible.

The Board reserves the right to designate and prohibit the distribution of printed materials, which are not protected by the right of free expression because they violate the rights of others. Persons who fail to comply with this rule are subject to appropriate disciplinary action for disruption of school and/or failure to comply with directives of school personnel.

#### **STUDENT RIGHTS OF EXPRESSION**

In accordance with Board policies 5721 and 5722, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, written material, petitions, buttons, badges, or other insignia, except expression which contains libel, obscenity, vulgarity, threats, advertising of products or services not permitted to minors, fighting or insulting words, or content likely to cause substantial disruption of school.

Distribution or display of material which contains libel, obscenity, vulgarity, threats, advertising of products or services not permitted to minors, fighting or insulting words, or content likely to cause substantial disruption of school, is prohibited on school premises, at any school-related event, or on the ClipperNet, student Web pages, e-mail, etc.

#### **PROCEDURES**

Any student wishing to distribute or display material must first submit for approval a copy of the material to the principal in advance of desired distribution/display time, together with the following information:

- A. Name of the student or organization sponsoring the written material
- B. Date(s) and time(s) of day of intended display or distribution
- C. Location where material will be displayed or distributed
- D. The grade(s) of students to whom the display or distribution is intended

As soon as practical, the principal shall meet with the officers of Student Government to seek input from the students on the issue of whether the proposed material is prohibited on the basis of the guidelines in this policy.

The principal should either approve the material or indicate why it is not protected and/or whether the time, place, and manner of proposed distribution is inappropriate. Students who disagree with the principal's decision must be given a copy of Board Policy which describes the appeal procedure they may follow, and students may appeal the principal's decision through this policy.

## **STUDENT CODE OF CONDUCT**

### **GENERAL**

Behavior that detracts from the student's ability to profit from instruction or that infringes upon the rights of others warrants consideration of disciplinary action. The intent of disciplinary actions should be to bring about a positive change in the student's behavior.

Professional judgment, devoid of anger or negative emotions, on the part of the staff members shall be used when determining the appropriate disciplinary or other action to be taken. Corrective action should be reasonable and appropriate. In general, the concept of fitting the corrective action to the seriousness of the violation of the rules shall apply at all levels.

Parent conferences may be used to inform parents of attendance, discipline, and other problems. Parents may be requested to meet with teachers, counselors, and/or the principal in an attempt to bring about a positive change of behavior in the student.

School personnel may investigate reported unusual or abnormal student behavior by means of professional conferences among staff members concerned with the student's behavior. Data on the observed behavior of individual students may be gathered by staff members under the direction of the superintendent or his designee for the purpose of forming a better understanding of the student's behavior and to develop an approach to help the student improve his behavior.

Major infractions or continuous infractions of the same nature may result in immediate suspension or expulsion. However, the usual course of action in a disciplinary case is developed along a progressive nature. That is, the first offense may result in a detention; the second could then result in a Saturday School; the third occurrence could then result in an Out-of-School Suspension followed by a request for expulsion.

The student's right to due process procedures must be respected, especially in instances when possible suspension, expulsion, or removal of the student is involved. (See Board Policy on Suspension, Expulsion, and Removal Code and the Suspension, Expulsion, and Removal Code adopted by the Board.)

### **CORPORAL PUNISHMENT**

The Board prohibits corporal punishment as a means of discipline in the schools of the district.

### **DETENTION**

Students may be detained before and/or after school as a disciplinary measure. Detentions will be served under the supervision of the Detention Monitor, building administrator, or staff member. For students in Grades 9-12, if the student is deemed to be able to understand the circumstances the student may agree to serve the detention prior to the expiration of the 24-hour notice. The school assumes no responsibility for transportation of students home following the serving of a detention. Missing an assigned detention will start a student on progressive steps of discipline.

### **REMOVAL FROM SCHOOL, CLASS, OR EXTRACURRICULAR ACTIVITY FOR LESS THAN 24 HOURS**

A student may be removed from a class or from participation in an extracurricular activity for less than twenty-four (24) hours by the principal, assistant principal, teacher, or by a coach or director of an extracurricular activity. This removal constitutes an unexcused absence and no credit for work missed. Should a removal of longer duration be contemplated, the provisions of the Suspension, Expulsion, and Removal Code must be followed.

### **ACADEMIC PUNISHMENT**

The academic achievements of a student shall be reflected in the student's grades. Therefore, the lowering of a student's grade as a means of discipline is not an acceptable practice.

### **DISCIPLINARY REASSIGNMENT**

A disciplinary reassignment is an exclusion from classes(s) occurring when a student is removed from his/her classroom and required to work in an environment with minimal privileges. It is a less restrictive alternative to out-of-school suspension, while allowing the student to receive credit for work completed during the Disciplinary Reassignment.

## SUSPENSION, EXPULSION, AND REMOVAL OF STUDENTS

The Board-adopted rules, procedures, and appeals concerning the suspension, expulsion, and removal of students are found in Board policy and regulations.

## REFERRAL TO POLICE OR JUVENILE COURT

The superintendent or a principal may refer the actions of a student to the appropriate civil authorities where a violation of the law is suspected. Such referral does not prevent the administration from continuing to discipline a student through this policy.

## LACK OF ALL-INCLUSIVENESS

Rules and regulations defining every type of pupil behavior are neither practical nor possible. Any action or behavior judged by school officials to be inappropriate in a school setting, at school events, on school transportation, etc. and not specifically mentioned in other sections shall be in violation of the student conduct code. Students at Columbiana Schools are expected to behave and obey school rules, regulations, and procedures, and to practice good citizenship at all times. We feel that the following rules and regulations can act as positive guides.

## SCHOOL COMMUNITY SERVICE

The superintendent or principal may assign students summer school community service in order to make up remaining disciplinary corrective actions. Failure to complete assigned summer school community service will result in corrective actions at the onset of the upcoming academic year.

The following guideline will be utilized in determining the number of hours of summer school community service:

1 Day OSS	5 Hours of Summer School Community Service
1 Day DRA	3 Hours of Summer School Community Service
1 Saturday School	2 hours of Summer School Community Service
1 Detention	1 Hour of Summer School Community Service

Any hours not successfully completed during the assigned dates/times in the summer will result in corrective actions utilizing the above table.

## RULES

Violation of one or more of the following rules is considered serious and may result in disciplinary action including removal from class, school, or extracurricular activity for more than twenty-four (24) hours; suspension from class, school, or extracurricular activity; or expulsion from school or extracurricular activity. Parents should discuss this with their child. Examples of misconduct are examples only and are not intended to be exhaustive or all-inclusive. Consequences for rules violations are provided, in table form, at the end of this document. The building principal and assistant principal reserve the right to issue either more or less severe consequences depending on the severity of the infraction. Following are descriptions of rules violations:

### 1. After School Activities

Students required to stay after school are to be supervised by a teacher, coach, or staff member. Students should not remain in the building after school hours unless they are present for a sport, practice, activity, club, detention, or tutoring. Disciplinary action will be taken if students remain in the building without appropriate supervision.

### 2. Arson/False Fire Alarm

Arson is a deliberate act of starting a fire or explosion, or helping, asking, or telling another person to start a fire or explosion. This act would place property in danger of being damaged or a person in danger of injury. Any student found guilty of arson will receive an out-of-school suspension and have charges filed with the appropriate law-enforcement agency. Expulsion could also be recommended.

### 3. Assault

An assault is a deliberate or reckless attempt to cause, or the actual causing of, physical pain or injury to another or the deliberate or reckless attempt by physical menace to put another in fear of imminent physical pain or injury. If a student assaults another student or school personnel while under the

school jurisdiction, he/she will receive an out-of-school suspension and the possibility of charges being filed with the appropriate law-enforcement agency.

