

Tiffin City Schools

Tiffin Columbian High School Grades 9-12



Student and Parent Handbook

TCS Vision: **Great Schools! Great Students! Great Future!**

The Board of Education
Tiffin City Schools
244 South Monroe Street
Tiffin, Ohio 44883
APPROVED April, 2026

Columbian High School

2026-27

MISSION STATEMENT OF COLUMBIAN HIGH SCHOOL

“Tiffin City Schools in partnership with students, families, and community, will create a learning environment where all students will be provided the opportunity to achieve at their full learning potential”



Alma Mater

We love you, Columbian High,
And your memories are so dear,
As the years go passing by,
In our hearts you'll still be near.
Our love for you will never die,
But it will live on and on,
May your colors always fly,
Even after we are gone.

School Song

We're loyal to you, Tiffin High
We're gold and blue, Tiffin High
We'll back you to stand
As the best in the land
For we know you have sand, Tiffin High
So smash that blockage, Tiffin High
Go crashing ahead, Tiffin High
Our team is our-fame protector
On, boys for we expect
A victory from you, Tiffin High

Dear Parents, Guardians and Students:

Welcome to Columbian High School! We are proud of our dedicated staff, comprehensive services, diverse student body, and outstanding facilities. High school is an exciting and important time in a student's life, and we encourage every student to be an active, positive member of the Columbian community.

Our staff and administration are committed to providing high-quality educational experiences and supporting students in every way possible. We wish all students and families a successful and rewarding school year.

This handbook serves as a guide to school expectations, procedures, and policies. It is designed to answer common questions and to clearly outline standards for behavior and school operations. Students and families are responsible for reviewing this handbook and adhering to all school rules and guidelines.

Columbian High School Administration

We are....TC!

Regular Bell Schedule

Period	Time	Lunch	Minutes
1	7:30 to 8:17		47
2	8:20 to 9:06		46
3	9:09 to 9:55		46
4	9:58 to 10:44		46
5AB	10:47 to 11:33	C - 11:33 to 12:03	46
5BC	11:17 to 12:03	A - 10:44 to 11:14	46
6	12:06 to 12:52		46
7	12:55 to 1:41		46
8	1:44 to 2:30		46

Two Hour Delay

Period	Time	Lunch	Minutes
1	9:30 to 10:00		30
2	10:03 to 10:33		30
3	10:36 to 11:06		30
4	11:09 to 11:39		30
5AB	11:42 to 12:15	C - Lunch	30
5BC	12:18 to 12:51	A - Lunch	30
6	12:54 to 1:24		30
7	1:27 to 1:57		30
8	2:00 to 2:30		30

Sentinel students should remain at Columbian through their regularly scheduled classes.

The following Common Grading Scale has been adopted by the Tiffin City School District:

95 to 100 = A	87 to 89 = B+	77 to 79 = C+	67 to 69 = D+
90 to 94 = A-	83 to 86 = B	73 to 76 = C	63 to 66 = D
	80 to 82 = B-	70 to 72 = C-	60 to 62 = D-

Table of Contents

Academic Letter	8
Admission for Homeless Students	43
Alcoholic Beverages, Drugs, Narcotics	35
Alma Mater	2
Announcements	8
AP-Advanced Placement Weighted Scale	45
Artificial Intelligence	25
Athletic Code of Conduct	8
Athletic Eligibility	15
Athletic Ticket Prices	16
Attendance Policies	16
Beverages in the Classroom	22
Bulletin Boards	23
Bullying	23
Cell Phones and other electronic devices	23
Change of Address/Telephone	24
Cheating/Plagiarism	24
Class Bell Schedules	3
Code of Conduct	7
College Campus Visits	27
College Code Number	27
College Requirements	27
Counseling for Individual Students	28
Credit Flexibility	28
Damage to Property	36
Dangerous Weapons/Instruments	37
Delay Schedule - 2 Hour/Weather Conditions	3
Detention	28

Diploma with Honors	28
Discipline	32
Discipline - Serious Student Misconduct	34
Disruption of the School	36
Dress Code - Attire and Grooming Guidelines	42
Driving/Parking Regulations	41
Drop - Out Legislation	43
Early Graduation	43
Emergency Information: Medical, Safety and Weather	43
Emergency Removal	34
Excused Absence	16
Expulsion	33
Family Educational Rights and Privacy Act - (FERPA)	63
Fire and Tornado Drills	44
Grade Cards	44
Grade Changes/Semester	44
Grade Point Average - (GPA)	44
Grading System and Course Failure	45
Graduation Announcements - (Seniors)	46
Graduation Requirements	47
Hall Passes	47
Hazing and Bullying	47
Homework	49
Honor Students/Honor Roll	49
Human Growth and Development	50
In-School Assignment (ISA)	32
Interim Grade Reports	50
Lockers	50
Lunch Regulations	50
Make-up Work as a Result of Absence	51
Medication	51
Mission Statement of Columbian High School	2
National Honor Society	52
Ohio Means Jobs Readiness Seal	53
Parent Conferences	53
Parental Involvement	53
PBIS - Positive Behavioral Intervention Supports	54
Pediculosis (Head Lice)	20

Personal Business - Messages, Floral/Food Delivery	56
Presidential Award for Excellence	56
Profane or Obscene Behavior/Language	36
Protection of Pupil Rights	56
Publications	57
Public Display of Affection	57
Public's Right to Know	57
School Song	2
Sentinel	59
Sexual Harassment Policy	60
Social Events/Dances	60
Sportsmanship	60
Student Records	61
Study Hall	64
Surveillance Cameras	64
Suspension	33
Tardiness	19
Technology/Electronic Use	64
Textbooks	66
Theft	37
Title IX	67
Tobacco	11
Truancy	39
Unauthorized Entry	41
Unexcused Absence	17
Vacations	18
Visitors to the Building	67
Withdrawal/Transfer from School	67

THE PHILOSOPHY OF COLUMBIAN HIGH SCHOOL

The purpose of the comprehensive high school shall be to prepare all students, regardless of their abilities, for understanding and assuming responsibility in their chosen vocations. The school shall encourage the students to enrich their appreciation for both American and world cultures. The faculty shall help the students to learn to use their talents and abilities as fully as possible in order that they may be able to think critically, communicate effectively, and adjust to the many challenges in the rapidly changing world.

Through its teaching and activities, the school, in cooperation with other institutions, shall encourage mental and physical development, spiritual values, standards of morality, and traits of citizenship. The faculty shall help all students develop into mature individuals capable of accepting the duties and responsibilities as well as enjoying the rights and liberties of a free society. These goals shall be accomplished by the combined efforts of a motivated student body, a competent faculty, and a cooperative administration in conjunction with the other members of the total community.

TIFFIN CITY SCHOOLS CODE OF CONDUCT PREAMBLE

The Tiffin Board of Education is responsible for providing each student with the most favorable atmosphere for learning. Therefore, the board has approved these expectations for the student attendance and conduct. It is the goal of Tiffin City Schools to teach students that they are responsible for their behavior. The objectives of rules set forth in this document, as well as more specific rules established in the various buildings, are to develop mature and responsible citizens and to provide for maximum academic achievement.

Good discipline is positive; it helps students adjust to various situations and attempts to turn unacceptable conduct into acceptable conduct. It should be understood by students and parents that authority personnel (administrators, teachers, and other staff members) extends to all students at all times and at all places in the school building, on school grounds, at events at other schools or locations as participants or a spectators as well as on the way to and from school-sponsored activities.

It is a fundamental requirement of an orderly school that students and staff members share a mutual respect for each other. All students are entitled to basic civil liberties (freedom of expression, association, assembly, and the right to petition) and the school community is entitled to responsible action in the exercise of these civil liberties. Tiffin City Schools encourage the free expression of ideas among students, and are receptive to legitimate student concerns. Students who write, edit, publish, or distribute handwritten, duplicated, or printed material among their fellow students must assume responsibility for the content of such materials.

Students who work cooperatively in this atmosphere will better develop a sense of responsibility and citizenship.

The Tiffin Board of Education also guarantees certain educational opportunity rights to all students. Any handicapped child will be provided with an appropriate public education. No student will be denied any educational opportunity on the basis of sex, race, or language deficiency. Students or parents who feel that any student has been denied these educational opportunity rights are entitled to regular due process procedures.

ACADEMIC LETTER

Students earning a cumulative GPA of 3.5 or above after the 3rd, 5th, and 7th semesters qualify for the academic letter and will be honored at an award ceremony in the spring.

ANNOUNCEMENTS

Daily announcements will be made at the start of the day and after lunch. Information from the administration, faculty, and student organizations that pertain to schools or school-affiliated activities will be included. The announcement may be emailed by the teacher or advisor of the group. Announcements may also be sent to Sentinel Career and Technology Center, placed in the display case outside the attendance office, sent to Tech Center, and posted on the student's email.

Respectful listening is encouraged.

ATHLETIC CODE OF CONDUCT

The most important goal of the interscholastic athletic program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To ensure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Rules and regulations promote order and safety, and assist participants in reaching their maximum performance potential.

The Board of Education, administrations, athletic department, and community feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. We also believe that, due to their high visibility, athletic participants have a strong influence on members of the student body as well as the community. Their conduct, while representing a team, traveling to or from an event, as well as in the community, is seen as a direct reflection upon the athletic program and the standards of the school.

With this belief, we set the following code of conduct and policy as a minimum standard for the Athletic Department of the school, fitting within the rules and regulations of the Tiffin City Board of Education and the Ohio High School Athletic Association. It must also be remembered that participation in athletic activities is not a right but a privilege that will be regulated.

I. GENERAL REQUIREMENTS OF ATHLETIC PARTICIPATION

- A. All athletes in grades 7-12 are expected to follow the prescribed training rules and regulations. This policy is in effect for **365 DAYS A YEAR** (the complete calendar year) and is in addition to any special rules of the advisor/coach and the rules and procedures as outlined in the applicable Student Handbooks of Tiffin City Schools.

- B. Athletes (only contestants and cheerleaders) must complete via Final Forms:
 - 1. Student Participation Form
 - 2. OHSAA Authorization Form
 - 3. Physical Evaluation (OSHAA) Form
 - 4. Concussion Information Sheet
 - 5. Sudden Cardiac Arrest and Lindsay's Law
 - 6. Training Policy/Assumption of Risk Form
 - 7. Pay to Participate Registration Form
 - 8. Emergency Medical Form

These forms must be completed on Final Forms before a student/athlete can participate in the first official practice.

- C. Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balances from sales projects, must be paid prior to participation in any present or future athletic activity.

- D. Athletic eligibility is determined by the preceding nine-week grading period. All students involved in athletics must pass five credits, not counting flag squad or physical education, each grading period and earn a 1.50 or better GPA during that grading period. Students enrolled in CCP Classes should contact their counselor for eligibility compliance. (Please note that summer school classes do not impact athletic eligibility.)

