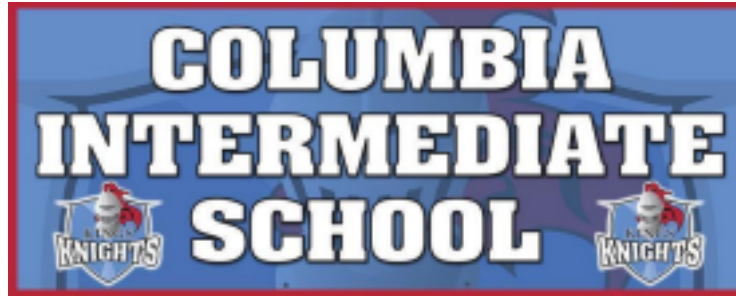


Parent & Student Handbook

2023 - 2024



AN OHIO HALL OF FAME SCHOOL

8263 Columbia Road
Maineville, Ohio 45039
513-398-8050 ext. 5
www.kingslocal.net

Shelley Detmer-Bogaert, Principal
Ext. 13001
Lori Stovall, Assistant Principal
Ext. 13002

Welcome to Columbia Intermediate School...where students & families unite to become Knight Nation!

Property of:

Address:

Phone #: Email:

In case of emergency, please notify:

Name: Phone #:

The information in this book was the best available at press time. Watch for additional information and changes.



©2016 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

Columbia Intermediate ... Be Nice Out There!

A MESSAGE FROM OUR PRINCIPALS...

We welcome you to Columbia Intermediate School! This is where, for the first time, all Kings 5th graders join together as a graduating class. We believe that 5th and 6th graders have the unique challenge to begin taking true ownership of their learning. We believe in the importance of building relationships, encouraging creativity and promoting student innovation.

Columbia Intermediate is a place where learning is active, challenge is expected and all learners aspire to reach their greatest potential. It is also a time where thoughtful communication and problem solving, whether academically or socially, is key to student success.

Parents are very important members of the Columbia family. We encourage you to participate fully in helping make your child's school experience meaningful and successful. We are committed to supporting students and their families – please reach out to your teachers, counselor, staff members or principals with any needs or questions.

We invite all students and parents to share in the many exciting and rewarding opportunities awaiting you at CIS!

Best wishes for a happy and successful school year...Go Knights!

Shelley Detmer-Bogaert, Principal

Lori Stovall, Assistant Principal

COLUMBIA INTERMEDIATE MISSION STATEMENT

Our School will strive to meet the unique needs of young adolescent learners by actively engaging students in their learning and providing an environment that respects the wide range of adolescent development.

Our Teams will strive to meet the unique needs of young adolescent learners by building positive relationships and providing instruction that fosters a passion for learning.

Our Students and Families will feel a strong sense of school community and recognize the important role they play in our educational partnership.



ASSIGNMENT OF STUDENTS TO CLASSES

It is the responsibility of the building principal with input from the staff to assign students to classes. During the last four weeks of the school year, each teacher will be required to turn in class listings with basic information on each child. Additionally, we will send a link via Google for parents to complete a "Parent Input Form". With parent and teacher input, class assignments will be made to balance teacher classes with academics and behavior needs of students.

ARRIVAL & DISMISSAL

Arrival begins at 9:05 and dismissal begins at 3:45. Students may arrive at school no earlier than 9:05 when the first bell rings. Students must be in their classroom at 9:15 when the tardy bell rings. Bus students will enter the building through the side entrances near the bus drop-off point. All other students will enter the building in the front of the building at the office entrance.

All calls for pick-up or change of plans must be received in the office by 3:00 p.m. to ensure the message gets to the student. For safety reasons no student will be pulled from a bus once they have boarded. Prior to arriving at school, it is important that students know if they are riding the bus or being picked up.

ATTENDANCE

Truancy Laws in Ohio have been amended with the passage of the HB 410 and all schools are required to keep track of the number of hours each student is in school. Schools report time out of school as an "occurrence" instead of an absence.