**4. Assembly Misconduct**

School assembly programs are for the educational and/or recreational benefit of students. Students are to occupy the designated seats and be attentive during such programs. Misconduct may result in removal from that program and future programs as well as receiving appropriate disciplinary consequences.

**5. Book Bags/Backpacks/Purses**

Book bags, knapsacks, gym bags, large purses, or briefcases that are used like backpacks, or other similar items, may not be used during the school day. Students may use them in the morning and at the end of the day to bring books back and forth to school. They are to be left in lockers during the school day. When a medical situation dictates the need for an alternative to carrying books, permission may be given by the nurse and/or administration.

**6. Bus Misconduct**

All students and parents must understand that school buses are considered an extension of school facilities with regard to conduct of students. All student handbook rules and regulations are applicable and that assigned bus drivers have the responsibility and authority to enforce rules and regulations on the bus. The privilege of school transportation could be suspended permanently if students do not properly respond to reasonable corrective actions by the bus driver or building administrator.

**7. Cafeteria Misconduct**

Students must report to the cafeteria, on-time, during the assigned lunch period and may not leave without proper authorization. Students are responsible for the cleanliness of the area in which they eat and for returning all trays and trash to proper location. Lunch is to be considered a class and classroom rules apply to the cafeteria. Seats will not be assigned unless necessary because of discipline problems.

**8. Cell Phone/Electronic Devices**

Student use of cell phones, or other electronic devices during the school day is a privilege. Adherence to the guidelines is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences ranging from confiscation with parent notification to other consequences listed in the discipline chart.

Students should leave their cell phones/technology in their locked locker. Students that decide to carry their cell phones/technology into the classroom should deposit the technology in the designated area in that classroom and not remove it without permission or until exiting the classroom.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in all classrooms unless expressly permitted by a staff member for educational purposes. This rule would also extend to all Restrooms, Locker Rooms and all P.E. Areas, Nurses Office, and all Office Areas.

Headphones/Earbuds are prohibited in all classrooms unless expressly permitted by a staff member for educational purposes.

The Library and Commons (when not functioning as a classroom) will permit texting and other cell phone uses except talking on the phone, use of camera or video and/or anything that impedes the learning environment.

Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interaction and using appropriate voice volume and device volume. When in use, cell phones must be on silent mode so that no audible ring tone is heard.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating

school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or recommendation for expulsion.

**9. Cheating/Plagiarism**

All students are required to abide by the basic principles of honesty in fulfilling both in- and out-of-class assignments. Violations of these principles will result in penalties ranging from a failure on a given assignment to failure of the course.

Students are expected to use their own ideas, words, phrases, and writing. Students must not submit work other than their own. This includes the work of others, artificial intelligence software/services, etc. A writer's ideas, words, and the way of expressing them are his/her property and anyone using them without properly citing and crediting the original source is guilty of plagiarism.

Cheating is the attempt to obtain knowledge, information, or material from another person or source of information or to submit such work as the work product of the student. Examples include: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part as the work product of the student.

**10. Computer/Network Violation**

Improper/inappropriate system use may result in school disciplinary action. All decisions regarding disciplinary action will be based on the intent of the violation, the severity of the violation, along with the potential risk, and realized damage to district technology and data. Refer to "Technology/Acceptable Use" section of the student handbook.

**11. Cutting/Skipping Class**

Students must report to their assigned room/area. Choosing to be in other areas of the school as opposed to their assigned area is not permitted.

**12. Cutting/Skipping School/Leaving Building Without Permission**

Students must report to their assigned room/area. Choosing leave the school grounds without permission from the principal or assistant principal is not permitted.

**13. Dance Misconduct/Rules Violation**

All school rules/policies are enforced during any school activity. Any violation of a school rule/policy will result in the consequence(s) associated with that violation in the student handbook.

**14. Assigned Disciplinary Placement (Detention, Saturday School, DRA)**

When assigned to a disciplinary placement, students are expected to follow the rules specific to that placement. Any behavior which violates the rules of the placement will result in increased disciplinary consequences.

**15. Display of Affection**

Public display of affection is considered inappropriate conduct. A student shall not exhibit inappropriate display of affection (hand holding, hugging, kissing, touching) in school buildings, on school property, or while in attendance at school-sponsored events.

**16. Disrespect Towards a Staff Member**

Inappropriate comments or physical gestures towards a staff member. A lack of respect, including rude or discourteous behavior, shown by a student to a school employee, teacher, administrator, or student will not be tolerated.

**17. Disruption of Educational Process**

Students shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the disruption or obstruction of any lawful mission, process, or function of the school. Neither shall they engage in such conduct for the purpose of causing the disruption of the school if such a disruption or obstruction is reasonably certain to result.

Neither shall they urge other students to engage in such conduct for the purpose of causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption is reasonably certain to result from their urging.

**18. Dress Code Violation**

The Columbiana School District recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The school district will not interfere with the right of students and parents to make decisions regarding appearance except when these choices affect the educational program of the school or the health and safety of others. Please refer to the dress code section of this handbook for details regarding acceptable/unacceptable dress and grooming practices.

**19. Driving/Parking Lot Violation**

Driving to school is a privilege which can be revoked should the rules/regulations of the Columbiana High School driving policy and/or student code of conduct be violated.

**20. Drug/Alcohol Violation**

A student shall not possess, use, transmit, sell, conceal, or be under the influence of any of the drugs of abuse defined by O.R.C. Section 3719.011 or Counterfeit Controlled Substances as defined by O.R.C. Section 2925.01 on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school. Examples of such drugs include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, and all look-alikes or other substances that could modify behavior.

Students must follow procedures for using over-the-counter and drugs authorized by medical prescription from a licensed physician. See Medication Policy.

A student shall not possess, use, transmit, sell, or conceal a drug of abuse instrument (hypodermic needle, syringe) on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school.

Students shall not possess, use, transmit, sell, conceal, or be under the influence of narcotics, hallucinogens, amphetamines, barbiturates, marijuana, glue, steroids, etc.

Students shall not possess, use, transmit, sell, or conceal a drug of abuse instrument, such as hypodermic needle, syringe, roach clip, bong, or cigarette paper.

Counterfeit substances: A substance represented as a narcotic, such as caffeine tablets being sold as speed.

**21. Failure to Report to Assigned Area**

Any student that does not report to an assigned area that a teacher has directed them to go or given permission to go, will be subject to discipline.

**22. Failure to Serve Assigned Discipline**

Discipline is to be served on the date(s) assigned. Failure to do so will result in increased disciplinary action as prescribed by the high school's disciplinary progression. The discipline that was assigned will also need to be made up by the student.

**23. False Alarm/Inducing Panic**

Students may not induce panic or create a false alarm (pulling of fire alarm, scream fire, pull threat extinguisher, etc.) without appropriate and reasonable cause to do so.

**24. False Accusation**

Intentionally falsifying information or fabricating/enhancing a story regarding a student, staff member, or school situation. False reports will be addressed based on the nature, severity, and intent of the false report/allegation.



**25. Food/Drink Violation**

Students are only permitted to eat lunch in the cafeteria. No food or open drink containers will be permitted in the classrooms or the hallways. Exceptions may be given for special occasions/circumstances by the building principal.

**26. Forgery/Falsification of Information**

A student shall not in writing use the name of another person as his/her own and shall not knowingly falsify times, dates, addresses, grades, or other data orally or on forms or correspondence directed to or received from the school.

Examples: Including, but not limited to, absence notes, early dismissal requests, passes, report cards, tests, exams, quizzes, etc., and representing oneself as parent/guardian or participating in someone else's so doing.

**27. Hall Pass Violation**

No student should be out of the classroom without permission and possession of a hall pass. A student must report directly to their approved destination and promptly return without loitering.