Students enrolling in the ninth grade for the first time must have passed 5 credits and earn a 1.5 GPA or better in the eighth grade during the last grading period in order to be eligible.

II. ELIGIBILITY RULES

- A. Athletes must meet all eligibility requirements of the Tiffin City Schools and any governing agency, such as the Ohio High School Athletic Association, including but not exclusive to, those requirements pertaining to scholarship, residence, age, attendance, and transfers.
- B. Athletes are required to attend school at least the last ½ of the day (periods 4-8) to be eligible to practice or participate on any given school day unless pre-excused by the athletic director, assistant principal or principal.
- C. An athlete leaving a team for any reason must do so within seven days from when the athlete is eligible to attend or prior to the first scheduled scrimmage/contest, whichever occurs first. An athlete leaving a team after this period would not be able to participate in another sport **(including organized conditioning and/or use of the Tiffin City Schools weight room)** until the current sports season is completed, unless consent of the head coach and athletic director is given.
- D. If an athlete is denied participation from a sport because of violation, he/she is not eligible to join an organized conditioning program, try out for or participate in another sport until all the other members of the sport from which he/she is denied participation are also eligible or until such time as the denial of participation is over.
- E. Any athlete suspended or expelled from school is also suspended from athletic activities including practices, scrimmages, etc.
- F. Any athlete ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection. If necessary, a carry-over penalty will be invoked.
- G. All athletes assume responsibility for regulating his/her personal life in such ways as will make him/her an efficient member of a team and a worthy representative of his/her school. Any student - athlete may be denied from participation in athletic team practice or competitions for a period of time, designated by the administration, for infraction of school rules and regulations or any other unacceptable conduct in or out of school.

Unacceptable behavior would include, but is not limited to, such offenses as:

1. Repeated truancy from school or class.
2. Acts of immorality, theft, vandalism, or physical abuse of persons or property.
3. Repeated infractions of school rules, disrespect or chronic behavior issues.
4. Abusive language, gestures or profanity.
5. Disrespectful behaviors or unsportsmanlike conduct at or during athletic contests, practice sessions or school-sponsored events.

H. The involvement of socially unacceptable behavior, criminal activity or violations of the law is prohibited. Consequences for such involvement may result in a reprimand to the denial of participation, depending upon the nature of the offense.

III. CONDUCT RULES AND CONSEQUENCES

SECTION A - TOBACCO

The use, possession or purchase of tobacco in any form (cigarettes, cigars, chewing tobacco, snuff, etc) is prohibited. For the purpose of this policy “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pip, bidi, clove cigarette, electronic cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew and snuff, in any form.

VIOLATION (Tobacco)

1ST OFFENSE* - 30% of the season with a carry-over penalty.

2ND OFFENSE - Denial of participation for the remainder of the school year and no local post season awards.

3RD OFFENSE - Denial of participation in athletics for one calendar year.

*In the case of tobacco violation, if the athlete agrees to go through a tobacco educational program, approved by the school administration, and to follow the program recommendations, the denial of participation will be modified, upon completion of the program, to 20% of the contrasts in that sport’s season with a carry over penalty.

SECTION B - ALCOHOL

The use, possession or purchase of alcohol in any form is prohibited.

VIOLATIONS

1ST OFFENSE Denial of participation for the remainder of the school year and no local post-season awards.

2ND OFFENSE Denial of participation for one calendar year and no local post season awards.

3RD OFFENSE Denial of participation in athletics for the remainder of high school.

**In the case of alcohol violation, if the athlete agrees to go through an alcohol rehabilitation program, approved by the school administration, and to follow the program recommendations, the denial of participation will be modified upon completion of the program, with a minimum denial of participation for 40% of the contrasts in that sport's season with a carry-over penalty.

SECTION C - MIND - ALTERING CHEMICALS AND BODY - ALTERING CHEMICALS

The use, possession or purchase of mind - altering chemicals and their related paraphernalia or build - altering chemicals is prohibited.

VIOLATION

1ST OFFENSE*** Denial of participation for the remainder of the school year and no local post-season awards.

2ND OFFENSE Denial of participation for one calendar year and no local post - season awards.

3RD OFFENSE Denial of participation in athletics for the remainder of high school.

*** In the case of a drug violation, if the athlete agrees to go through a drug rehabilitation program, approved by the school administration, and to follow the program recommendations, the denial of participation will be modified upon completion of the program with a minimum denial of participation for 60% of the contrasts in that sport's season with a carry-over penalty.

SELF REFERRAL POLICY

If an athlete seeks assistance for dealing with an alcohol or drug problem by self-referral to a coach or administrator, and agrees to participate in an alcohol and/or drug rehabilitation program approved by the school administration and agrees to follow the program recommendation, there shall be NO denial of participation but the self-referral will still be considered as a first violation.

Note:

A self-referral can only be used once during the time that an athlete is in Middle School and once during an athlete's High School Career.

Any combination of three (3) offenses or violations from sections A, B. & C will result in a denial of participation for one calendar year with no reduction in the consequences or penalty.

SECTION D - SALE OF, SUPPLYING OF ALCOHOL, MIND-ALTERING CHEMICALS, AND BODY ALTHERING CHEMICALS

The sale, supplying or transmitting of alcohol in any form, or any mind-altering chemicals is prohibited.

VIOLATION

1ST OFFENSE Denial of participation for one calendar year and no local post season awards

2ND OFFENSE Denial of participation in athletics for the remainder of career.

3RD OFFENSE Not applicable

IV. DENIAL OF PARTICIPATION

In the event of a violation of this Code of Conduct and/or the training policy established by the coach, the following procedure will take place:

1. The administrator/coach then will conduct an informal hearing to allow the athlete to explain his/her actions.
2. The administrator/coach will inform the athlete of what the violation is and what discipline may take place.
3. If the administrator/coach denies the athlete the opportunity to participate, he/she shall inform the athlete and his/her parents of the fact in writing.
4. The athlete and his/her parents shall be informed that they may appeal the decision to the appeals board, consisting of: an administrator, head coach, and a teacher.
5. If appealed, the appeals board will meet with the athlete, his/her parents and the coach to hear the issue. The appeals board will then decide to uphold, vacate or modify the decision.

**** The appeal board's decision is final.**

V. DEFINITIONS

Athlete - Any student participating in an athletic sport as an eligible contestant, manager, statistician or cheerleader.

Build- Altering - Includes, without limitation, anabolic steroids, growth hormone

Chemicals - Hormones, testosterone or its analogs, human chorionic gonadotrophic (HCG) and other hormones.

Calendar Year - Shall mean the period of twelve (12) consecutive months from the date of a determination pursuant to the principal's, athletic director's coach's judgement.

Carry-over Penalty- The consequences may extend into another sport season or a new school year.

Counterfeit Controlled Chemicals- Any drug that bears or whole container of label bears, a trademark trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.

Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.

Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.

Any substance other than a controlled substance that a reasonable person would believe to be controlled substance because of its similarity in shape, size, and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

Drug/Alcohol Rehabilitation Program - A recognized treatment program with a history of tangible positive results. (All costs for assessments, treatment, rehabilitation or counseling shall be the responsibility of the athlete and his/her family).

Mind-Altering - Includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit, controlled substances, marijuana, and prescription drugs, unless authorized medical

prescription from a licensed physician and kept in the original container, which container shall state the athlete's name and the directions for proper use.

Participation - Participation is defined as competing in contests against other schools.

1. An athlete, under denied participation may be allowed, with coach's/advisor's permission, to practice with the team and attend team meetings.
2. An athlete, under denied participation, is expected to follow all training rules and requirements of the sport.
3. During athletic events, while under local denial of participation, the coach/advisor will determine if the athlete may:
 - a. Travel to and from contests with the team.
 - b. Enter the team locker room.
 - c. Sit on the team bench.

Possession - Possession is defined as physical control of alcohol, mind-altering chemicals, illegal build-altering chemicals or tobacco or permitting other persons to possess the aforementioned substances in locations (automobile, private or public property, etc.) for which the athlete has responsibility, in the absence of a responsible adult to exercise meaningful supervision.

Athletes will not attend gatherings or parties with the presence of alcohol and/or drugs. The athlete must make a conscientious effort to leave the party immediately. Remaining at the gathering or party constitutes possession.

Self-Referral- When an athlete seeks assistance for dealing with a problem (alcohol or drug) by self-referral to their coach/advisor and/or school administrator before a violation is detected.

Note: A self-referral can only be used once during the time that an athlete is in Middle School and once during an athlete's high school career.

Sport Season- The season begins with the first day of organized practice, as per the O.H.S.A.A by-laws, and ends with the conclusion of the respective sports' regular season.

ATHLETIC ELIGIBILITY

Athletic eligibility is determined by the preceding nine-week grading period. All students involved in athletics must pass five classes, not counting flag squad or physical education, each grading period and earn a 1.50 or better GPA during that grading period. Students enrolled in College Credit Plus classes should contract their counselor for eligibility compliance.

ATHLETIC TICKET PRICES

Admission for all varsity athletic events is \$5 for students and \$8 for adults or whatever price is set by the S.B.C. Special events may incur different ticket pricing.

ATTENDANCE POLICIES

It has been shown that regular attendance in school leads to higher levels of academic achievement. Additionally, it is the law. The Ohio Revised Code Sections 3321.01-3321.99 require every child to attend school until the child is eighteen (18) years old.

1. Excused Absence

According to the Ohio Administrative Code (Rule promulgated under: RC Chapter 119), an excuse for absence from school may be approved on the basis of any one or more of the following conditions:

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

- 1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);**
- 2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);**
- 3. up to three religious expression days per school year in accordance with Ohio Revised Code 3320.04;**
- 4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);**
- 5. post-secondary visitation, for which a student may be marked as “present” for such absences for up to three days per school year;**
- 6. pre-enlistment reporting to a military enlistment processing station, for which a student may be marked as “present” if the absence is used to help fulfill graduation requirements;**
- 7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that**

has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;

- 8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;**
- 9. absences due to a student being homeless or**
- 10. as determined by the Superintendent.**

Columbian High School also recognizes the following reasons for missing school that are unique to high school students:

1. One hour for a driver permit or license test
2. One day for a military obligation
3. Post-secondary visitation, for which a student may be marked as “present” for such absences for up to three days per school year.

*Note: See College Campus Visit

Other absences are unexcused. All students are expected to be in school and on time every day that school is in session.

2. Unexcused Absence

Any absence from school with parent’s knowledge but for an unacceptable reason is considered unexcused. If there is no notification from a parent concerning a student’s absence from school, the student will be considered unexcused and may be issued discipline up to and including suspension. It is the student's responsibility to make sure these guidelines are followed and that all absences, which should be excused, are excused.