Generally, twelve (12) occurrences from school, which include full days, partial days, tardies and early dismissals, may be documented by a parent/guardian phone call/fax, note or email. This includes all excused and/or unexcused occurrences, tardies and early releases. All instances indicated shall count as (1) occurrence, whether the absence is a full/partial day, tardy or early release from school.

Medical notes shall NOT count against the (12) occurrences that a parent may excuse.

Absences, full and partial days, tardies and early dismissals in excess of (12) occurrences may not be excused by a parent/guardian and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an occurrence is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused occurrences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an occurrence (full day absence, partial day absence, tardy or early dismissal) is excused.

Tardiness

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after the start time of the student's school must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration. Each tardy to school, unless medically excused, will count towards a student's 12 occurrences allowed in a school year. Chronic tardies, eight (8) or more in a semester may result in after school detention, Thursday school, referral to counselor, in-school suspension or loss of driving privileges.

Early Dismissal

Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals, unless medically excused, will be counted toward the student's (12) occurrences in the school year. In all cases, a parent/guardian

will be contacted to provide permission and a valid reason for the early dismissal. When a student arrives on the campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

Absences

Students who miss school are required to have their parent/guardian contact the attendance office within 2 hours of the student's school start time. Please refer to your child's designated school for school start times.

If the school does not receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes from the parent/guardian or physician must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

District Responsibilities:

The school, in compliance with Ohio Truancy Laws and HB 410, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissal.

- If a student acquires 38 hours of combined excused and unexcused occurrences in one month or 65 hours of combined excused or unexcused occurrences in one school year, a warning letter will be mailed to the parent/guardian.
- If a student acquires 45 hours of unexcused occurrences a Truancy Education Meeting will be scheduled. This group meeting will be held in your child's school district. The purpose of this meeting is to advise parents/guardians of the new truancy laws, school policy, and student current attendance records.
- The following are the thresholds that are defined in the Ohio Revised Code and serve as the definition of a Habitual Truant:
 - 30 consecutive hours of unexcused occurrences from school, OR
 - 42 hours unexcused occurrences from school in a school month, OR
 - 72 hours unexcused occurrences from school in a school year.

Should a student meet any of these thresholds during the school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

EARLY DISMISSALS - STUDENT

If it is necessary for a child to be dismissed prior to the end of the school day, the following procedure shall be used:

1. Notify the school office by written note and indicate the reason, the date, the time and the person who will pick up the child from the office. The child should bring the note to the office when he/she arrives at school so that the dismissal can be listed on the master attendance sheet distributed to the staff. **The office will only release students to the parent or legal guardian unless written permission is provided.**

2. The person coming to pick up the child must report to the school office and sign the student out on the sign in/out sheet.
3. The child will be called to the office at the appropriate time if the child has not already reported to the office.
4. In some cases, the person picking up a child may have to prove his/her identity through a driver's license.

Early dismissals shall be counted the same as morning tardies. These rules and procedures are designed to protect the children while in the school's custody and to reduce unnecessary interruption/disruption to classrooms.

BOARD POLICY BOOKS

Board of Education Policy Books are available for staff, parents and community members and may be checked out from the library or from the main office.

CAFETERIA/FOOD SERVICES

Food Service Director: Jennifer S. Arlinghaus, 513-398-8050, extension 10027

Head Cook: Pamela Mayton, 513-398-8050, extension 13054

The Kings Local School District Food Service Department participates in the National School Lunch Program, offering wholesome, nutritious meals. All meals incorporate whole grains, fresh fruits and vegetables and a variety of low fat, healthy options.

Menus are posted on the Kings Local School Website. Copies of the menu are not distributed to each individual student however upon request copies of the menu will be provided. Menus are subject to change due to supply shortages, delivery or other varying factors.

Families will need to complete a Free/Reduced Meal Application in order to be up for consideration of eligibility for the free/reduced meal program at school. Students who do not qualify for Free/Reduced Meals will need to purchase meals next school year.