**28. Harassment/Hate Speech**

The board of education strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. Hate speech, including abusive, threatening, or prejudiced language based on: race, color, religion, ethnic group, gender, sexual orientation has no place in our learning environment.

The board prohibits all forms of unlawful harassment of student by all district students and staff members, contracted individuals and vendors, and volunteers in the schools.

The board encourages students who have been harassed to report promptly such incidents to the designated employees.

The board directs that complaints of harassment shall be investigated promptly and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained consistent with the legal and investigative obligations of the district. No reprisals or retaliation shall occur as a result of good faith charges of harassment.

The term harassment includes but is not limited to unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability.

Ethnic harassment includes the use of any derogatory word, phrase or action characterizing a given racial or ethnic group that creates an offensive educational environment.

Sexual harassment shall consist of unwelcome sexual advances, requests for inappropriate sexual acts, and other inappropriate verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Behaviors that exhibit sexual harassment characteristics will be referred to the Title IX harassment coordinator.

**29. Horseplay**

Horseplay includes any actions by a student that unintentionally endangers another student or students, and/or any form of rough play between two or more students. Examples include pushing a friend into lockers, tripping, running in the halls, etc....

**30. Inappropriate/Obscene Language, Comment, Gesture, Material (Includes Profanity)**

A student shall not use profane, vulgar, abusive, or suggestive oral or written language or symbolic gesture toward any school employee, authorized school visitor, or other student while on school grounds, at school functions on or off school grounds, on a school bus, or at any other time the student is subject to the authority of the school.

**31. Insubordination (Uncooperative behavior)**

Refusing to follow a reasonable request to a specific direction/ instruction of an adult through disobedience, defiance, unruliness, or noncompliance which includes, but is not limited to, walking away when an adult is talking, talking back to an adult, refusal to work in class, refusal to report to the office.

**32. Intimidation/Bullying/Humiliation**

Students shall not threaten, act, or participate in any act or acts or attempt to act or participate in any act or acts that injure, degrade, coerce, disgrace, humiliate or are intended to injure, degrade, coerce, or disgrace, or humiliate any other student or staff member (i.e. mocking, name calling, purposeful exclusionary behavior, “pantsing/depantsing”, sexting, etc.).

No student may take any of the following actions toward another student or staff member or any person associated with the school district while under the authority of the school district.

It is a violation of law and school rules for any student to harass or intimidate another student or staff member. If a student is the recipient or victim of any sexual behaviors or comments or of derogatory statements or actions concerning gender, religion, race, ethnic group, or disability--regardless of the source of said behaviors--the student should report such behavior to the principal. All reports shall be kept as confidential as possible and will be promptly investigated.

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation, or bullying, in accordance with Ohio law (ORC 3313.666), means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors, or the effects of such behaviors, are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated or bullied in any way should report it immediately to the building principal.

**33. Leaving Class Without Permission**

Students are expected to remain in class for the duration of the class period. Unless given WRITTEN permission to leave class from a teacher or school administrator, the students should not attempt to leave the classroom.

**34. Misconduct During an Extracurricular Activity**

A student who has been accepted or qualified for membership in a school-sponsored or -related extracurricular activity shall not behave in any way which disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity. This includes participation in the transportation to and from said activity.

Examples: Failure to comply with transportation regulations, failure to follow the direction of school officials supervising activity, violation of any previous conduct code section during extracurricular activity, failure to comply with the terms of contracts covering activity behavior.

**35. Physical Scuffling**

Escalated horseplay that may harm or is intended to harm another student. Depending on the severity of the incident, charges may be filed with the appropriate law enforcement agencies.

**Physical Striking**

Striking is when one student strikes another and the victim does not strike back. Striking a student is defined by hitting, slapping, pushing, slamming, attacking, and/or making physical contact on behalf of one student.

**Physical Exchange (Fighting)**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor, or another student while on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school.

A student who engages in an unprovoked physical attack or assault upon a school employee or another student off school property or at a non-school-sponsored or non-school-related activity, function, or event may, in accordance with the procedure set forth below, be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to substantially disrupt or interfere with the educational process or substantially endanger the health or safety of the student or others. Said student may, in accordance with the procedure set forth below, be subject to expulsion from school for repeated violations of this code or in cases of unprovoked attack.

Examples: fighting, physically attacking by pushing, tripping, etc., unprovoked attack

**36. Repeated Minor Violations of Student Handbook**

A student shall not repeatedly fail to comply with the Attendance Policy and the Student Conduct Code. Multiple infractions of the student handbook will result in more serious consequences, (DRA, OSS, and/or recommendation for expulsion).

Tier 1: 5<sup>th</sup> infraction in one academic year

Tier 2: 10<sup>th</sup> infraction in one academic year

Tier 3: 15<sup>th</sup> infraction in one academic year

Tier 4: 20<sup>th</sup> infraction in one academic year

**37. Rude/Discourteous Behavior**

Students are expected to demonstrate respectful behavior towards all students and staff.

**38. School Safety**

Students are expected to follow all procedures which promote school safety and security. This includes, but is not limited to school protocols currently in place and those which may be established throughout the year in order to keep students and staff healthy and safe (hand washing, physical/social distancing, face covering requirements, etc.).

**39. Sleeping in Class**

Sleeping during the day in any educational environment is strictly prohibited.

**40. Tardy to Class**

A student is tardy to class when he/she arrives to class, without a pass, after the bell rings. All tardy to class violations are cumulative from the first day of school.

**41. Tardy to School**

A student is tardy to school when he/she arrives to school after the late bell. Students should report to the offices for a pass. Tardy to school violations are cumulative per quarter. See the Attendance Policy for information regarding tardy to school consequences.

**42. Terroristic Threats**

The definitions of the following terms will apply throughout this document:

“Terroristic threats” are threats to commit any crime of violence to another, to cause evacuation of a building, place of assembly, or facility, to cause serious public inconvenience, or in reckless disregard to the risk of causing terror or inconvenience. “Terroristic acts” are offenses against property or involve danger to another person. Any student who communicates a terroristic threat or commits a terroristic act directed at any student, teacher, administrator, any other employee of the district, board member, community member while on school grounds or at a school-sponsored event, or toward a school building will receive disciplinary action. (i.e. Bomb Threat).

**43. Theft**

A student shall not steal or attempt to steal property, public or private--regardless of value--on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school.

Examples: taking another student’s personal possessions being kept at school, being in another student’s locker, school property such as athletic equipment, audio-visual equipment, science equipment, etc....

**44. Threatening Behavior**

A student shall not threaten another student or faculty/staff member either verbally or in written form while on school grounds, at school functions on or off school grounds, on a school bus, or at any other time the student is subject to the authority of the school.

**45. Tobacco Violation**

The use or possession of tobacco in any form by students on or near school property including school buses and school sponsored events, regardless of location is prohibited.

The possession of tobacco or smoke residue and odor will be considered sufficient evidence of its use. Possession of any tobacco or smoking paraphernalia including, but not limited to; matches, lighters, and papers will be in violation of the smoking policy. Smokeless tobacco will be treated in the same manner as a smoking violation. Any student acting as a look-out shall be considered to have violated the smoking policy. First and second offense violations require the successful completion of our Substance Education Program to return to the classroom after DRA Assignments.

Vape devices containing nicotine will be treated as tobacco. Devices containing THC or other controlled substances will be treated as a drug violation (#20).

Examples: -Cigarettes, cigars, pipe tobacco, chewing tobacco, rubbing snuff, any tobacco substitutes including but not limited to vapor/ electronic cigarettes, in school building, on school property, on school buses or at school activities.

**46. Trespassing**

A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during school hours except with the express permission of the school principal of that building; likewise a student already under suspension shall not enter upon the grounds or premises of the student’s regularly assigned school building without the express permission of the principal.