Parents are required to notify the school when their child will be absent. A phone call of the absence is suggested as the best way to do this. If parents are unable to call and wish to have another person responsible, they should notify the attendance office in advance. Otherwise, calls from persons other than parents or guardians will not be accepted.

Parents or guardians of students absent from school are expected to call Safe Arrival at 833-837-7032 to inform the school of the reason and duration of the absence. Attendance calls will be taken by the answering machine 24 hours a day. If a student is absent and the school has not been notified by a parent the school is required by the Ohio Missing Child Law to investigate the absence and notify the parent of the absence. Parents are encouraged to call if they have any questions concerning their son’s and daughter’s attendance.

When students return from an absence, they are required to bring a written excuse from a parent/guardian or physician giving the length and reason for the absence if they have not phoned on the day of the absence. When an absence has been verified by phone call or written note, it is marked “unexcused”. Within **two (2)** school days the student must bring in a note to have the absence changed to an excused absence as long as the excuse is an acceptable reason for being absent. **Alterations made to an excuse will void the excuse.**

Parents are encouraged to schedule routine medical appointments for out-of-school time. When it is necessary for a student to leave school during the school day for an appointment, a telephone call or note must be sent to the school specifying the time and place of the appointment. Under normal circumstances a student will be excused fifteen (15) minutes prior to an in-town appointment. Students are expected to be in attendance at school before their appointment and must return to school immediately upon conclusion of the appointment. Students are expected to sign out/sign in the office whenever they must leave the building and upon their return; failure to do so will be considered an unexcused absence and parental notification after the fact will not be accepted.

Vacations-Family

Vacations should be scheduled during time when school is not in session in order to avoid affecting the student’s education and grades. If a family vacation must be taken during the school term, a parent or guardian must come into school and sign an advanced absence form one week prior to the vacation. Such vacations should be limited to no more than five (5) school days during the year, unless approved by the building administration. The student must be accompanied by his/her parent or guardian.

Students will not be excused from school for vacations.

All absences - whether truancy, unexcused, or excused are counted on the student’s record. *This includes all suspensions, in or out of school.* Absences caused by medical appointments or care may be excused but are recorded.

Absences are recorded by hour, including tardy occurrences. All instructional time missed counts as an absence. A letter will be sent to parents/guardian(s) when a student misses 38 hours in a month or 65 hours in a year, with or without legitimate excuse. Notifications will be sent to parents/guardians when their student becomes chronically absent, missing 5% and 10% of the required school year. Students may be placed on an attendance intervention plan at this time. A student who misses 30 or more consecutive hours, 42 or more hours in a month, or 72 hours in a school year without a legitimate excuse is considered habitually truant and is referred

to an Absence Intervention Team **and charges may be filed with Seneca County Juvenile Courts.**

A student is “habitual truant” when absent without legitimate excuse from the school

- a. 30 consecutive unexcused hours
- b. 42 unexcused hours in a month
- c. 72 unexcused hours in a year

A student is **considered “chronically absent” when they have missed 10% or more of the required school year.**

The school administration will file complaints in Seneca County Juvenile Court against students who are habitually truant. The school administration may file complaints in Seneca County Juvenile Court against the parents or guardians of students who are habitually or chronically truant.

Tardiness

A student not using school transportation is considered tardy if he/she arrives after the established school starting time. Students arriving to class after 7:30a.m. MUST sign in at the attendance office and receive an admit slip. All tardies will be considered unexcused except for those allowable according to the Ohio Revised Code. Failure to sign in may result in an unexcused absence and additional disciplinary action. A doctor’s excuse may be required from any student who is habitually absent from first period class. After 9:30a.m. it will no longer be considered tardy, but it will be an unexcused absence. More than 5 minutes absent from class without a legitimate excuse is considered a class cut.

School tardiness is considered unexcused for the following reasons: car problems, missed bus, alarm did not go off, etc.

Classroom Tardiness

Tardiness, unless a student is detained by a staff member, is defined as any arrival of a student beyond the scheduled time that a class begins.

The following rules apply for tardiness:

1. Students who are late to class and do not have a pass from a faculty member will be given an unexcused tardy.
2. Students must be in their classrooms before the tardy bell rings, otherwise they are to be counted tardy. Tardy for more than 5 minutes without excuse is considered a class cut.

3. Tardiness of one-half the class or more to or from a class shall be considered as an absence. The teacher shall notify the student when such incidents are recorded as absences.

Tardies to Class:

1st tardy - Noted by Teacher

2nd tardy - Noted by Teacher

3rd tardy - One school detention

6th tardy- One school detention

7th tardy- Alternative program requiring inside lunch

8th (+) tardy- Student's name should be referred to the administration

An exam day is a regularly scheduled school day. Students are expected to be in attendance all periods each day. Every effort should be made **NOT** to schedule routine doctor or dentist appointments on exam days, except for an emergency. These absences will only be excused after review by an administrator.

Students who find it necessary to leave school during the school day for any reasons must first report to the attendance office. A student's parent must be contacted before the student leaves school unless prior arrangements have been made. Students must sign-out to leave the building and sign-in upon their return, except for lunch. Calls from students or any person other than a parent will not be accepted unless prior arrangements have been made with the attendance office. Students who leave the building without signing out through the attendance office first will be deemed unexcused and parental notification after the fact will not be accepted as authorization.

Students who are absent because of having head lice must return to school live lice free within three (3) school days. Medical approval must be obtained from the county health department/family physician or designated school personnel to return to school. Parents of students who exceed three days of absence because of head lice, or students who are repeatedly absent with head lice, may be reported to the Seneca County Department of Job and Family Services for neglect. However, when it is obvious to the designated school personnel that the parent has made significant progress in the treatment process and the child has missed more than three school days because of lice infestation, the child may be readmitted with restrictions on activities that require close personal contact.

PEDICULOSIS (HEAD LICE)

(Student is sent home)

Pediculosis (head lice) infests millions of school-aged children in the United States every year. Head lice should not be considered a medical or public hazard. According to the CDC, head lice can be a nuisance, but they have not been shown to spread disease. Therefore, the management of head lice in the school setting should not disrupt the educational process.

The school nurse or principal's designee will notify the parents/guardians of students(s) concerning the active infestation of head lice. If live bugs are present, the student will be sent home, but may remain in the office until the parent/guardian arrives and is referred for treatment. Recommendations for treatment will follow current standards of evidence based practices recommended by the CDC and AAP (American Association of Pediatrics). A lice information letter will be sent home with the student. Following treatment, the student must be accompanied to school with the parent/guardian to meet with the school nurse or staff member trained in the procedure to be rechecked. If the student returns to school with live bugs, the student will not be permitted to return to the classroom. If the student is found to be free of live lice, the student will be permitted to return to the classroom. The student will be rechecked, at the discretion of the nurse, after individualized assessment of the student, until nit free.

The student will be permitted to miss the day of dismissal plus one day excused. Every effort is to be made to have the student back in school the next day. Any time away from school after the initial day plus one will be considered unexcused.

If at initial evaluation by school personnel, a student is found to have nits only and no live bugs, the student will be permitted to stay in school. The school nurse or principal/designee will notify the parent/guardian of the student. A lice information letter will be sent home with the student. The student will ride home on the bus if they normally ride the bus. The student will be rechecked in one week or at the discretion of the school nurse after individualized assessment of the student until nit free.

Mass screenings for identification of head lice will not be performed at school. Classroom checks are not warranted unless deemed necessary by the school nurse and/or principal. If a classroom has more than two students identified with active infestations, the students of the class may be screened. Siblings and other persons, at the school nurse's discretion, who are felt to be in close contact with the student with live lice, will be inspected for infestation and referred for treatment as appropriate. Every effort will be made to not isolate or ostracize the affected student. Due to confidentiality, no lice letters will be sent home in the classrooms when

a student is sent home; however, a general letter may be sent school-wide informing parents of positive cases at the school.

BEVERAGES IN THE CLASSROOM

Beverages may be permitted in class, unless otherwise specified by the classroom rules.

BLUE/GOLD CARDS

The following are the requirements for a student to earn, and maintain, a Blue/Gold card through the school year. A student must be in 4 seated classes at Tiffin Columbian.

Gold Card:

Anyone who receives a GPA of 3.67 or higher based upon quarter grades. No C's.

Blue Card:

1. Anyone who receives a GPA of 3.66 or 2.67 based upon quarter grades. No C's.
2. Any student who achieves significant grade improvement from one quarter to the next based upon quarter grades.

To qualify for immediate privileges in the next school year, students in grades 9-11 must meet the stated requirements for the 4th quarter. Incoming 9th graders and students new to the district must achieve requirements through coursework completed in this building with this staff for one quarter. Lost blue/gold cards will not be replaced. Students who hold a blue/gold card will receive the following honors:

Gold Card:

Free admission to all extra-curricular events including athletics, dances (excluding Prom), plays, concerts, etc.

Blue Card:

Free admission to all Friday extra-curricular events plus dances (excluding Prom).

BULLETIN BOARDS/SIGNS

All materials should be approved by the administration before being placed on any bulletin boards or posted in the school. A teacher should approve all materials before being placed on the bulletin boards in rooms. **Postings are limited to approved spaces.**

BULLYING (SEE HAZING)

CELLULAR PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Refer to Ohio Revised Code: Section 3313.753

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board has determined the use of cellphones by students during school hours should be limited.

The objective of this policy is to strengthen the District's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Research

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cellphones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cellphone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Applicability

This policy applies to the use of cellphones by students while on school property during school hours.

Use of Cellphones

Students are prohibited from using cellphones at all times.

Exception

Nothing in this policy prohibits a student from using a cellphone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cellphone to monitor or address a health concern.

Cellphone Storage

Students shall keep their cellphones in a secure place, such as the student's locker, **or** a closed backpack at all times when cellphone use is prohibited.

Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

1. Give the student a verbal warning and require the student to store the student's cellphone in accordance with this policy.
2. Securely store the student's cellphone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
3. Place the student's cellphone in the school's central office for the remainder of the school day.
4. Place the student's cellphone in the school's central office to be picked up by the student's parent or guardian.
5. Schedule a conference with the student's parent or guardian to discuss the student's cellphone use.

THIS IS A REQUIRED POLICY

CHANGE OF ADDRESS/TELEPHONE

All Columbian students should report any change of address or telephone number through Final Forms.

CHEATING/PLAGIARISM

A student shall not attempt to achieve a high grade by copying academic work from another student, by using "cheat sheets" or other mechanical or electronic devices, by submitting reports/papers written by or copied from another person or source, or by use of **Artificial Intelligence**. This can be paraphrased without crediting the course. Allowing another student to copy your academic work will also be considered cheating. Violations will result in contacting parents, as well as zero points on the work, and additional discipline measures may be assigned.

ARTIFICIAL INTELLIGENCE

Student Use of Artificial Intelligence (AI) Tools

AI tools can support learning, but they must be used responsibly and ethically.