MEALS (2023-2024 SCHOOL YEAR):

Breakfast - \$ 1.65 Lunch A/B - \$ 3.00/\$3.25 (One (1) 8 oz. milk is served with the meal at no cost.)

Milk - \$.55 (milk for packed lunch, extra milk with meals).

PAYMENT METHODS:

- 1) Parents/Guardians can place money on a student's account using an online prepayment system at www.payschoolscentral.com
- 2) Students can bring cash or check into school daily/weekly. The funds will be placed into the student's accounts by the Food Service Staff. Funds will remain on the account until expended. Funds will carry over year to year with each student. Upon students withdrawing and/or upon graduation they may contact the Food Service Department for a full refund of balance remaining. 513-398-8050 extension 10027.

For purposes of payment assistance for School Fees, parents/guardian will need to complete the Free/Reduced Meal application to determine eligibility for waiver of Students School fees.

The Kings Local School District remains committed to the physical and mental well-being of our students. The District supports the student's development toward a healthier future through promoting healthy eating; to that effort the Kings Local School Board of Education set forth a Student Wellness Policy as provided on the Kings Local School website.

STUDENT WELLNESS

The Kings Local School District remains committed to the physical and mental well-being of our students. The District supports the student's development toward a healthier future through promoting healthy eating and increased physical activity; to that effort the Kings Local School Board of Education sets forth a Student Wellness Policy (Section E: Support Services - Policy EFG):

<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=kings-osba>

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Lockers and desks are subject to inspection at any time. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage or replace the item. Local law enforcement agencies may be notified and the student may be suspended from school.

CHILD ABUSE

The Kings Local Board of Education shall comply with the requirements of the child abuse and neglect provisions of the Ohio Revised Code. It is mandatory for all school employees to report suspected child abuse and neglect to proper authorities. (ORC 2151.421)

CLASSROOM VISITATIONS BY PARENTS

Requests to visit classes are to be made 24 hours in advance with the building principal. The teacher of the class shall be notified in advance and given the opportunity to request an alternative date. A parent, who goes to the classroom without receiving a visitor's pass, will be politely reminded of the policy. This policy safeguards the rights of all students and of the teacher.

Normally a parent will be permitted to visit at the time requested although occasionally the classroom activity may be such that the presence of another adult may be inherently disruptive. On such an occasion, an alternative date with the parent will be arranged. The parent's objective(s) for the visit must be given to the principal and teacher.

Only parents of students in the classroom may visit the classroom upon following the procedures. Visiting classrooms for the purpose of selecting a future teacher is not permitted. All visitors must report to the office before going to the classroom at the assigned time. Classroom visits will be limited to thirty minutes and multiple visits to the same class are discouraged unless the reasons are judged acceptable by the principal.

CLINIC/NURSE

Our school nurse is available on a daily basis for our students. She can be reached at Ext. 10038. It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses.

CHICKEN POX: A skin rash consisting of small blisters, which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chills and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

FEVER: If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) (s)he should remain home until (s)he has been without fever for a full 24 hours. Remember fever is a symptom indicating the presence of an illness.

FLU: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. Nits are teardrop shaped and vary in color from brown to white. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo.

PAIN: If your child complains, or behavior indicates, that (s)he is experiencing persistent pain, (s)he should be evaluated by a physician before your child is sent to school.

PINKEYE: Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy, as determined by your physician, and discharge from the eyes has stopped.

SKIN RASHES: A physician should evaluate skin rashes of unknown origin before your child is sent to school.