Examples: School property (including playground, parking lot, school building) at South Side Middle and Joshua Dixon Elementary Schools is off limits to high school students during the school day unless permission is granted by the principal of the specific building; high school students on an early dismissal are not to be in the high school building or on high school property from the time their early dismissal begins until the end of the regular school day.

- 47. Truancy**  
Please see the Attendance Policy regarding possible consequences for truancy.
- 48. Vandalism**  
A student shall not intentionally cause or attempt to cause damage to school property or private property while on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school. Examples: Damage to or destruction of: athletic facilities, heating & ventilation fixtures, buildings, instructional materials, Lighting fixture, electrical fixtures, plumbing facilities, fences, trees, landscaping, chairs, doors, lockers, tables, windows.
- 49. Vending**  
Students shall not buy, sell, trade, barter, gift, or exchange merchandise on school grounds without the explicit permission of the building principal.
- 50. Weapons Violation**  
A student shall not use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument while on school-owned premises, at school-related functions off school grounds, on a school bus, or at any other time the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or damage. Students shall not possess, handle, transmit, sell, conceal, or bring upon school grounds any fireworks, explosives, smoke-bombs, or munitions, nor shall students ignite, explode, or detonate fireworks, explosives, smoke-bombs, or munitions. Look-alikes, when represented as the real thing, are also covered by this paragraph. Examples: Brass knuckles, chemicals & gases including mace, guns, ice picks, knives, switch blades, use or possession of stink bombs or smoke bombs, chains, use or possession of fireworks, clubs.
- 51. Failure to Complete Summer School Community Service**  
Summer School Community Service may be assigned in order to take corrective measures prior to the start of the next academic year. A student who fails to comply with summer school community service requirements during the course of the summer will be assigned corrective measures utilizing the hours conversion outlined in the discipline chart below.

## DISCIPLINE CHART

<b>RULE</b>	<b>#</b>	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
After School Activities	1	See related offenses. Possible loss of extra-curricular activities.	See related offenses. Possible loss of extra-curricular activities.	See related offenses. Possible loss of extra-curricular activities.	See related offenses. Possible loss of extra-curricular activities.
Arson/False Fire Alarm	2	10 Day OSS – Referral to Police	10 Day OSS w/possible referral to police and rec. for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion
Assault	3	10 Day OSS w/possible referral to police and rec. for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion
Assembly Misconduct	4	See Related Offenses. Possible loss of assembly privileges	See Related Offenses. Possible loss of assembly privileges	See Related Offenses. Possible loss of assembly privileges	See Related Offenses. Possible loss of assembly privileges
Book Bags/Backpacks/ Purses	5	Warning	Detention	Saturday	DRA
Bus Misconduct	6	See Related Offenses. Possible loss of bus privileges	See Related Offenses. Possible loss of bus privileges	See Related Offenses. Possible loss of bus privileges	See Related Offenses. Possible loss of bus privileges
Cafeteria Misconduct	7	See Related Offenses/ Administrative Discretion	See Related Offenses/ Administrative Discretion	See Related Offenses/ Administrative Discretion	See Related Offenses/ Administrative Discretion
Cell Phone/Electronic Device	8	Detention and Confiscation	Saturday School and Confiscation	3 Days DRA and Confiscation	3 Days OSS
Cheating/Plagiarism	9	Zero on assignment/test Notification to NHS Advisor	Grade “F” for grading period Notification to NHS Advisor	Removal from class – No Credit Notification to NHS Advisor	
Computer/Network Violation	10	Administrative Discretion. See Acceptable Use Policy	Administrative Discretion. See Acceptable Use Policy	Administrative Discretion. See Acceptable Use Policy	Administrative Discretion. See Acceptable Use Policy
Cutting/Skipping Class	11	Saturday and Zero for the day. Loss of participation in extracurricular activities	3 Days DRA and Zero for the day. Loss of participation in extracurricular activities	5 Day DRA and Zero for the day. Loss of participation in extracurricular activities	3 Days OSS

Cutting/Skipping School/ Leaving Building w/o Permission	12	3 Days DRA	5 Days DRA	5 Days OSS	10 Days OSS
Dance Misconduct/ Rules Violation	13	See Related Offenses/ Admin Discretion	See Related Offenses/ Admin Discretion	See Related Offenses/ Admin Discretion	See Related Offenses/ Admin Discretion
Detention, Saturday School, DRA Violation	14	Detention: Saturday School and Make Up Detention	Saturday School: DRA – 3 Days and Make Up Saturday	DRA: OSS – 3 Days and Make Up DRA	Multiple Offenses: Administrative Discretion
Display of Affection	15	Detention	Saturday School	3 Days DRA	Administrative Discretion
Disrespect toward staff	16	Saturday School	3 Days DRA	3 Days OSS	10 Days OSS w/possible rec. for expulsion
Disruption of Educational Process	17	Two Detentions and Removal	Saturday School and Removal	5 Days DRA	5 Days OSS
Dress Code Violation	18	Warning and Immediate Correction of Violation	Detention School and Immediate Correction of Violation	Saturday and Immediate Correction of Violation	3 days DRA and Parent/Guardian Pick-up
Driving/Parking Lot Violation	19	Administrative Discretion (including temporary loss of driving privileges)	Administrative Discretion (temporary loss of driving privileges)	Administrative Discretion (including temporary loss of driving privileges)	Administrative Discretion (including permanent loss of driving privileges)
Drug/Alcohol Violation	20	10 Day OSS w/possible referral to police and rec. for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion	10 Days OSS with Recommendation for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion
Failure to Report to Assigned Area	21	Detention	Saturday Detention	3 Days DRA	5 Days DRA
Failure to Serve Detention	22: A	Reschedule	Reschedule plus one additional detention	Saturday Detention	3 Days DRA
Failure to Serve Saturday School	2: B	Reschedule	Reschedule plus one additional Saturday School	3 Days DRA Loss of Extracurricular activities for up to five days	Administrative Discretion
False Alarm/Inducing Panic	23	5 Days OSS w/ possible referral to police	10 Day OSS w/possible referral to police and rec. for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion	10 Day OSS w/possible referral to police and rec. for expulsion
False Accusation	24	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion

Food/Drink Violation	25	Detention and Confiscation	Saturday Detention and Confiscation	3 Days DRA	3 Days OSS
Forgery/Falsification of Information	26	2 Saturday Schools w/parent meeting	5 Days DRA w/parent meeting	5 Days OSS	10 Days OSS
Hall Pass Violation	27	Detention	2 Detentions	Saturday School	1 Day DRA
Harassment/Hate Speech (Sexual, Religious/Disability, Height, Weight)	28	1-10 Days OSS and meeting w/parent. Possible referral to police.	1-10 Days OSS and meeting w/parent. Possible referral to police.	1-10 Days OSS and meeting w/parent. Possible referral to police.	1-10 Days OSS and meeting w/parent. Possible referral to police.
Horseplay	29	Detention	Saturday Detention	3 Days DRA	5 Days DRA
Inappropriate/Offensive language, comment, gesture, material (includes profanity)	30	Administrative Discretion	Administrative Discretion	3-5 Days DRA	3-5 Days OSS
Insubordination (minor)	31 a	Detention	2 Detentions	Saturday School	3 Days DRA
Insubordination (major)	31 b	Saturday School	3 days DRA	3-5 Days OSS	10 Days OSS w/rec. for expulsion
Intimidation/Bullying/Humiliation	32	5 Days OSS w/parent meeting	10 Days OSS w/parent meeting	10 Days OSS w/ rec. for expulsion	10 Days OSS w/rec for expulsion and/or referral to police
Leaving Class Without Permission	33	2 Detentions	Saturday Detention	3 Days DRA	3 Days OSS
Misconduct During Extracurricular Activity	34	See Related Offense. Possible loss of extracurricular privileges	See Related Offense. Possible loss of extracurricular privileges	See Related Offense. Possible loss of extracurricular privileges	See Related Offense. Possible loss of extracurricular privileges
Physical Scuffling	35: A	3 Days DRA	5 Days DRA	3 Days OSS	5 Days OSS
Physical Striking	35: B	5 Days OSS w/ possible referral to Police	10 Days OSS w/possible referral to Police	10 Days OSS w/rec for expulsion and/or referral to police	10 Days OSS w/rec for expulsion and/or referral to police
Physical Exchange (fighting)	35: C	5 Days OSS w/ possible referral to Police	10 Days OSS w/ possible referral to Police	10 Days OSS w/rec for expulsion and/or referral to police	10 Days OSS w/rec for expulsion and/or referral to police
Repeated Violations of Student Handbook	36	3 Days DRA	5 Days DRA	3-5 Days OSS	10 Days OSS w/rec. for expulsion