1. Permitted Use

- Use AI tools only when authorized by your teacher
- Use only District-approved AI tools
- Follow all assignment instructions and school policies

2. Prohibited Use

You may not use AI tools to:

- Violate school rules, assignment expectations, or laws
- Bypass learning requirements or complete work when not permitted
- Violate AI tool terms of service (including age restrictions)

3. Conduct Expectations

AI use must follow the Student Code of Conduct. You may not:

- Create or share content that is harassing, discriminatory, or harmful
- Use AI for bullying, hazing, or intimidation

4. Data Privacy

You may not input or upload:

- Personally identifiable student or staff information
- Educational records, grades, or confidential data

5. Academic Integrity

- Submitting AI-generated work as your own is considered academic dishonesty
- AI may be used for support (e.g., brainstorming, editing) only when permitted

6. Required Disclosure

- You must disclose any use of AI in your work
- Follow teacher instructions for citation or acknowledgment

7. Approved Tools Only

- Only AI tools approved by the District may be used
- Both free and paid tools require approval

8. Requesting New Tools

- New AI tools must be reviewed and approved by the Superintendent or designee
- The District maintains a list of approved tools

9. Responsibility

You are responsible for:

- The accuracy and quality of AI-assisted work
- Any consequences resulting from misuse
- Understanding that “the AI made a mistake” is not an acceptable excuse

10. Consequences

Misuse of AI may result in:

- Academic penalties (e.g., loss of credit)
- Disciplinary action under the Student Code of Conduct
- Loss of access to AI tools

11. Compliance

All students must follow:

- District policies and procedures
- Classroom expectations
- State and Federal law

Please see the Tiffin City Schools Board Policies for more information.

COLLEGE CAMPUS VISITS

Students who wish to visit college campuses should arrange to do so on Saturday. If circumstances arise that necessitate visiting the campus during school hours, a parent must sign an advanced absence form prior to the scheduled visit. If a student does not complete the advanced absence form prior to his/her college visit, he/she is required to complete the form within two school days. Students will be excused for two (2) days for a college visit. Additional days may be permitted; however, these must be approved by the Administration.

COLLEGE REPRESENTATIVE VISITS

Students must be in good academic standings to attend college rep presentations.

COLLEGE CODE NUMBER

College code number for Columbian High School: 364-975

COLLEGE REQUIREMENTS

Students planning to attend a college or university after high school graduation should be certain that the “Core Curriculum” requirements, as defined and adopted by the Ohio Board of Regents, have been met.

The “Core Curriculum” includes:

1. English- 4 credits
2. Math- 4 credits
3. Science- 3 credits
4. Social Studies- 3 credits
5. Foreign Language- 2 credits
6. The Arts- 1 credit

Failure to meet the “Core Curriculum” requirements will place the student in a situation where he/she may be admitted, but may be required to undergo further testing to determine his/her deficiencies.

COUNSELING-FOR INDIVIDUAL STUDENTS

Columbian has licensed professional school counselors to assist students with questions that may arise concerning college entrance or choosing a vocation. Any student at Columbian is welcome to talk with any counselor or any other member of the faculty about college, vocational, or personal matters.

CREDIT FLEXIBILITY

The future that our students will encounter demands that we continue to make significant changes in teaching and learning and school design. Senate Bill 311 directed the State Board of Education to adopt a plan that enables students to “earn units of high school credit based on demonstration of subject area competence, instead of or in combination with completing hours of classroom instruction”

This plan for “credit flexibility” focuses on expanded learning opportunities and real work learning environments reflective of today’s realities (e.g. service learning, student projects, and various assessments)

Please consult with a licensed professional school counselor or a curriculum guide to learn more about credit flexibility opportunities.

DETENTION

All school detentions will be served in a designated room. Students must be in the detention room by the assigned time. Students arriving late for detention may not be admitted. Students must bring study materials with them to detention. Failure to do so may result in the student not being admitted and the detention will be reassigned. No student will be allowed to sleep in detention.

Detention is not issued at the convenience of the student, but rather at the discretion of the teacher. Students are required to serve a teacher detention before a school detention. One (1) day’s notice is required. Failure to serve detention may result in the issuance of further disciplinary action up to, and including, suspension from school. An absence from school or a cancellation of school on the day detention is assigned does not release students from the disciplinary obligation when they return.

OHIO HIGH SCHOOL HONORS DIPLOMA

Completion of any advanced standing program, which included Advanced Placement, International Baccalaureate, College Credit Plus, and may include Credit Flexibility, can be counted toward the unit requirements of an honors Diploma.

Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met.

Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements in the Ohio Revised Code including;

½ unit Physical Education (unless exempted), ½ unit Health, ½ unit in American History, ½ unit in Government, and 4 units in English. The class of 2021 and beyond will need to have ½ unit in World History and Civilizations as well.

ACADEMIC HONORS DIPLOMA

Math: 4 units, Algebra 1, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content

Science: 4 units, including two (2) advanced Science units of advanced Science

Social Studies: 4 units

World Languages: 3 units of one world language, or no less than 2 units of each of two world languages studied

Fine Arts: 1 unit

GPA: 3.5 on a 4.0 scale

ACT/SAT/WorkKeys: 27 ACT/1280 SAT

CAREER TECH HONORS DIPLOMA

Math: 4 units, Algebra 1, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content

Science: 4 units, including two units of advanced science

Social Studies: 4 units

World Language: 2 units of one world language studied

Electives: 4 units of Career-Technical minimum

GPA: 3.5 on a 4.0 scale

ACT/SAT/WorkKeys: 27ACT/1280SAT/WorkKeys (6 Reading for Information & 6 Applied Mathematics)

Field Experience: Complete a field experience and document the experience in a portfolio specific to the student's area of focus

Portfolio: Develop a comprehensive portfolio of work based on the student's field experience or topic related to the student's area of focus that is reviewed and validated by external experts

Additional Assessments: Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

Writing Sections of either standardized test should not be included in the calculation of this score. The Locating Information test is not included in the calculation of the WorkKeys score.

Advanced science refers to courses that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy).

The program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.

The fifth mathematics and science credit for the STEM honors diploma may be fulfilled with a single course.

Field Experience refers to experiential learning in either an internship or apprenticeship. Students will document their experiences by describing their understanding in a portfolio.

The student portfolio is a collection of experiential learning and competencies based on the student's field experience. Students will engage with professionals or scholars in the field while developing their own portfolio or ePortfolio of original work that documents their technical, critical and creative skills representative of their honors focus; students' work must be reviewed and evaluated by scholars or professionals within the field/area of study in which the students' work is focused, and the scholars or professionals must be external to the district staff; students will give a presentation to showcase the work and provide an analysis of it to the school and local community. If the student does not complete a field experience, the portfolio can be based on a collection of work related to the student's honors diploma area of focus.

Students must score a minimum of a 6 on the Applied Mathematics WorkKeys Assessment and a minimum of 6 on the Reading for Information WorkKeys Assessment in order to meet the WorkKeys score requirement. The WorkKeys option applies only to the Career Tech Honors Diploma.

These scores are based on the 2016 ACT and SAT assessments. Concordance tables outlining equivalent scores for past and future tests that differ from the 2016 versions will be published on the ODE website.

Further information can be found at the Ohio Department of Education's website.

*International Baccalaureate Honors Diploma, STEM Honors Diploma, Arts Honors Diploma, and Social Science & Civic Engagement Honors Diploma are additional options. If interested in pursuing one of these diplomas, please see your school counselor for criteria.

INTENTIONALLY LEFT BLANK

DISCIPLINE

Administration Code of Conduct

The administration of the student code of conduct will be progressive and cumulative for each individual student. The administration of the code will be based on an eight-step process as outlined below. The number of violations and/or seriousness of violations will determine the severity of the disciplinary action administered and will also determine the stop at which the student enters the ladder. Any violation of the Code of Conduct may also result in a loss of Blue/Gold Cards and their benefits.

Loss of Privileges

As you advance through Tiffin Columbian, you may earn certain privileges, open lunch, after school athletic and co-curricular activities, driving and parking privileges, dances, etc. However, you will forfeit these privileges if you do not comply with stipulated academic, attendance, and/or behavior criteria and/or violate the Student Code of Conduct. Along with other privileges, seniors who engage in conduct that endangers others, disrupts the educational process, or vandalizes the school in name of “senior pranks” may lose senior privileges including Prom, Senior Events and Graduation participation, as well as be subject to other schools discipline.

Progressive Discipline Ladder

Administration reserves the right to move through the levels of progression based on the severity of each violation.

It is important to note that there may be behaviors that escalate the response and levels may be skipped to answer to the severity of the behavior and is at the discretion of the administration.

- Conference with student/communication with home
- Removal from class
- After school Detention
- Behavior remediation during lunch (inside)
- In School assignment
- Saturday School
- Suspension (up to 10 days)
- Recommendation for expulsion from school

1. IN-SCHOOL Assignment (I.S.A)

In-School Assignment (I.S.A) may be substituted as a disciplinary measure for some suspendable school offenses. This means of discipline will allow a student to remain at school in a structured and monitored environment where credit will be given for work

completed. When, and under what circumstances, the I.S.A is applied is up to the building administration.

Procedures for In-School Assignment (I.S.A):

1. Students who are late to an (I.S.A). session may be required to make up the number of minutes they are late at the end of the day's session, assigned additional days, or assigned Out of School Suspension.
2. Students should bring all school books and appropriate material with them to study. This is a disciplinary situation and will be treated as such. There is to be no talking, sleeping, food or beverage permitted (water only).
3. Lunch break will be in a behavior remediation program. Lunch is provided.

Students unable to follow the rules or cause a disturbance during (I.S.A) may be disciplined up to and including suspension.

3. SUSPENSION

Suspension - removal of a student from the school premises and all related activities for a period of time greater than twenty-four (24) hours, but not more than ten (10) days. Any student receiving a class removal may lose privileges including, but not limited to; open lunch and extracurricular activities.

1. The pupil shall be informed in writing of the intended suspensions and the reasons for the intended suspension.
2. The pupil shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to otherwise explain his/her actions. This informal hearing can be held immediately.
3. If a student is then suspended, within twenty-four hours a letter shall be sent to the parents/guardian, or custodian stating the specific reasons for the suspension. This letter shall include a notice of their right to appeal such action to the Board of Education or to its designee, to be represented in appeal proceedings, to be granted a hearing before the Board or its designee, and to request such hearing to be held in executive session.

4. EXPULSION

Expulsion - the withdrawal of a student from all school attendance and related activities for a period of up to eighty (80) days. The superintendent must give the student and his parent or guardian written notice and reasons for the intended expulsion.

1. This written notice must advise the student and his/her parent or guardian or other representative of their right to appear in person before the superintendent or his/her

designee to challenge the reasons for the expulsion and to otherwise explain the student's actions.