STREP THROAT AND SCARLET FEVER: Strep throat usually begins with fever, sore and red throat, possibly pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

VOMITING AND DIARRHEA (INTESTINAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. *If your child has had any of these symptoms during the night, (s)he should not be sent to school the following day.*

CODE OF CONDUCT

District administrators, principals, teachers, substitute teachers, teachers' aides, student teachers, office personnel, bus drivers, custodians, cooks or any authorized school personnel have a right to make and establish reasonable rules/regulations/procedures/requests (hereafter referred to as rules) which are to be followed in order to guarantee each student the excellent climate they deserve. This handbook is part of those rules. Violation on the part of a student of any one or more of the rules may result in disciplinary action; including (but not restricted to): student conference, parent conference, denial of privilege(s), restrictions placed, payment of damages, detention(s) (study/work), in school discipline, confiscation, suspension, emergency removal, involvement of the proper legal authorities and/or expulsion. Counseling may be required (on its own or in conjunction with any of the above). Penalties will increase in severity for repeated violations of school rules and regulations.

The specific penalty will be assigned by the administrator based on the information available, the nature of the incident/act, the discipline history of the student(s) and the severity and frequency of rule violations.

STUDENT RIGHTS AND DUE PROCESS

Recent court decisions across the country have held that the right to an education is a fundamental right. Certain procedures must be followed before a student can be denied this right. The state of Ohio has laws collectively known as "Student Due Process Law" which set out the circumstances and procedures under which a student may be denied school attendance.

Full details of the rules, regulations and due process procedure of the Kings Local School District are available to parents, guardians or students in the office of each school in the district and at the superintendent's office.

CODE OF REGULATIONS FOR CONDUCT OF PUPILS

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to: in school discipline, out of school suspension, emergency suspension, expulsion or removal from curricular or extracurricular activities pursuant to 3313.66 Ohio Revised Code. The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property.
2. Damage or destruction of property belonging to a school employee or anyone connected with the school district.
3. Assault on a school employee, student or other person while in custody or control of the school, or in the course of a school-related activity.
4. Possession or use of dangerous weapons or look-alikes (including but not limited to stun guns, pellet/BB guns, knives, sprays, etc.) or the use of an item as a weapon or in a dangerous manner.
5. Fighting.
6. Chronic misbehavior which disrupts or interferes with any school activity.
7. Disregard of reasonable directions or commands by school authorities including school administrators and teachers (Insubordination).
8. Any significant disruption or interference with school activities.
9. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of a school administrator or teacher.
10. Leaving school during school hours without permission of the proper school authority.
11. Distribution or placement of pamphlets, leaflets, buttons, insignia, signs, slogans etc., without permission of the proper school authority.
12. Demonstrations by individuals or groups causing significant disruption to the school program.
13. Disrespect to a teacher or other authority.
14. Threats made to administration, teachers, students, any other school personnel, or to district property.
15. Skipping detention.
16. Refusing to take detention or other properly administered discipline/refusing lesser punishment.
17. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
18. Buying, selling, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or that you think is a controlled substance).

19. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally where the student or students involved cannot provide medical documentation to show a legitimate health or other reason for the use of such substance, and has not followed the procedures for administering medication(s) at school.
20. Possessing, using or being under the influence of any alcoholic beverage or intoxicant of any kind, or smelling of drugs or alcohol on school premises or at a school-sponsored function.
21. No student shall smoke, use or possess any substance containing tobacco, including but not limited to, cigarettes, cigars, a pipe, a clove cigarette, vape device, chewing tobacco, or use tobacco (or paraphernalia used in lighting such substances) in any form at any time. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location.
22. Turning in false fire, tornado, bomb, disaster alarm or calling the emergency number, 911.
23. Extortion of a pupil or school personnel.
24. Forgery of school related documents.
25. Cursing.
26. Cheating or plagiarizing.
27. Hazing.
28. Gambling (including possession of related items such as but not limited to: playing cards, dice, etc.).
29. Engaging in sexual acts or displaying excessive affection or other inappropriate sexual behavior on school premises or at a school-related function.
30. Publication, transmitting and/or sharing of obscene, pornographic or libelous material.
31. Use of indecent or obscene language in any form.
32. Indecent exposure.
33. Arson and unauthorized use of fire.
34. Harassment or bullying in any form, including but not limited to verbal, physical, racial, or sexual.
35. Failure to abide by reasonable dress and appearance codes set forth in student handbooks, established by administration or the Board of Education.
36. Failure to abide by rules and regulations set forth by the administration.
37. Disobedience of driving regulations while on school premises.
38. Presence on school property with a communicable disease.
39. Willfully aiding another person to violate school regulations.
40. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by, or to any activity held under the auspices of the board of education.
41. Any criminal violation of the Ohio Revised Code.
42. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location shall be the reason for expulsion, suspension or permanent removal from school.
43. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location.
44. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or an extracurricular activity on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off school premises or at a school-related activity regardless of location.
45. Violation of the Computer Acceptable Use Policy.
46. Stealing – possession of property belonging to others.
47. The use of any contraband or recreational devices that might be counterproductive to the educational process.