Rude/Discourteous	37	Saturday School	3 Days DRA	3 Days OSS	10 Days OSS w/possible referral to police and rec. for expulsion.
School Safety	38	Saturday School (Immediate Correction of Violation)	3 Days DRA (Immediate Correction of Violation)	Administrative Discretion	10 Days OSS w/ possible referral to police and rec. for expulsion
Sleeping in Class	39	Warning- call home	Detention- call home	Saturday	3 Days DRA
Tardy to Class	40	Verbal Warning	Detention	2 Detentions	Saturday School
Tardy to School	41	Discipline	Outlined	In Attendance	Section
Terroristic Threat	42	10 Day OSS w/rec for expulsion and/or referral to police	10 Days OSS w/rec for expulsion and/or referral to police	10 Days OSS w/rec for expulsion and/or referral to police	10 Days OSS w/rec for expulsion and/or referral to police
Theft	43	3 Day OSS w/restitution or return of property/referral to police	5 Day OSS w/ possible referral to police	10 Day OSS w/possible referral to police	10 Days OSS w/possible referral to police and rec. for expulsion
Threatening Behavior	44	Administrative Discretion	Administrative Discretion	Administrative Discretion	10 Days OSS w/ possible referral to police and rec. for expulsion
Tobacco/ Imitation/ Electronic/Vapor/ Violation	45	3 Days DRA w/ Substance Education Program	5 Days DRA w/ Substance Education Program	5 Days OSS w/referral to police	10 Days OSS w/rec for expulsion and/or referral to police
Trespassing	46	5 Days DRA	5 Days OSS w/referral to police	10 Days OSS w/rec for expulsion	10 Days OSS w/rec for expulsion and/or referral to police
Truancy	47	Discipline Outline	In Attendance	Section	Administrative Discretion
Vandalism	48	5 Days DRA w/ Restitution/ referral to police	5 Days OSS w/ restitution/ referral to police	10 Days OSS w/ restitution/ referral to police	Administrative Discretion
Vending	49	2 Detentions	Saturday School	5 Days DRA	5 Days OSS
Weapon Violation	50	10 Day OSS w/ possible police referral and rec for expulsion	10DayOSSw/possible police referral and rec for expulsion	10Day OSS w/ possible police referral and rec for expulsion	10 Day OSS w/ possible police referral and rec for expulsion

Failure to Complete Summer School Community Service	51	1 Hour = 1 Detention	2 Hours = 1 Saturday School	3 hours = 1Day DRA	5 Hours = 1 Day OSS
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Note: The discipline chart is used by administration as a guideline. Student discipline in each situation will be determined after careful consideration of the student's previous behavior, intent, severity of action(s), and possible consequences of the student's behavior. A more or less severe disciplinary action may be chosen by the principal or assistant principal at their discretion. Tier 1 thru Tier 4 may be determined by the number of violations/offenses throughout the academic year and/or the level of severity as determined by the principal or assistant principal. Multiple infractions of the student handbook, regardless of the infraction category may result in more serious consequences, including, but not limited to DRA, OSS, recommendation for expulsion, etc.

### **CORRECTIVE ACTION - CONDUCT CODE**

Students at Columbiana Schools are expected to behave and obey school rules, regulations, and procedures, and to practice good citizenship at all times. The administration and teachers do not punish students when they show improper conduct. They only take corrective action hoping that it will foster appropriate behavior.

### **SCOPE OF JURISDICTION**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

### **IN ADDITION, THIS CODE OF CONDUCT INCLUDES:**

- 1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and**
- 2. 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.**

### **CRITERIA FOR CORRECTIVE ACTION**

The exercise of self-control, self-discipline, and self-direction are essential to positive school behavior and future success. To this end, each pupil must be responsible for his/her own behavior and must respect the rights of others.

The following criteria will be considered when determining the appropriate corrective action for infractions of the student conduct code.

1. Circumstances surrounding the incident or violation
2. Minor or major infractions of school rules
3. Frequency of infractions
4. Cooperation and attitude of students

Note: Infractions have four (4) repetitions listed where applicable. Actions of similar nature occurring more than four times shall constitute chronic delinquency on the part of the student and the procedure shall be as follows:

1. Each case shall be judged on its own individuality and severity.
2. The student should expect the worst in corrective measures. (Examples: suspension, expulsion, court referral, etc.)

Note: The code of conduct is a set of guidelines for students as well as school personnel. The Administration reserves the right to any and all forms of school actions for any student who behaves in a non-responsible manner not conducive to the educational process.

## **PROBABLE CORRECTIVE ACTIONS:**

### **I. LOSS OF PRIVILEGES**

- a. Driving and parking (temporary or permanent)
- b. Media center
- c. Computer/Network use
- d. Extracurricular activities

### **II. DETENTION**

- a. Assigned and scheduled by assistant principal, or principal (24 hour notice)
- b. Infractions of student conduct code
- c. 45 minutes
- d. Must serve regardless of athletic, employment, or other activity.

### **III. SATURDAY DETENTION**

- a. Assigned and scheduled by principal or assistant principal
- b. Students attend from 8:00 a.m. – 12 Noon.
- c. Students are required to complete assigned work
- d. Must serve regardless of athletic, employment, or other activity.

#### **Saturday School Rules:**

1. Students assigned to Saturday School must report on the Saturday assigned from 8:00 a.m. until 12 noon. Failure to report may result in suspension and/or referral to Juvenile Court.
2. Students will not be excused from Saturday School except for pre-scheduled doctor appointments. Documentation will be required.
3. Students will bring school assignments.
4. Students who do not follow the rules will be sent home and referred to the principal or assistant principal for further disciplinary action.

### **IV. DISCIPLINE RE-ASSIGNMENT**

1. Assigned by the principal or assistant principal
2. Students report to the high school office immediately upon entering the school building
3. No electronic devices will be permitted to be used without the permission from the DRA supervisor.
4. Students are to complete school work while in Discipline Re-Assignment
5. Any behavior which violates the rules of DRA will result in the student being out-of-school suspended. The student will make-up the missed day(s) of DRA.

### **V. EMERGENCY REMOVAL**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place within a classroom or elsewhere on school property:

- a. The superintendent, principal, or assistant principal may, without notice or hearing, remove a student.
- b. A teacher may, without notice or hearing, remove a student from curricular or extracurricular activities under the teacher's supervision; as soon as practical after making such a removal, the teacher shall submit in writing to the principal or assistant principal the reasons for such a removal. Any student so removed shall be given written notice and provided with a hearing as defined in the sections on Suspension and Expulsion within seventy-two hours after the initial removal.