2. This written notice is to state the time and the place for such a hearing, and this must not be less than three (3) days, nor more than five (5) days, after the notice is given. The superintendent may grant an extension of time; if granted, he must notify all parties of the new time and place.
3. If the student is then expelled, within twenty-four hours the superintendent must notify in writing the parent or guardian of the student and the treasurer of the Board of the action to expel and the reasons for the expulsion.
4. This written notice must also advise them of their right to appeal to the Board/designee and the right to be represented at the appeal.

5. **EMERGENCY REMOVAL**

Emergency removal - the removal of a student from curricular or extracurricular activities or from the school premises because the student's presence poses a continuing danger to persons or property, or an on-going threat of disrupting the academic process. **Administration** may remove a student from the premises.

1. The superintendent or principal may remove the student from the premises.
2. An information hearing must be held within three (3) school days after the removal is ordered, and the person who ordered the removal must be present.
3. Written notice of this hearing, along with the reason for the removal and any intended disciplinary action, must be given to the student as soon as is practicable. The other procedures to be followed are the same as for a suspension.

In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than twenty-four hours, and where the student is not subject to further suspension or expulsion, the due process requirement of Sections 3313.66 and 3313.661 and 3313.662 does not apply.

DISCIPLINE-SERIOUS STUDENT MISCONDUCT

Those ways of behaving, written as school rules, which are considered to be serious misconduct include (but are not limited to) the following. A violation of any one or more of these school rules may result in disciplinary action, up to and including suspension. The following violations are punishable offenses if they occur during school, on school or school employee property, or at any school activity;

Student Rules of Conduct

These conduct codes apply to all school premises, to all phases of school operations, including but not limited to curricular and extracurricular activities, while being transported on a school bus or authorized transportation and at any school-sponsored activity and to any other circumstance such that the conduct in question has an effect of disrupting school operations or otherwise depriving any student of educational interests or opportunities.

A violation of any rule may result in disciplinary action. School or teacher detention; loss of privileges; written notice to or conference with parents; compensatory payment of damages, in school suspension; out of school suspension, expulsion; emergency removal, or referral to Tiffin Policy Department and/or juvenile court.

A student shall NOT, in any way, aid or abet another student in violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

In addition, the 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 property of an official or employee.

RULE 1: Narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, mood altering chemicals of any kind;

Distribution/possession or use of alcohol or drugs:

A student shall not buy, sell, attempt to sell, supply, apply, possess, use, transmit, conceal, by under the influence of the aforementioned items, facilitate and/or assist in the sale of aforementioned items, or otherwise violate regulations "counterfeit controlled substances."

"Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school property.

"Under the Influence" is defined as manifesting signs of chemical misuse, such as restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class or any other behavior not normal for the particular student.

"Mood altering chemical" includes, without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, alcohol, and prescription drugs,

nonprescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging. Unless authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and the directions for proper use.

"Instrument or paraphernalia" shall include, but not limited to, equipment or apparatus designed or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs, pipes, roach clips, syringes and hypodermic needles, cocaine spoons, rolling papers, and drug kits.

CONSEQUENCES

1st offense - 10 days OSS

- Referral to police
- Loss of privileges

2nd offense - 10 days OSS

- Recommendation for expulsion
- Referral to Bureau of Motor Vehicles
- Referral to police
- Loss of privileges

RULE 2: Disruption to School: A student shall not by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

CONSEQUENCES:

Administration discretion that may include:

- Up to 10 days out-of-school-suspension
- Possible recommendation for expulsion
- Possible prosecution
- Loss of privileges

RULE 3: Damage to school or Private Property: A student shall not willfully or maliciously damage or attempt to damage any school or private property. This will include buildings, equipment, lockers, signs posted in a building and vehicles. Parents, guardians or custodians will be held financially responsible for any property damage by their child under Ohio Revised Code 3109.09 and 2307.70.

CONSEQUENCES:

Administration discretion that may include:

- Up to 10 days out-of-school-suspension

- Possible recommendation for expulsion
- Restitution
- Possible prosecution
- Possible loss of privileges

RULE 4: Manifest Disrespect: Every member of the Tiffin Columbian community is deserving of respect. Failure to demonstrate respect towards students and/or staff is considered a serious breach of the Student Code of Conduct. A student shall not demonstrate manifest disrespect toward any other individual. Actions may include verbal or nonverbal disrespect, psychological or material abuse.

CONSEQUENCES:

Against a student:

- Placement on the progressive discipline ladder
- Possible loss of privileges

Against an employee:

- Up to 10 days out-of-school suspension
- Possible recommendation for expulsion
- Loss of privileges

RULE 5: Dangerous Weapons & Instruments: A student shall not possess, handle, transmit or conceal any weapon, dangerous instrument, explosive device, counterfeit weapon, chemical/irritants or other hazardous agents, or object which a reasonable person might consider, under the circumstances, capable of harming a person or property, nor shall a student make a bomb threat against school property or a school event.

CONSEQUENCES:

- 10 days out-of-school suspension
- Possible recommendation for expulsion
- Possible referral to police, juvenile justice system and Registrar of Motor Vehicles
- Loss of privileges

*If the violation involved bringing a firearm to school, or possessing a firearm at school, it shall be mandatory to make a recommendation to the Superintendent for a 1-year expulsion. Under Federal and Ohio law, it is also mandatory to make a referral to law enforcement for bringing a firearm to school.

RULE 6: Theft or Possessing Stolen Property: Students shall respect the personal ownership rights of others.

CONSEQUENCES:

- Administrative discretion
- Restitution
- Possible prosecution
- Possible loss of privileges
- Possible loss of driving/parking privileges

RULE 7: Threatening a Person: Students shall not threaten another person. Threatening behavior consists of any words or deeds that intimidate or cause fear concerning a person's physical well-being.

CONSEQUENCES:

- Administrative discretion
- **Threat Assessment, when appropriate**
- Possible loss of privileges
- Possible loss of driving/parking privileges

RULE 8: Cheating: Students are expected to exhibit honesty in all school work. A student shall not engage in academic misconduct, including cheating or plagiarism. Students in violation of this policy will receive a zero for the work in question in addition to other disciplinary procedures that may be imposed.

CONSEQUENCES:

- Administrative discretion
- Possible loss of privileges

RULE 9: Felony, Misdemeanor and Violation of Ordinances: A student shall not commit any act not listed herein as a violation of the student rules of conduct that constitutes a felony, misdemeanor or violation of an ordinance.

CONSEQUENCES:

- Administrative discretion
- Possible loss of privileges

RULE 10: Use of Obscene Language, Gestures, and Inappropriate Material: Students are expected to model behavior accepted as being a good school citizen and reflective of a working environment. A student shall not use obscene or vulgar language, gestures, or possess inappropriate material.

CONSEQUENCE:

- Administrative discretion

RULE 11: Truancy: Truancy is an unexcused absence from school or class for any part of the school day. Students shall abide by the attendance laws of the State of Ohio and Tiffin Columbian’s attendance policy unless excused by the building principal.

CONSEQUENCE:

- Placement on the progressive discipline ladder
- Possible referral to juvenile courts and/or BMV
- Possible loss of privileges

RULE 12: Nicotine and Similar Substances: A student shall not smoke, possess, or openly display tobacco in any form within the safe school zone. For the purpose of this policy “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, electronic cigarette (vape), and any other smoking product, and spit tobacco, also known as smokeless, dip, cher, snuff, in any form. The use of tobacco within 1,000 feet of school property is prohibited. Senate Bill 339 (effective July 20, 1988), prohibits smoking and use of tobacco or possession of tobacco by any pupils in areas under the control of school districts or at activities supervised by the school district including extracurricular activities. Violation may lead to suspension.

Students requiring nicotine as part of a tobacco cessation program are exempt from this rule, if the student shows a prescription for a medical professional.

CONSEQUENCES:

- 1st offense: 1 day suspension
Smoking cessation program
Loss of privileges
- 2nd offense: 3 day suspension
Smoking cessation program
Loss of privileges
- 3rd offense: 5 day suspension
Loss of privileges

RULE 13: Conduct on Buses: A student shall not violate bus regulations.

CONSEQUENCES:

- Administrative discretion
- Possible 3-10 day bus suspension
- Possible loss of privileges

RULE 14: Dress: A student shall not violate the dress code.

CONSEQUENCES:

- Administrative discretion
- Possible loss of privileges

RULE 15: Insubordination: A student shall not be insubordinate or fail to comply with the reasonable directions of members of the school staff.

CONSEQUENCES:

- Placement on the progressive discipline ladder
- Possible loss of privileges

RULE 16: Harassment: A student shall not harass, intimidate, disparage, incite, provoke, stalk, or threaten any individual on school premises or otherwise disrupt the school environment. For this purpose, harassment or intimidation includes: slurs; profanity; written information; denigrating remarks or actions; obscene gestures; the wearing or display of insignia signs buttons, clothing, or apparel; or other verbal or physical conduct including, but not limited to, those based on race, color, national origin, ancestry, citizenship, religion, handicap, age or sex that have the purpose to effect of (1) causing or intending to cause any other student of school employee to be reasonably placed in fear of his or her personal safety; (2) causing or intending to cause a hostile, intimidating, or offensive educational environment for any other student of school employee; (3) causing or intending to cause material disruption of the educational process; (4) unreasonable interfering with a student's curricular, co-curricular or extracurricular performance; or (5) otherwise unreasonable having an impact on a student's education opportunities.

CONSEQUENCES:

- Administrative discretion
- Possible loss of privileges

RULE 17: General Misconduct: Students are expected to conduct themselves in a responsible and respectful manner at all times, indicative as being an integral part of a learning work place. The student rules of conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school.

CONSEQUENCES:

- Administrative discretion
- Possible loss of privileges
- Possible loss of driving/parking privileges

RULE 18: Violation of Network and Internet Access Agreement Policy: A student shall not violate the “Network and Internet Access Agreement Policy”.

CONSEQUENCES:

- Administrative discretion
- Denial of access to computer network

RULE 19: Unauthorized Use of Fire/Possession of Fire Starting Device: A student shall not be in possession of matches, lighters, etc. while on school grounds.

CONSEQUENCES:

- Administrative discretion
- Possible loss of privileges

RULE 20: Loitering, Trespassing, or Unauthorized Entry: Students shall not be willfully present in a school building, locker room, restricted area, of the school building or any part of the school grounds at an unauthorized time or without specific permission from a staff member. Students shall not attempt to enter a locker, classrooms, closed and/or restricted area without proper authorization.

CONSEQUENCES:

- Administrative discretion
- Possible loss of privileges

RULE 21: Driving/Parking: Students are not to park in the lot reserved for teachers, in the lot behind the administration building, in any handicap designated parking area on school property including the stadium, or along South Monroe Street at the bus stop area. Parking in either the teacher or administration lots may result in school discipline, a parking ticket, or the vehicle being towed at the owner’s expense. Students must register cars in the main office and observe all parking signs posted on Tiffin City Schools Property. Students should leave their cars and enter the building immediately upon arriving at school. Failure to abide by parking.driving regulations may result in disciplinary action.