DANGEROUS WEAPONS POLICY

The board is committed to providing the students of the district with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons in the schools.

Sections 3313.66 and 3313.61 of the Ohio Revised Code requires that the superintendent of a city, exempted village or local school district expel a student for a period of one year for possessing/bringing a firearm or look-a-like and/or knife on school property, in a school vehicle or to any school sponsored event. In addition, a student may be expelled for reasons beyond the possession of a firearm or knife. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924), which includes, but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from possessing/bringing a firearm on school property, in a school vehicle or to any school sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school activity, the superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from possessing/bringing knives on school property, in a school vehicle or to any school activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle. If a student possesses/brings a knife on school property, in a school vehicle or to any school-sponsored activity, the superintendent may, if authorized by the board, expel the student from school with the same expulsion implications as noted above. The board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

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

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into 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 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 or at a school-sponsored activity.

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

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

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, are inconsistent with the educational process and are prohibited at all times. 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.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website.

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

District employees, students and volunteers have 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 and Federal law.

No one is permitted to 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.

NOTE: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. 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.

Violence within a dating relationship is also included in this prohibition against harassment, intimidation and bullying.

Hazing and Bullying Regulation (Harassment, Intimidation and Dating Violence)

The prohibition against hazing, dating violence, harassment, intimidation or bullying is publicized in student handbooks and in the publications that set the standard of conduct for schools and students in the District. In addition, information regarding the policy is incorporated into employee handbooks and training materials.

SCHOOL PERSONNEL RESPONSIBILITIES AND COMPLAINT PROCEDURES

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying"), such as the following:
 - A. posting slurs on web sites, social networking sites, blogs or personal online journals;
 - B. sending abusive or threatening e-mails, web site postings or comments, instant messages, text messages, phone calls, and/or voicemails;
 - C. using camera phones or other photographic devices to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - D. using web sites, social networking sites, blogs or personal online journals, e-mails, instant messages, text messages, phone calls, and/or voicemails to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers. If these acts take place on school property, or if off-campus activity results in a disruption to the educational process, a student may face disciplinary consequences.

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

TEACHERS AND OTHER SCHOOL STAFF

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file a written incident report concerning the events witnessed.

Teachers and other school staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

COMPLAINTS

1. Formal Complaints - Students and/or their parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.
2. Informal Complaints - Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.
3. Anonymous Complaints - Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS

Kings Local School District Behavior Expectations

1. Be Respectful. 2. Be Responsible. 3. Be Safe. 4. Be a Problem Solver

Columbia Intermediate....Be Nice Out There!

Students shall conduct themselves in a manner that recognizes the worth of all individuals, regardless of class, race, nationality, gender or creed. Any student conduct that is a threat to the rights and property of others is prohibited. At the beginning of each school year, all students are taught the expected behaviors for each location in the building. This is done through lessons, role plays, scenario discussions, etc. Refresher lessons/activities are conducted throughout the year as needed to ensure students are making good choices. Additionally, throughout the year, students participate in character building activities, lessons and counselor visits. Some of the lesson topics include but are not limited to:

Kindness & Respect

Bullying v. Conflict

See Something...Say Something!

Power of Words

Be an 'Upstander'

T.E.A.M.