## **VI. SUSPENSION (OUT OF SCHOOL-OSS)**

The superintendent, principal, or assistant principal may suspend a student from class, school, or extracurricular activity for not more than ten (10) school days. Before a student may be suspended, the student must be:

- a. Given written notice of the intention to suspend and the reasons for the intended suspension;
- b. Provided with an informal hearing; at this hearing the student may challenge the reasons for the intended suspension or otherwise explain his/her actions.

Following a student's suspension, the school must, within twenty-four (24) hours:

- a. Notify the student and his/her parent, in writing, of the suspension, the reasons for the suspension, and the right of the student or the parent to appeal;
- b. Notify superintendent & treasurer of Board of Education of the suspension.

When a student is suspended, he/she is not permitted on school grounds or any school's function whether it is at the student's home school or another school. There is no participation or attendance at any events until the suspension is completed. Students will be provided an opportunity to make up work during an out of school suspension in accordance with ORC 3313.66 and board policy 5610.

A student who is suspended shall be permitted to complete any classroom assignments missed because of the suspension, and receive at least partial credit for a completed assignment. Grade reductions on account of the student's suspension are permitted; however, no student may receive a failing grade on a completed assignment solely on account of his/her suspension.

The grade for a completed classroom assignment missed because of a suspension will be reduced by ten percent (10%).

## **VII. EXPULSION\***

The superintendent may expel a student from class, school, or extracurricular activity. Each expulsion may last up to eighty days in length and may extend across semesters or school years. Before a student may be expelled, the student and parent must be:

- a. Given written notice of the intention to expel and the reasons for the intended expulsion; this notice shall include information on the right to have a hearing, the time and place of the hearing, and the right to have a representative at the hearing.
- b. Provided the opportunity for a hearing in order to challenge the reasons for the intended expulsion or otherwise explain the student's actions; a representative of the student may be present at the hearing. The time to appear shall not be earlier than three or later than five days after the notice is given unless the superintendent grants an extension of time at the request of the pupil, his parent, or representative. If an extension is granted, after giving the original notice, the superintendent shall notify the pupil and his parent or representative of the new time and place to appear.

Following a student's expulsion from school, the superintendent must, within twenty-four (24) hours:

- a. Notify the student and parent, in writing, of the expulsion, the reasons for the expulsion, and the right of the student or the parent to appeal;
- b. Notify the treasurer of the Board of Education of the expulsion.

## **Appeals to the Board of Education**

Be aware that this is in compliance with Ohio State Public School Law and that you have the right to appeal the action of the suspension to the Board or its designee, to be represented in all appeal proceedings, to be granted a hearing before the Board or its designee in order to be heard against the suspension, and to request that the hearing be held in executive session. All appeals heard before the Board of Education in executive session will result in action taken in public session. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend.

You are also notified that the Superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in (R.C. 3313.662(A) that was committed when the student was sixteen (16) years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.

If an appeal is taken before the Board of Education or its designee, such appeal may, upon the request of the student, his/her parent or attorney, be heard in executive session. The Board or its designee, however, shall act upon a suspension or expulsion only at a public meeting.

The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the suspension or expulsion or may reinstate the affected student or may otherwise reverse, vacate, or modify the order of suspension or expulsion. A verbatim record shall be kept of all appeal hearings. Decisions of the Board or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

### **Board Designee**

In case of an appeal of suspension from school, class, or extracurricular activity by a principal, the Board's designee to hear and act on such appeal shall be the superintendent of schools.

## **ACADEMIC INFORMATION**

Please refer to the current Program of Studies at <http://columbianaoh.apptegy.us/o/columbiana-high-school/browse/32350>.

# **ATHLETIC GUIDELINES**

## **GUIDELINES FOR ALL ATHLETIC-RELATED PROGRAMS - PARTICIPANT CODE OF CONDUCT**

These guidelines are developed by the Athletic Board with the approval of the Columbiana Schools Board of Education.

The Board of Education Policy 5600, Student Discipline, and Policy 2431, Interscholastic Athletics, shall be the basis for discipline and operations for all athletic and athletic-related activities, including varsity, junior varsity, freshman and grades 7 and 8 athletics, cheerleaders, marching band and related groups and pep band.

The coaches, advisors, principals, and administration believe that the philosophy and purpose of interscholastic athletics and athletic-related programs is to build character and discipline through participation. Due to the special program and training of athletes and participation in athletic-related programs, a set of training rules and disciplinary guidelines related to the specific program are set forth below.

**NOTE: IT IS A PRIVILEGE, NOT A RIGHT, TO PARTICIPATE IN THE COLUMBIANA EXEMPTED VILLAGE SCHOOL DISTRICT ATHLETIC AND ATHLETIC-RELATED PROGRAMS.**

The disciplinary guidelines listed below apply to all participants in athletic or athletic-related programs in the season of their activity.

### **ATHLETIC DEPARTMENT MISSION STATEMENT**

The mission of the Columbiana Exempted Village Schools Athletic Program is to offer competitive interscholastic athletic opportunities to middle school and high school students. The athletic program plays an integral part of the complete educational experience. Participation in interscholastic athletics provides student athletes with the opportunity to learn life skills, lessons and values that will assist them in both educational and future endeavors. Through participation in athletics, students will experience athletic, academic, social, physical, emotional and moral growth.

### **ATHLETIC DEPARTMENT PHILOSOPHY**

The athletic department will satisfy and enhance student interest in competitive athletics through an interscholastic program. All students will be encouraged to participate. Interscholastic athletics give student-athletes a competitive spirit. Student-athletes will learn leadership skills, sportsmanship, discipline, teamwork, work ethic, time management, responsibility and character. These skills will filter into the classroom and produce quality academic performances. Athletic participation will broaden the knowledge and appreciation of interscholastic athletics and will meet the health, physical and recreational needs of all the participants.

The athletic department will provide the necessary equipment, uniforms, facilities and supervision to ensure a quality program. Coaches will be qualified and will fulfill all district and state requirements. These requirements include acquiring a Pupil Activity Permit, BCII/FBI background check, drug test, CPR certification, completing the NFHS Fundamentals of Coaching course, a concussion awareness course, and sudden cardiac arrest certification. They will act as positive role models for student-athletes and the entire community. Athletic participation and attendance at interscholastic athletic contests is a privilege. Administrators, faculty, coaches, parents, athletes, students and community members should display good sportsmanship at all times.

The ultimate goal of the Columbiana Athletic Program is to provide student-athletes with the opportunity to participate and compete in interscholastic athletics at a high level each year. Sub-varsity teams will groom student-athletes for the next level of competition. Each varsity sport is expected to perform at the highest possible level throughout the season and during tournaments. Coaches are expected to field the best personnel to represent the school and the community.

### **STATE AND LOCAL AFFILIATION**

Columbiana is a member of the Ohio High School Athletic Association (OHSAA) and the Eastern Ohio Athletic Conference (EOAC). The Athletic Department will abide by the rules and regulations of these two organizations. The single requirement for membership in the EOAC is that the school sponsors the four "major" sports: football, volleyball, and boys/girls, basketball. If at least five league members offer the same sport, then that sport shall be considered a league sport.

Athletics and activities are as much a part of the total growth and maturation process as the classroom itself. You are encouraged to participate and take advantage of the opportunities available as a CLIPPER student. If problems prevent you from participation, become an active supporter and spectator. Students who take an active interest, with SPORTSMANSHIP in mind, generate excitement and enthusiasm leading to overall school excellence.