CONSEQUENCES:

- Administrative discretion
- Loss of privileges

DRESS CODE - ATTIRE and GROOMING GUIDELINES

One of the first impressions students make on their peers and the school community is through their appearance. The administration, faculty, and many students believe that appropriate dress and grooming contribute to a positive learning environment and support student success.

Tiffin City Schools expects students to dress in a manner that does not draw undue attention through immodest attire, unkempt appearance, or exaggerated clothing styles, hairstyles, or jewelry. Students are expected to wear appropriate apparel and maintain acceptable standards of grooming at all times, including when representing the school at community events or activities.

The following guidelines will be enforced:

- All students will exercise sound hygienic practices: clean body, hair, and clothing.
- Shoes or sandals are to be worn by all students.
- Clothing which exposes the chest, back, or midriff, see-through and/or cutout clothing, spaghetti strap dresses/shirts and sheer clothing are not permitted to be worn.
- Clothing with suggestive phrases, sexual innuendos, derogatory pictures or phrases, **hate speech**, guns, and advertising of tobacco, alcohol, or drug are not to be worn **or displayed in any manner.**
- No bandanas, or other **unapproved** head coverings are permitted in school. **The wearing of hoods is viewed as unsafe and are not permitted.** Gang colors, identification insignias, are prohibited. Sunglasses will not be worn in the building unless prescribed by a physician.
- The length of skirt, shorts, dresses, and/or skorts must equal or exceed a student's mid-thigh.
- Make-up of the costume variety may not be worn.
- Loose fitting pants are to be worn on or above the hips with no undergarment showing.
- **Pajama pants are not permitted.**
- **Slippers are not permitted.**
- **Blankets and flags of any kind are not permitted.**

Should there ever be any doubt as to the appropriateness of one's attire, don't wear it. If for any reason a student is sent home, or absent from a class due to inappropriate attire, that student will be unexcused for the time he or she is absent. **The school administration has the authority to make final interpretations of these guidelines. Repeated violations of the same dress code time may result in school discipline up to, and including suspension.**

DROP-OUT LEGISLATION

Effective May 2, 1990, Ohio Superintendents are required to notify the Registrar of Motor Vehicles when a student drops out of school. Once notified, driving privileges will be suspended or denied until the student becomes eighteen years of age, returns to school, receives a GED certification or the privileges are otherwise restored. The new legislation also permits notification in cases of suspension or expulsion due to use or possession of alcohol or drugs.

EARLY GRADUATION

Students entering their senior year with 17 ½ credits may select the “early graduation” option, thus enabling them to finish their high school requirements by the end of the first semester of the year in which they expect to graduate.

The early graduation requirements are as follows:

1. All credit requirements must be completed and passing scores achieved on one of the three pathways to graduation.
2. Students desiring early graduation must check with their licensed professional school counselor during scheduling for their final year to be certain that graduation requirements will have been completed prior to the issuance of a diploma.
3. Parents must request permission for early graduation on a form obtained from a guidance counselor.
4. Diplomas will be issued upon completion of all graduation requirements.
5. Upon completion of all requirements, the student is no longer considered a member of the student body and may not participate in any school activities without permission of school administration.

EMERGENCY INFORMATION: MEDICAL, SAFETY AND WEATHER

State law requires that an emergency medical authorization form be on file for every student who attends school. Parents will be notified of emergency information via the instant alert system. **All students must complete their emergency medical form using Final Forms prior to picking up their schedule. Students may be issued disciplinary action and will not receive their schedules before the first day of school unless the form is correctly completed and on file.**

ADMISSION FOR HOMELESS STUDENTS

All school-aged students, including homeless students, have a basic right to equal educational opportunities. A homeless student is defined as an individual who lacks fixed, regular and adequate nighttime residence including:

1. “Doubling up” or sharing housing due to loss of housing, economic hardship or a similar reason

2. Living in a motel, hotel, **travel** trailer park or campground due to the lack of alternative and adequate accommodations
3. Living in an emergency or transitional shelter
4. Abandonment in hospitals
5. Awaiting foster care placement
6. A primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings
8. Migratory students

FIRE AND TORNADO DRILLS

Exit directions are posted in each classroom. The adult present in the classroom will provide specific instructions for that location. Students must follow all directions promptly and quietly. In all situations, orderly movement and student safety are the primary concerns.

GRADE CARDS

Grade cards will be distributed at the end of each grading period through School Messenger. Please notify the office if there are any questions regarding grade cards.

GRADE CHANGES/SEMESTER

Any student who has a grade change after the first or second semester grade cards have been issued should check with a licensed professional school counselor to make sure the change has been made.

GRADE POINT AVERAGE-(G.P.A)

A student's grade point average will be calculated automatically at the quarter and semester grade reporting periods. The grade point average is calculated on a standard four-point scale with the numerical value of grades assigned accordingly:

A =	4.00	C+ =	2.33
A- =	3.67	C =	2.00
B+ =	3.33	C- =	1.67
B =	3.00	D+ =	1.33
B- =	2.67	D =	1.00
		D- =	0.67
		F =	0.00

Three grade point averages will be tallied based upon the school calendar. A student's quarter grade point average will reflect the student's academic performance for that quarter only. A student's semester grade point average will reflect the academic performance for the semester while the cumulative grade point average reflects the student's academic performance in high school.

Advanced Placement, Honors, Pre-Calculus and some CCP* courses are weighted. By weighting these courses, students enrolled will be rewarded by receiving higher grade point averages with grades D- and above. Listed below is a comparison of non-weighted vs. weighted grade point values.

*CCP courses are weighted where a comparable weighted subject is offered at Columbian (i.e. English). CCP courses are not weighted in non-weighted subject areas at Columbian (i.e. Health).

<u>Course Weights</u>	<u>Grade</u>	<u>Regular Weights</u>
4.33	A or A+	4.00
4.00	A-	3.67
3.67	B+	3.33
3.33	B	3.00
3.00	B-	2.67
2.67	C+	2.33
2.33	C	2.00
2.00	C-	1.67
1.67	D+	1.33
1.33	D	1.00
1.00	D-	0.67
0.00	F	0.00

GRADING SYSTEM AND COURSE FAILURE

The grading system is based upon a twelve-point scale, as opposed to the traditional four-point scale, to allow for plus (+) and minus (-) grades to be awarded.

Weighted Only:

A+=12	C+= 6	F= 0
A=11	C=5	P= 2
A-=10	C-= 4	
B+= 9	D+= 3	
B= 8	D=2	
B-=7	D-= 1	

A student's semester grade is determined by doubling the nine-week grade's points and adding the point value of the exam grade. 3 points are required to pass a semester class.

In addition to accumulation sufficient points to receive course credit, students must also meet the following requirements:

Semester Course

1. In a semester course the exam, a student must pass two of the three grading marks
 - The two quarter grades and the semester exam, in order to receive credit.
2. In a semester course without an exam, a student must pass on the the following two grading periods with at lease a "D" OR pass each of the two grading periods with a "D-"

Yearlong Course (separated into 2 semesters)

Credit will be awarded for each semester in which a student receives a passing grade.

1. In a year course with semester exams, a student must pass two of three grading marks
 - The two quarter grades and the semester exam - in each semester in order to receive credit
2. In a year course without semester exams, a student must pass one the the two grading periods with at least a "D" OR pass each of the two grading periods with a "D-", per semester.

** In the case of seniors in yearlong courses with final exams, a senior must pass both the third and fourth nine-week grading periods to pass the second semester and be exempt from taking a final examination. A final examination will only be given to a senior who does not pass either the third or fourth grading periods. A senior student who has passed the 3rd and 4th nine-week grading periods may not take the final examination to try to improve the second semester grade in a year long class.

The semester grade issued in a semester and year long course will be the final grade that will determine both credit for the course and the representative grade point average.

GRADUATION ANNOUNCEMENTS - (SENIORS)

Tickets for graduation are available through Hometown Ticketing.

GRADUATION REQUIREMENTS

The minimum requirements for graduation from high school are as follows:

21 units of credit to include:

Ohio Core

English Language Arts - 4 units

Social Studies, American History, World History, American Government, - 3 units

Science, with inquiry-based lab experience, including one unit each in Physical Science and Life Science and one unit in Chemistry, Physics, or other physical science, Honors Biology or other life science, Astronomy, Physical Geology or other earth or space science - 3 units

Math, including one unit of Algebra II or its equivalent - 4 units

Health, .5 unit

Physical Education, .5 unit

Electives, **6.0 units within the 6 electives, students must earn 1 credit of Business/Career Tech, Fine Arts, or Foreign Language; students must also complete at least 2 semester of Fine Arts in grades 7-12; and earn a ½ credit of financial literacy.

Total 21 units

- All financial obligations to the District must be paid
- All disciplinary obligations must be satisfactorily completed.
- Participation in graduation rehearsal is required for participation in the graduation ceremonies.
- Students participating in the ceremony must wear the prescribed cap and gown.
- Prior to graduation, misconduct that results in suspension or expulsion may result in denial of participation in graduation ceremonies.
- Students whose decorum is disruptive or brings undue attention to themselves will not be awarded their diploma at the commencement exercises. They will be required to fulfill the disciplinary requirements given by the Superintendent/designee. Once the disciplinary requirements have been satisfied, the students shall receive their diplomas.

HALL PASSES

Students must have an approved eHall Pass to be in the hallways during class time.

HAZING AND BULLYING (Harassment, Intimidation, and Dating Violence)

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

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

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

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

Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks
- Threats, taunts, and intimidation through words and/or gestures
- Extortion, damage or stealing money and/or possessions
- Exclusion from the peer group or spreading rumors
- Repetitive and hostile behavior with the internet to harm other through the use of information and communication technologies and other web based/online sites (also known as cyber-bullying), such as the following:
 - Posting slurs on websites, social networking sites, blogs or personal online journals
 - Sending abusive or threatening emails, web site postings or comments and instant messages
 - Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online
 - Using web sites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, or electronic means are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers, and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying, and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

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

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

Students and/or parents should immediately report incidents of hazing and/or bullying to school administration.

HOMEWORK

Homework is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught and complete certain projects such as the reading of worthwhile books and the preparation of research papers. Home study assignments also afford a way for parents to acquaint themselves with the school program and their own children's educational progress. Homework is not to be used for disciplinary purposes. The amount and type of homework given is decided by the classroom teacher within the framework of overall instructional plans.

HONOR STUDENTS/HONOR ROLL

Honor Roll for students will be based on each nine weeks' grading period. One 3.20-3.99 honor roll and one 4.00-4.33 honor roll will be listed.