Growth Mindset

Digital Responsibility

Peer Aggression

Get Involved

At CIS, we believe that academics and extra-curricular activities complement each other to develop a well-rounded, socially skilled, healthier student. Research shows that students who are involved in extra-curricular activity have improved academic grades, increased self-esteem, better time management skills, and a heightened sense of belonging.

We offer many ways for students to get involved during and outside of the school day. Each year, our students participate philanthropically with their grade level and/or as a student body. Students are also invited to join our after school clubs that are run by our own teaching staff. Lastly, our PTO offers numerous ways to be active and get involved. Club offerings are subject to change based on availability and student interest. Some of the opportunities offered are listed below but are not limited to:

Running Club
Art Club

Chess Club
Board Game Club

Student Council
Drama Club

Mathletes
Lego Club

Acknowledgements & Rewards

Students who adhere to and/or exceed behavior expectations on a consistent basis will be recognized in various ways, for example:

Positive notes/comments to students and parents

Monthly CIS Knights of the Round Table

Classroom, team and building incentive programs

Prize drawings in the cafeteria

Good News postcards

Kings Celebration (per quarter)

Positive Behavior Referrals

Quarterly Reward Parties

CIS Behavior Matrix ~ Expectations + The Character Effect

Settings	Be Responsible	Be Respectful	Be Safe	Be a Problem Solver	CE - Character Strengths to Spotlight		
Hallways	<ul style="list-style-type: none"> * Keep hands and feet to self * Stay with class on right side of hall * Go directly to destination * Chromebooks/Cell phones restricted 	<ul style="list-style-type: none"> * Walk quietly * Keep personal space 	<ul style="list-style-type: none"> * Walk in single-file line facing forward * Pick up trash 	I will: Think first Encourage positive behavior Ask for help when needed Move away from conflict and distractions	Fairness	Love of learning	Leadership
Restrooms	<ul style="list-style-type: none"> * Keep restroom clean * Use at appropriate times * Ask permission to use the restroom * Chromebooks/Cell phones restricted 	<ul style="list-style-type: none"> * Talk quietly if necessary * Respect others privacy 	<ul style="list-style-type: none"> * Keep clean * Keep floors dry * Report concerns to an adult 	I will: Think first Encourage positive behavior Ask for help when needed Move away from conflict and distractions	Fairness	Perspective	Kindness
Locker Bays	<ul style="list-style-type: none"> * Keep locker tidy and closed * Keep area clean * Go to locker at appropriate times * Chromebooks/Cell phones restricted 	<ul style="list-style-type: none"> * Move in and out quickly and quietly * Keep hands and feet to yourself 	<ul style="list-style-type: none"> * Keep locker locked * Maintain personal space * Report problem behaviors 	I will: Think first Encourage positive behavior Ask for help when needed Move away from conflict and distractions	Friendship	Perspective	Kindness
Classroom	<ul style="list-style-type: none"> * Be "Ready to Learn" * Focus on teacher * Follow directions * Chromebook/Cell phone used for educational purposes only with teacher permission 	<ul style="list-style-type: none"> * Use appropriate language and tone * Respect others right to learn * Accept feedback, redirection and discipline 	<ul style="list-style-type: none"> * Clean up after yourself * Use materials properly * Maintain personal space * Report accidents or spills * Follow emergency procedures 	I will: Think first Encourage positive behavior Ask for help when needed Move away from conflict and distractions	Appr. of Beauty	Humility	Hope
Cafeteria	<ul style="list-style-type: none"> * Ask permission for snacks, utensils, drinks and restroom * Use good manners * Remain seated * Chromebooks/Cell phones restricted 	<ul style="list-style-type: none"> * Maintain personal space * Eat your own food * Use appropriate language and volume when talking to neighbors 	<ul style="list-style-type: none"> * Keep area clean * Line up quietly when called * Report accidents and spills 	I will: Think first Encourage positive behavior Ask for help when needed Move away from conflict and distractions	Appr. of Beauty	Judgment	Honesty
Bus	<ul style="list-style-type: none"> * Sit facing forward in assigned seat * Follow driver's rules * Be ready at your stop 	<ul style="list-style-type: none"> * Keep hands and feet to yourself * Follow instructions * Talk quietly using appropriate language and volume 	<ul style="list-style-type: none"> * Keep aisle clear and objects inside bus * Refreshments are prohibited * Report problems to the driver 	I will: Think first Encourage positive behavior Ask for help when needed Move away from conflict and distractions	Appr. of Beauty	Judgment	Honesty
Playground	<ul style="list-style-type: none"> * Dress for the weather * Line up when called – quick & quiet * Bring in all equipment * Play and have fun * Chromebooks/Cell phones restricted 	<ul style="list-style-type: none"> * Practice good sportsmanship * Fair use of equipment 	<ul style="list-style-type: none"> * Use equipment appropriately * Stay in designated area * Report injuries or problems 	I will: Think first Encourage positive behavior Ask for help when needed Move away from conflict and distractions	Creativity	Judgment	Humility
Assembly	<ul style="list-style-type: none"> * Remain seated and quiet * Listen and respond appropriately * Chromebooks/Cell phones restricted 	<ul style="list-style-type: none"> * Arrive promptly * Keep hands and feet to self * Face front and focus on the presenter 	<ul style="list-style-type: none"> * Enter/exit appropriately * Come empty-handed 	I will: Think first Encourage positive behavior Ask for help when needed Move away from conflict and distractions	Curiosity	Love of Learning	Leadership