### HIGH SCHOOL ATHLETIC PROGRAMS

Fall Sports: Cheerleading, Cross Country, Football, Golf, Soccer, Volleyball

Winter Sports: Basketball, Cheerleading, Swimming, Wrestling

Spring Sports: Baseball, Softball, Track

### MIDDLE SCHOOL ATHLETIC PROGRAMS

Fall Sports: Cheerleading, Cross Country, Football, Volleyball

Winter Sports: Basketball, Cheerleading, Wrestling

Spring Sport: Track

### CHAIN OF COMMAND

1. Assistant Coach
2. Head Coach
3. Athletic Director
4. Principal
5. Superintendent
6. Board of Education

### REQUIRED PAPERWORK FOR PARTICIPATION

- Physical Examination Form
- Emergency Medical Form
- Insurance Form
  - If student accident insurance is available from a private insurance company, the school will make a reasonable effort to provide parents with an opportunity to purchase such insurance for their student. This opportunity will be limited to the enrollment period provided by the company and usually such insurance must be purchased before or during the opening weeks of the school year. The total premium cost for such insurance must be paid by the parent.
- Concussion Form
- Sudden Cardiac Arrest Form
- OHSAA Meeting and Handbook Form

**Before a student can try out or participate in any sport, band or cheerleading, he/she must submit all paperwork to the Athletic Department or Head Coach. Forms must be completed and signed by all required individuals (physicians, parents and students).**

### ELIGIBILITY

All pupils shall become ineligible on and after their 20<sup>th</sup> birthday with no exceptions. After a pupil completes the eighth-grade classification, he/she may be eligible not to exceed eight semesters taken in order of attendance, whether participating or not. If more than two semesters have been spent in the ninth grade or any subsequent grade, the extra semester or semesters must be counted against him/her in the senior high school.

Students may participate in the program of interscholastic athletics who have:

- A) Maintained a satisfactory academic record
- B) Attended school regularly
- C) Demonstrated good citizenship and responsibility
- D) Returned all school and athletic equipment. An athlete may not begin the next season until all uniforms/equipment/obligations have been met from the previous season.
- E) Refrained from participation in a contest on a non-interscholastic team, or as an individual in the same sport during the school's season

In order to be eligible, a student in Grade 9, 10, 11, or 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that 9-week period in subjects that earn a minimum of 5.0 credits per year toward graduation.

A student enrolling in 7th grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in 5 of those classes.

The ineligibility of a student continues until the start of the 5<sup>th</sup> school day of the next grading period at which time the immediately preceding grading period grades become effective.

A student coming off “ineligible status” may become eligible at the grade reporting date established by the Board of Education or similar governing body for the school district.

In addition to the eligibility requirements established by the Ohio High School Athletic Association, to be eligible for any interscholastic extracurricular activity, a student:

- a) Must have maintained at least a 2.00 grade-point average in the grading period immediately preceding their participation.
- b) Failing grades in coursework shall not prevent a student from participation providing all other eligibility criteria have been met.

Academically ineligible students will be given the opportunity to become eligible three (3) weeks into the next grading period providing their G.P.A. has met the 2.0 standard set by the Board of Education. It is understood that these students have maintained the OHSAA eligibility.

Students who “Withdraw Failing” from a class will be penalized only in the grading period of the withdrawal. It is understood that these students have maintained their OHSAA eligibility.

Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.

Tutoring or examinations to complete the preceding grading period requirements are permissible provided that privilege is accorded to every student, and the inability to complete required work on time is due to serious illness or accident verified by a physician.

Each participant must maintain passing grades according to the OHSAA and the Columbiana Board of Education Policies.

### **ATTENDANCE**

Missing a practice or event without an excuse in advance from the head coach or advisor may result in exclusion from the team, squad, or band.

In order to participate in an event or practice session, the student must be in school for at least 5 full periods. Any absence after 5 periods of attendance may only be for medical appointments, court-required appearance, school-sponsored activities, or with the principal’s approval.

If an athlete is not in school on Friday, he/she is not permitted to compete on the weekend.

### **DENIAL OF ATHLETICS PRIVILEGES**

It is the belief of the Columbiana High School Athletic Department that the purpose of interscholastic athletics is to build character and instill self-discipline through participation. Special programs and training of student athletes makes necessary a “Code of Conduct” be adopted to protect the athletic program and its participants. Student athletes are reminded that high school athletics is a privilege and not a right.

Students involved in interscholastic sports shall be subject to an athletic code as defined by the Ohio High School Athletic Association and the Columbiana Board of Education policies. School policy dictates the position regarding tobacco and controlled substances in the student “Code of Conduct”. Because it ties to academics, a basic right afforded every student, areas involving volunteer participation (which include all extracurricular activities) are considered privileges and have their own set of guidelines. Athletics is one such area. The ATHLETIC CODE OF CONDUCT states:



CONTROLLED SUBSTANCE – DRUG TESTING

The Columbiana Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole community. The Board of Education takes its responsibilities regarding this problem seriously and is determined to act in a proactive manner regarding the use of drugs and/or alcohol by students.

PURPOSE OF THE DRUG TESTING POLICY SHALL BE:

1. To provide a healthy and safe environment to all students participating in the athletic and extracurricular program.
2. To discourage all students from using drugs and alcohol.
  - a. Students will assume all responsibility for regulating their personal lives in a way that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide students with the opportunity to become leaders in the student body for a drug free school.
4. To encourage students who use alcohol and illegal drugs to participate in a treatment program. The testing program is academically non-primitive. It is designed to create a safe and healthy environment for students and assist them in getting help when needed.
5. To provide the school with positive guidelines and disciplinary policies for violations of the drug free policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain drug free and alcohol free.
7. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse the use of alcohol and illegal drugs.

Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe, drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, no student shall be suspended or expelled from school as a result of a certified “positive” test conducted by his/her school under this program.

The program does not affect the current policies, practices, or rights of the district regarding student drug and/or alcohol possession or use, where reasonable suspicion by means other than drug testing through this policy.

The Drug and Alcohol Testing Guidelines include a clear statement that disciplinary sanctions, up to and including denial of participation indefinitely, will be imposed on students who violate the school standards of conduct and a description of those sanctions; the sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

No student will be penalized academically for testing positive for banned substances. The result of the drug tests will not be documented in any students’ academic records.

IF A POSITIVE TEST OCCURS

Any participant testing positive for banned substances through the districts drug and alcohol policy shall have the following consequences:

**The 1<sup>st</sup> Violation** – For the first positive result, the student will be given the option of:

- A) The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Building Administrator with documentation that the student completed all recommendations of the counselor. The student will be required to submit to drug testing for (1) year/365 days.

OR

- B) The student shall be denied participation for the next two (2) consecutive interscholastic contests / performances / activities OR two (2) weeks of season in which the student is a participant, whichever is greater in length of time.

### **The 2<sup>nd</sup> Violation**

- A) The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Building Administrator with documentation that the student completes all recommendations of the counselor. The student shall be denied participation for the next two (2) consecutive interscholastic contests / performances / activities OR two (2) weeks of a season in which the student is a participant, whichever is greater in length of time. The student will be required to submit to drug testing for (1) year/365 days.

OR

- B) The student shall be denied participation for the next six (6) consecutive interscholastic contests / performances / activities OR six (6) weeks whichever is greater in length of time in which the student is a participant.

### **The 3<sup>rd</sup> Violation**

- A) The student is denied participation in all athletic / extracurricular events for one calendar year from the date of the notification of the violation.

### **The 4<sup>th</sup> Violations**

- A) The student is permanently denied participation in athletics / extra-curricular events in the Columbiana Exempted Village School District.

While all students participating in athletics will be required to submit to mandatory drug testing prior to the beginning of the season, students participating in extra-curricular activities will be placed in and be part of the random drug testing sessions. During a minimum of three times during the school year, 20% of students making up athletic teams and extracurricular clubs will be identified for random testing.