- **Summa Cum Laude Recognition**- students maintaining a 4.00+ grade point average for four years in high school.

- **Magna Cum Laude Recognition**- students maintaining an average of 3.50 to 3.99 for four years in high school.
- **Cum Laude Recognition**- students maintaining an average of 3.20 to 3.49 for four years in high school.

HUMAN GROWTH AND DEVELOPMENT

During each semester, the Human Growth and Development unit will be taught to all students enrolled in health class at Columbian High School. An informational letter describing the contents of the course will be sent home with each student.

INTERIM GRADE REPORTS

Interim grades are available through School Messenger.

LOCKERS

Students are assigned a locker and should not change lockers unless reassigned by the office.

Students are responsible for maintaining lockers to which they have been assigned and not to deface them in any way. If a locker does not open or close properly, or is damaged in any way, the office should be notified immediately. Students who intentionally jam their lockers may be assessed a fine and if a lock must be replaced, a \$10 replacement fee may be charged.

Students are to try their locker combinations before the first day of school. Students are responsible for times in their lockers and the school will not accept the responsibility for any items which might be missing from the locker. Lockers must be kept closed at all times. Thefts can only occur when the locker is left open, or when you permit others to know your combination. **Money or other valuables should never be left in lockers.**

Students will not be given locker combinations of other students under any circumstances.

The Tiffin City School District Board of Education or its designee reserves the right to search the lockers, desks, person and personal belongings of a student when it is necessary for the maintenance of order, discipline, and safety.

LUNCH REGULATIONS

The district provides one breakfast as well as one lunch, per student, at no charge for the 2026-27 school year. (Breakfast is not served on days with a 2 hour delay.)

Students who live near the building or who can get home and back in time may leave the building for lunch. They may also go uptown for lunch if they wish. Students who leave the

building for lunch are not to loiter on sidewalks and alleys to and from eating establishments. If students' lunches are brought to school, they may eat them in the cafeteria.

When returning between lunch periods, students should enter through the cafeteria doors unless otherwise specified.

During lunch, students are not to be roaming the halls or standing in the restrooms. The main lobby restrooms are to be used during a student's lunch period. Students who leave the building during lunch are required to return to school in time for their next scheduled class. Failure to do so will result in an unexcused tardy or absence. Any violation may result in the loss of open lunch privileges.

MAKE-UP WORK AS A RESULT OF ABSENCE

Requesting Assignments

If a student has been or will be absent for three or more consecutive days, **the student or a parent should check in Canvas to keep up with assignments**, call the main office **or email each individual teacher** to request the student's assignments. **Calls should be made as early as possible to the main office and placed at least a day in advance of when books are to be picked up.**

Excessive absenteeism may result in the requiring of an excuse from a physician. Students having physical problems that might require an excessive amount of absenteeism should make this known through a letter from a physician to the school administration. At the discretion of the administration, tutoring may be necessary to receive credit in any given course.

Generally, unless the class syllabus states otherwise, students are allowed a make-up day for each day of absence. The standard for Columbian High School is that each student is responsible for initiating arrangements for the process of make-up completion work on the first day in school after an absence.

MEDICATION

Medication must be presented in its original container and brought directly to the main office. A non-prescription bottle of medication must have the student's name on the bottle and an appropriate authorization form must be completed on a yearly basis. All medication must be accompanied by the appropriate forms and completed by parents and approved by the school office. **This must be completed each year or whenever medication or dosage changes.**

If medication is not in the original container and/or form is not completed correctly, the medication will not be given that day but will be stored in the office until school is dismissed. A record of the dispensing medication will be kept on file.

NATIONAL HONOR SOCIETY

Columbian High School's local charter of National Honor Society recognizes Juniors and Seniors that exhibit outstanding achievement in all of the following areas: scholarship, leadership, service, and most importantly, a record of good character. Columbian's chapter is a part of a larger national organization and has built its local constitution and processes in accordance with national standards.

Initial eligibility for membership in the Columbian chapter is determined by cumulative grade point average after four and six semesters of high school. Selection is based upon each student's qualities of scholarship, leadership, service and character as outlined in detail in our local constitution. Families that wish to take a closer look may contact the faculty advisor for more information and qualifications.

NATIONAL HONOR SOCIETY SELECTION PROCESS

All juniors and seniors will be notified of their eligibility to apply for membership. The letter of notification will include an application, the requirements, and teacher reference forms that must be submitted by the specified deadline. Late applications will not be considered.

Once this process is complete, students' completed application and references will be presented to the Faculty Council for review. The Faculty Council will then make the decision for acceptance into the National Honor Society. If at any point in time between the Faculty Council's decision and the induction ceremony new information is made available to the Faculty Council regarding the pillars upon which the student was accepted, the Faculty Council will reconvene in a timely manner to reconsider the application in light of the new information. The advisor will notify any affected student and his or her parents.

Students who are accepted into the National Honor Society will be notified in person during the school day. They will then attend an official induction ceremony where they will become full members of the organization. Students who are not accepted into the National Honor Society will be notified in person by the advisors. Juniors who are not accepted may reapply their senior year if they meet the GPA qualification. Students who are not accepted will also have the opportunity to appeal the decision of the Faculty Council to the principal. The principal's decision is then final. Any questions about this process should be directed to the advisors of the National Honor Society.

MEMBERSHIP REQUIREMENTS

Second-year members of National Honor Society will pay \$20 dues by October 1 and complete 20 hours of community service by a second semester deadline set by the advisor each year. Newly inducted members will pay \$10 dues by February 1 and complete 10 hours of community service by the same deadline.

OHIO MEAN JOBS-READINESS SEAL

The 21st century workplace is constantly evolving. To ensure success in their careers, students must be prepared to engage in this rapidly changing environment. Ohio businesses are seeking talented workers who have solid academic skills such as reading, writing and mathematics, as well as the professional skills required for success in the workplace. Among these professional skills are being reliable, drug free, disciplined and able to solve problems.

The OhioMeansJobs - Readiness Seal is a formal designation a student can earn by demonstrating the professional skills that are required for success in the workplace. The student can earn the OhioMeansJobs-Readiness Seal by asking three or more mentors to validate that the student demonstrated the professional skills valued by Ohio businesses. The OhioMeansJobs-Readiness Seal distinguished students who are prepared to contribute to the workplace and their communities.

Please see your school counselor for more information and paperwork if you are interested in pursuing the OhioMeansJobs- Readiness Seal.

PARENT CONFERENCES

Parent teacher conferences will be announced through Final Forms.

Parents will receive a notification to schedule a conference time.

PARENTAL INVOLEMENT

The school believes that parental involvement is an important part of the educational program. All parents and foster caregivers are encouraged to take an active role in the education of their children or foster children. The school sees to:

- Encourage strong home-school partnerships.
- Provide for consistent and effective communication between the parents or foster caregivers and school officials.
- Offer parents or foster care givers ways to assist and encourage their children or foster children to do their best.
- Offer ways parents or foster caregivers can support classroom learning activities.

PBIS- Positive Behavior Intervention Supports-Framework

“We are Tiffin “PROUD”

Area	Positive	Respectful	Own It	Understandable	Dependable
Arrival/Dismissal	<ul style="list-style-type: none"> - greet others - polite - ready to give your best effort 	<ul style="list-style-type: none"> - keep hands, feet, objects to yourself - use school-appropriate language and volume -obey supervisors 	<ul style="list-style-type: none"> - report serious problems to staff - use crosswalk - leave no trace 	<ul style="list-style-type: none"> - respect others - enter quietly - be patient 	<ul style="list-style-type: none"> - arrive and exit on time - prepared - park in assigned area
Hallway/Stairway	<ul style="list-style-type: none"> - be a role model - care about others feelings 	<ul style="list-style-type: none"> - keep hands, feet, objects to yourself - walk - keep book bags close to walls 	<ul style="list-style-type: none"> - reports serious problems to staff -use school-appropriate language and volume 	<ul style="list-style-type: none"> - move patiently through the halls - help others 	<ul style="list-style-type: none"> - be focused on task
Cafeteria	<ul style="list-style-type: none"> - say please and thank you 	<ul style="list-style-type: none"> - use inside voice - keep hands, feet, objects to yourself - use school-appropriate language and volume 	<ul style="list-style-type: none"> - report serious problems to staff - throw away trash - clean up spills 	<ul style="list-style-type: none"> - be patient - throw away trash - push chairs in 	<ul style="list-style-type: none"> - use your time wisely -keep your space clean and clear

Restroom	- demonstrate proper bathroom manners	- give privacy to others -use facilities and supplies correctly	- report serious problems to staff - flush - wash hands -throw trash away - leave no trace -ask for help	- respect privacy - report issues	- return to classroom promptly
Classroom Area	- welcome differences - care about others feelings -be proud of yourself -keep trying	- follow class rules - participate - ask questions - follow adult directions	- report serious problems to staff - ask for make-up work -accept reinforcers and consequences	- use kind words - raise your hand	- come to class on time - bring materials - use your work time wisely
Community Events	- represent your district in a positive manner	- pick up trash - use school appropriate language and volume	- being good neighbors - leave no trace	- be respectful of others viewpoints - respect others	- pick up trash
Extra-Curriculars	- display good sportsmanship - cheer in a kind and respectful manner	- use school-appropriate language and volume	- listen to staff - practice self control with people, materials, & time - find something to get involved in	- accept the outcome of the event	- follow through with commitments
Technology	- use for educational purposes	- follow technology agreement - ask questions	- THINK before you act/send	- report any issues to teacher - be patient	- keep password private - return to the cart when finished and plug device back in

Office	- greet others - polite - say please and thank you	- enter quietly - wait patiently for assistance	- be there for a purpose	- enter quietly - use proper language	- use time wisely
--------	---	---	-----------------------------	---	----------------------

PERSONAL BUSINESS- Messages, Floral/Food Delivers

The school will not allow students to conduct personal business during school hours. The school maintains the right to question the nature of the personal business and permit or reject the request. Classes will not be interrupted to give messages to students. Only in the case of an emergency will messages be delivered. Floral and/or food deliveries will not be accepted for students during the school day.

PRESIDENTIAL AWARD FOR EXCELLENCE and EDUCATIONAL ACHIEVEMENT AWARD

Awards will be made to graduating seniors who have met the following criteria:

- Received a score in the eleventh or twelfth grade on a nationally recognized standardized achievement test battery or a nationally standardized college admissions examination which placed them at or above 85th percentile.
- Successful completion, by graduation, of at least twelve high school or higher level course credits in the “New Basics”. The “New Basics” include English, math, science, social studies, foreign language and computer science.

Presidential Award for Excellence

Attained a 3.5 accumulative grade point average over grades 9, 10, 11, and the first semester of grade 12.

Educational Achievement Award

Attained a 3.200-3.499 accumulative grade point average over grades 9, 10, 11 and the first semester of grade 12.