BEHAVIOR LEVELS

<p><u>LEVEL 1 BEHAVIORS</u> <i>Minor</i></p> <p>Results in: - immediate verbal correction - possible consequence</p> <p>* Incident handled by the teacher in the setting where the behavior occurred.</p>	<p><u>LEVEL 2 BEHAVIORS</u> <i>Minor (Chronic)</i></p> <p>Results in: - immediate verbal correction - a logical consequence - parent contact from staff member - notify counselor and/or admin when necessary</p> <p>* Incident handled by the teacher in the setting where the behavior occurred and will be documented.</p>	<p><u>LEVEL 3 BEHAVIORS</u> <i>Major</i></p> <p>Behaviors that violate the dignity, well-being, and safety of another person or the student body</p> <p>*Results in office discipline referral</p>
Failure to follow rules	<u>Chronic Level 1</u> Behaviors	<u>Chronic Level 2</u> Behaviors
Classroom Disruption	Inciting or participating in a school disruption	Possession of Weapons or look-alike weapons
Inappropriate display of affection	Skipping Class	Possession or under the influence of illegal substance
Out of assigned area	Physical aggression (not fighting)	Vaping
Misuse of technology (minor)	Misuse of technology (chronic)	Misuse of technology (major)
Horseplay	Verbal abuse/directed profanity	Fighting/Physical Assault
Defiance/Non-compliance	Property damage w/o intent	Harassment/Intimidation
Inappropriate language/gestures	Cheating/Academic Dishonesty	Verbal or written threat
Dishonesty	Creating an unsafe environment	Property damage with intent
Disrespect/Rudeness		Theft