Violations are accumulative throughout the student's middle school career (grades 7-8). Offenses will reset once a student enters grade 9. Violations are accumulative throughout the student's secondary school career (grades 9-12). All suspensions/punishments must be completed in their entirety. They will roll over from middle school to high school and from year to year.

**Self-Referral** – An athlete or extra-curricular participant may give a once a year self-referral, which may be done only twice in 4 years. Self-Referrals can only happen before a testing is done. Counseling and additional testing are required, and no other punitive action is taken. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Building Administrator with documentation that the student completed all recommendations of the counselor.

Once a student athlete, extracurricular participant or student driver has had a positive test confirmed, any and all additional tests of resulted costs are the responsibility of the student and his/her parent/guardian.

Because the selection and reporting process for the student tests is confidential, the selection, collection, chain-of-custody documentation and reporting of results are known only to the Superintendent, Principal and the Program Administrator.

**CONTROLLED SUBSTANCE – NON-TESTING**

Any participant deemed by school officials outside of the school drug testing program of being in possession, handling, transmitting, concealing or using alcohol, illegal drugs, look-a-like drugs, and/or steroids shall:

- 1) **In-Season**
  - a. First Offense:
    - i. Denial of participation for 20% of that sport season in which the violation occurs.
    - ii. Arrange for a minimum of three (3) “Controlled Substances” counseling sessions through an agency approved by the administration. All sessions shall be documented with the athletic director upon completion of each session.
  - b. Second Offense:
    - i. Denial of participation in all activities for one-year from the time of the offense.
    - ii. Enroll and be actively engaged in a “Controlled Substance Program”, and be placed on “school athletic probation” throughout the duration of the denial.
    - iii. Prior to the expiration of the denial, a reinstatement conference shall be held to review the terms of reinstatement.
  - c. Third Offense:
    - i. A third offense shall result in a total denial or participation for the remainder of their tenure at Columbiana High School.
- 2) **Out-of-Season**
  - a. First Offense:
    - i. Denial of participation for 10% of athletic contests that fall within one-year period from the time of the offense as deemed by the administration.
    - ii. Arrange for a minimum of three (3) “Controlled Substance” counseling sessions through an agency approved by the administration. All sessions shall be documented with the athletic director upon completion of each session.
  - b. Second Offense
    - i. Any future out-of-season offenses will follow the in-season consequences beginning at the first offense level and proceed accordingly regardless of time of occurrence.

**TOBACCO / VAPING**

Any participant determined to be in possession, handling, transmission, concealment or usage of tobacco or tobacco-related products shall be denied participation from the team as follows:

- 1st offense: 3 days
- 2nd offense: 5 days
- 3rd offense: 10 days

Note: Out-of-season will be dealt with by the coach, participant, and family.

ANY ADDITIONAL VIOLATION OF CONTROLLED SUBSTANCES OR TOBACCO WILL HAVE GREATER CONSEQUENCES AS STATED IN THE CONTROLLED SUBSTANCE - NON TESTING POLICY.

## MISCELLANEOUS

Unsportsmanlike conduct or poor behavior that is detrimental to the team, squad, or band on or off the game area, or while being transported, could result in extra practices, temporary withdrawal of the privilege of participation, and/or removal from the team, squad, or band.

Examples include, but are not limited to, the following:

- Inability to cooperate with coaches
- Inability to cooperate with fellow participants
- Inability to cooperate with teachers and classmates
- Not putting any effort into practice
- Persistent tardiness to practice or events
- Walking off, driving off, or leaving without authorization during a practice session or event
- Theft or vandalism of personal or school property or that of another school
- Confrontations with officials

NOTE: If a student is arrested by the police, the severity of the offense will be decided by the principal, with the advice of the head coach, advisor, and athletic director. Disciplinary action may result in removal from the team, squad, or band.

## HAZING AND HARASSMENT

Harassment, intimidation, or bullying behavior by any student/school personnel in this school district is strictly prohibited, and such conduct may result in disciplinary action, including suspension and or expulsion from school.

“Harassment intimidation, or bullying”, in accordance with Ohio law, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

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

Anyone who witnesses or suspects that a student or adult is being harassed, intimidated or bullied in any way should report it immediately to the building principal.

Sexual Harassment:

- A. Verbal: Written or oral sexual innuendo, suggestive comments, jokes of sexual nature, sexual propositions, or threats
- B. Nonverbal: Placing suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.
- C. Physical contact: Threatened, attempted or actual unwanted bodily contact including, patting, pinching, pushing the body, or coerced sexual intercourse.

## TRANSPORTATION

All athletic and athletic-related programs where transportation to another site is necessary shall have said transportation provided by an adult driver. This may occur on a school bus or private vehicle. In all cases, adult drivers must be pre-approved by the principal.

Policy 8660 provides detailed requirements that must be met for students to be transported by private vehicle between the school and the school activity approved by the Board. A copy of the form which will be used will be provided as needed.

The head coach shall determine all drivers and assign students to cars as necessary.

In no cases will a student participant be allowed to drive themselves or transport other students. This regulation shall apply to all field trips.

**Parent driving:** Players may return from a contest with their parents only after personal contact with the head coach and if a Parent Driving Form/Waiver of Responsibility is signed and given to the head coach by the parent.

There shall be no eating on school buses. The reasons for the rule are: 1) any food in the mouth might be aspirated into the trachea in the event of an accident or other unexpected incident, 2) the trash created by students eating on the bus is unnecessary, and 3) it is prohibited by State regulations (3301-83-08, 8). Eating includes chewing gum and candy.

The rule against eating may be waived if advance arrangements are made. Situations that might make this necessary include trips that span a meal period where there are not sufficient or economical facilities to provide a meal to the students. In such a case, the food that the students will consume is to be packed away and not readily available to the students until the mealtime. The bus will be stopped at a roadside rest or other safe and convenient location for the students to eat. The bus will be completely cleaned up of all trash and refuse before the trip is resumed. Adult chaperones are responsible to see that this is done.

The driver is responsible to clean up the bus from tracked-on dirt that is normal. Efforts to keep students out of situations where they would get excessively or unnecessarily dirty would be appreciated by the driver.

### **QUITTING A SPORT**

An athlete who quits a sport after games have begun will be prohibited from participating in any open gyms, practices, weightlifting sessions, etc. for other school sports until the season he/she quit is officially done.

### **MULTIPLE SPORT ATHLETES**

The athlete must declare a primary and secondary sport. The athlete is responsible for maintaining constant communication with both coaches. Each athlete is responsible for giving each head coach a schedule so he/she can know when the athlete will and will not be with his/her sport.

### **SPECTATOR REMOVAL GUIDELINES**

The following guidelines may be enforced when a spectator is removed from an Athletic event. These guidelines apply to home and away contests. The following guidelines will be used:

#### **First Tier:**

1. Meet (face to face or phone conference) with the High School Principal and/or Athletic Director prior to the next athletic event. Principal and/or Athletic Director will contact the spectator the following day of removal.
2. Spectator will be banned from ALL athletic events for one (1) week from the date of removal.
3. A written statement will be provided to the spectator of the ban and filed in the Athletic Director's office.
4. If the removal is the last contest of the season and/or school year the ban will carry over to the next sporting season and/or school year.

#### **Second Tier:**

1. Spectator will be banned from ALL athletic events for the remainder of the sporting season. A minimum of 5 weeks.
2. The High School Principal and/or Athletic Director will notify the spectator by phone and by a written letter of the ban. The letter will be filed in the Athletic Director's office.
3. If the removal occurs prior to the season ending and/or school year the ban will carry over to the next sporting season and/or school year.

#### **Third Tier:**

1. Spectator will be banned from ALL athletic events for one (1) calendar year of the date of removal incident.
2. The High School Principal and/or Athletic Director will notify the spectator by phone and by a written letter of the ban. The letter will be filed in the Athletic Director's office.