PROTECTION OF PUPIL RIGHTS/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. There include the right to:

CONSENT- before students are required to submit to a survey that concerns one or more of the following protected areas (“potected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility

RECEIVE NOTICE AND AN OPPORTUNITY TO OPT A STUDENT OUT OF-

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

INSPECT, UPON REQUEST AND BEFORE ADMINISTRATION OR USE-

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

PUBLICATIONS

Tiffin City School student’s photographs, artwork, poetry or other work produced in conjunction with a school project, class or extracurricular activities may be published in accordance with the policies set forth in the Board of Education Policy Manual.

PUBLIC DISPLAY OF AFFECTION

Any excessive show of affection between couples, which attracts undue attention to them, shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like action.

PUBLIC’S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is

authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of District wide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so, decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask for the identity of an individual requesting information and the reason the information is sought to be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of the public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request. Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed "directory information" may be released from an individual student's file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of "personally identifiable information" generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure

requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial or the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be listed to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

SENTINEL CAREER & TECHNOLOGY CENTER

All Sentinel students are to report to homeroom on the first day of school. Sentinel students will be notified when they are required to attend homerooms on other occasions.

Students returning to Columbian from Sentinel classes should enter the doors by the gym, South Monroe Street doors, or the first set of Union Street doors. Students must wait in the main lobby until the class changes.

Sentinel students are to report to Columbian as scheduled when the vocational school is not in session and Tiffin City Schools are in session. Likewise, Columbian students are required to report to Sentinel (as well as Vanguard, the Tech Center and any institution where a student may be taking a post-secondary option class) as scheduled when Columbian is not in session.

Home School Policy for Sentinel Students

With respect to its students, the Tiffin City Schools shall honor and enforce any disciplinary action affecting a student attending Sentinel Career Center if the action is taken by Sentinel

Career & Technology Center for rule infractions committed by that student on the Sentinel Career & Technology Center's premises.

SEXUAL HARASSMENT POLICY

Columbian High School is committed to eliminating and preventing sexual harassment from our school and facilities. Sexual harassment is improper, immoral, illegal, and is prohibited at Columbian High School. This policy is implemented to inform students, parents, and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment.

Definition of Sexual Harassment

Ohio and Federal Laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

What to do if you are sexually harassed

When unwelcomed activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for students should be through the school counseling office or any school administrator. If you are subjected to behavior which you consider to be sexual harassment, notify a school counselor or administrator. You will be asked to put your complaint in writing and an investigation will be made into the matter. Appropriate sanctions will be imposed against any student or employee who is found to have engaged in sexual harassment while on or about district property, or in relation to any school activity.

SOCIAL EVENTS/DANCES

All students attending high school functions must be registered as a high school freshman or in an equivalent high school program. Any student not from Columbian must register and have prior approval from the building administrator to attend. **A Columbian student is only allowed one guest.**

SPORTSMANSHIP/CITIZENSHIP

Co-curricular activities are an integral part of the total educational process where responsibility and proper behavior are expected at all practices and athletic events as is expected in the classroom. Unacceptable behavior and/or poor sportsmanship/citizenship will not be tolerated and may lead to an individual's removal.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the Tiffin City School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law, yet be guarded as confidential information.

The Superintendent is responsible for the proper administration of student records in keeping with Ohio law and federal requirements and the procedures for the collection of necessary information about individual students throughout the District.

Upon request, all records and files that are included in the student's cumulative folder are available to parents, guardians or the student if he/she is over 18 years of age. This request must be in writing and is granted within seven calendar days. No records are removed from the school, and a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

All rights and protections given to parents under law and this policy transfer to the student when he/she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student".

The District provides notice to parent(s)/guardian(s) and eligible students annually, in accordance with the procedures set forth under administrative regulations, of the following rights held by parents and eligible students under law and this policy:

- The right to inspect and review the student's education records;
- The intent of the District to limit the disclosure of information contained in the student's education records except:
 - By prior written consent;
 - As directory information and
 - Under other limited circumstances, as enumerated under administrative regulations
- The right, in accordance with administrative regulations, to see to correct parts of the student's education records, including the right to a hearing if the District decided not to alter the record according to the parent or eligible student's request;
- The right of any person to file a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Federal Education Rights and Privacy Act (FERPA) and

- The procedure which the parents/guardians or eligible student should follow to obtain copies of this policy, the location from which these copies may be obtained, as well as any fees to be charged for copies.

The District proposes to designate the following personally identifiable information contained in a student's education records as "directory information".

- Student's name;
- Student's address;
- Student's date of birth;
- Participation in officially recognized activities and sports;
- Student's achievement awards or honors;
- Student's weight and height, if a member of an athletic team;
- Dates of attendance ("from and to" dates of enrollment);
- Date of graduation

The above information is disclosed without prior written consent, except when the request is for a profit-making plan or activity. Student records that consist of "personally identifiable information" generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing.

Administrative regulations set forth a procedure for annual notification to parents and eligible students of the District's definition of directory information. Parents or eligible students then have two weeks in which to advise the District, in accordance with such regulations, of their refusal to permit the District to designate directory information about the student.

To carry out their responsibilities, school officials have access to student education records for legitimate education purposes. The District uses the criteria set forth under administrative regulations to determine who are "school officials" and what constitutes "legitimate educational interests".

Other than requests as described above, school officials release information from, or permit access to, a student's education records only with the prior written consent of a parent of eligible student, except that the Superintendent or a person designated in writing by the Superintendent may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g. transfers to another school district or to comply with judicial order or subpoena or where warranted, in a health or safety emergency, etc.)

The District maintains, in accordance with administrative regulations, an accurate record of all requests to disclose information from, or to permit access to, a student's education records and of information disclosed and access permitted.

STUDENT RECORDS: NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- **The right is to inspect and review the student's educational records within 45 days of the day the school received a request for access.** Parents and eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.** Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her

tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

STUDY HALL

Only Juniors and Seniors will be permitted to opt out.

Students may opt out of any study hall until their first seated class is scheduled and/or after their last seated class is scheduled. This will reduce the number of students entering and leaving during the middle of the school day.

CCP students will be allowed to opt out of any study halls to attend seated classes on campus or to work on their online classes.

Students taking any credit recovery courses are not eligible to opt out of study hall.

Related note- Online classes will only be utilized for credit recovery needs and to alleviate schedule conflicts. Students will no longer be allowed to take online classes for their first time through a course simply because they don't want what is offered at TC or because they don't want to report at the scheduled time of their classes. It must be a true scheduling conflict due to VSCTC or another valid reason.

Students in grades 9-11 will be limited to no more than 2 study halls. In rare cases, a third study hall may be added, but only with the approval of the building principal.

SURVEILLANCE CAMERAS

Students are duly informed that their behavior will be monitored on school property and/or adjacent property by security cameras. These recordings may be used as evidence in disciplinary and legal actions.

TECHNOLOGY/ELECTRONIC USE

Guidelines

In addition to the Tiffin City Schools Student Acceptable Use Policy, student code of conduct, board policies, building policies and administrative guidelines already in place, there are additional guidelines/policies users should be aware of:

- All devices should - by default - be set to mute/silent.
- Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures/video), of any student, staff member, or other person on school property or while attending a school-related activity without the express prior

notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use an electric device to violate the parity rights of another person may have their device confiscated and held until the end of the school year. Additional consequences may apply at the discretion of the principal, or designee.

- Student use of any electronic device while in class, while participating in school activities (e.g. extra-curricular activities) and while participating in school related functions is restricted to academic or instructional purposes only, as determined by the instructor. During these times, the use of such devices for personal, business or entertainment purposes is prohibited (e.g. no games).
- The Tiffin City School District will not provide access to our internal resources or servers to any personally-owned devices.
- The Tiffin City School District will not provide access to our copiers or printers to any personally-owned devices.
- The Tiffin City School District or its staff will not provide any technical assistance on personally-owned devices. Users are directed to utilize their user manuals and other resources provided by their device manufacturer for technical assistance.
- The Tiffin City School District will not provide the opportunity to charge any personal device. It is the responsibility of the user to have a property charged device before school.

Students in the Tiffin City Schools are responsible for good behavior on school computers or networks and other multi-media equipment. Computers are provided for students to conduct research, communication with others, and produce products. General school rules for behavior and communication apply.

Access to the network and Internet services is a privilege - not a right. Students and parents are responsible to read and sign the Acceptable Use Policy. Parents who do not want their students to have Internet access must complete on Final Forms the No-Access Form from the Acceptable Use Policy. Network administrators reserve the right to monitor student screens, accounts and E-mail. As outlined in school policies and procedures on student rights and responsibilities, the following are not permitted.

Unacceptable uses of the computer/network include but are not limited to:

- Violating the conditions of State and Federal laws dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
- Using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
- Accessing personal social networking websites for non-educational purposes;
- Reposting (forwarding) personal communication without the author's prior consent;
- Copying commercial software and/or other material in violation of copyright law;
- Using the network for financial gain, for commercial activity or for any illegal activity;
- "Hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
- Accessing and/or viewing inappropriate material; and
- Downloading of freeware or shareware programs.
- Intentionally damaging computers, peripherals, or networks
- Intentionally wasting network resources

Violations may result in a loss of access as well as other disciplinary or legal action, depending on the severity of the situation. The disciplinary process may include combinations of the following consequences:

- Loss of access privileges
- Referral to the Administration for disciplinary action

TEXTBOOKS/TECHNOLOGY/LIBRARY MATERIALS

Loaned to Students

Students and parents are responsible for all damaged or lost school issued materials (chromebook, charger, textbook, library books, etc), including the new cost of a lost or damaged item. No credit will be granted until all fines for damaged or lost items have been paid. Students must return the item that was issued to them with the same number recorded. CCP books should be returned to the library.

Refund/Lost/Damaged

Students will be charged at a current replacement cost for lost or damaged school owned items. If a lost item is found and returned prior to the first day of school in the next school year, the fee for the book will be rescinded and a refund will be given for the lost item that was paid.

TITLE IX

NOTIFICATION OF POLICY: The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner.

Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education's Office for Civil Rights, or both.

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulation. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complain of sexual harassment, and how the District will respond. The District Title IX Coordinator's name and contact information can be found on our district website.

VISITORS TO THE BUILDING

In accordance with O.R.C. 2911.21, all visitors must report to the high school office, where they will register and receive a visitor pass. Failure to do so may result in criminal trespass charges in which a maximum penalty of thirty days' imprisonment and a \$250 fine may be imposed. (Posted in accordance with O.R.C. 3313.20). All doors will be locked at 8:00 a.m. Visitors will be able to enter through the Monroe St., Union St., and the loading dock doors.

WITHDRAWAL/TRANSFER FROM SCHOOL

All students withdrawing from Columbian High School must properly complete a withdrawal form from the main office.