CONSEQUENCE / INTERVENTION LEVELS

<p><u>LEVEL 1</u> Consequences & Interventions <i>Minor</i></p> <p>* Incident handled by the teacher in the setting where the behavior occurred.</p> <p>Teacher/staff members may use but are not limited to the list below.</p>	<p><u>LEVEL 2</u> Consequences & Interventions <i>Minor (Chronic)</i></p> <p>* Incident handled by the teacher in the setting where the behavior occurred and will be documented.</p> <p>Teacher/staff members may use but are not limited to the list below.</p>	<p><u>LEVEL 3</u> Consequences & Interventions <i>Major</i></p> <p>* Results in office discipline referral</p> <p>Principal/Assistant Principal may use but are not limited to the list below.</p>
<ul style="list-style-type: none"> - Verbal correction - Redirection of behavior - Logical consequence (i.e. return and walk, confiscate device until end of the day) - Restorative Practice related to behavior - Apology of action (verbal or written) - Reteaching of Matrix expectations - Student-teacher conference - Behavior Reflection form - Loss of privilege - Time out - Loss of recess time - Recorded in Team Behavior Log 	<ul style="list-style-type: none"> - Verbal correction - Logical consequence - Restorative Practice related to Behavior - Apology of action (verbal or written) - Teacher/Student Behavior contract - Parent notice/phone call - Conference (parent/child/teacher) - Team meeting - Conference with counselor - Loss of privilege(s) - Recess Detention - Time out - Recorded in Team Behavior Log - Complete an MTSS referral (*when multiple other interventions have been exhausted) 	<ul style="list-style-type: none"> - Classroom removal - In-School Suspension - Out-of-School Suspension - Educational Pathway - Parent escort at school events - Logical Consequence - Involve district level administration - Lunch table DT - Expulsion - Behavior contract - Parent notification/phone call - Conference with Kings SRO

Educational Pathway Description

As part of our approach to discipline, Columbia Intermediate School advocates and promotes the #KingsStrong Culture Playbook. Our culture is essential to that effort and is the heart of our district. We believe that the Kings Local School district is a special place to learn, teach, grow and to achieve our potential. Building and sustaining Kings Local Schools' culture requires intentional effort from everyone in the organization. Our #KingsStrong Culture Blueprint is part of that effort.

1. Stronger Together
 - Make each other better
 - Devote the time to listen and connect
 - Embrace our differences
2. Own Your Response
 - Invest in yourself to inspire others
 - Respect tradition, focus on the future
 - Honor every individual
3. Growth Drive Dreams
 - Say "yes" to the hard things
 - Build new skills
 - Seek and apply feedback

The **Educational Pathway** is a framework designed for students to take responsibility for their behavior, reflect on the consequences, and learn from their behavior. Elements include: Reflection and Self-Awareness, Positive Behavior Reinforcement, Supportive Interventions, and Skill-Building through education.

First Offense: 5-10 day suspension → With Referral for Services (typically for discipline involving threats, violence, sexual behavior, inappropriate language and/or substance use).

Repeated Offense: Traditional Pathway → Ten day suspension with a recommendation for expulsion.

Administration always reserves the right to impose additional consequences based on the individual situation. All infractions covered in the Code of Conduct are subject to any of these consequences, however, the final disposition will depend upon the severity of the infraction, attitude and cooperation of the student(s) involved, and the student's discipline history.

SCHOOL BUSES

All school rules apply to students riding school buses. Each bus has rules posted that may be unique to this privilege. Students must follow the directions of bus drivers and the posted rules. Drivers will refer any inappropriate behavior incidents to the administration for disciplinary action. The parent/guardian will receive a copy of the "School Bus Incident Report." It may result in the loss of the student's riding privilege. Once students exit the buses in the morning, they must enter and remain in the building until dismissed. Students must always ride their own bus and get off at their own stop. Students can get off at another stop on their bus route if they submit a note written, signed and dated by their parent/guardian. The note must be specific about what the child should do. The principal must see and initial the note as approval to allow cooperation by the bus driver or others involved. **No bus passes will be issued to ride another bus.** The Transportation Department Supervisor (398-8050, Ext. 10024) may be contacted for specific questions related to school buses (e.g. routes, changes of stops, concerns, etc.) **All students are encouraged to ride the bus each day. If parent's drop-off students in the morning, we ask that you park in the marked spaces not along the curb. For the safety of all students be aware of the students crossing the parking lot.**

STUDENT CONDUCT ON SCHOOL BUSES

1. Students will be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing.
2. Students will be at the bus stop five minutes in advance of the scheduled time to permit the bus to follow the schedule.
3. Students will sit in assigned seats. Drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom.
4. Students will reach their assigned seat on the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Students will obey the driver promptly, respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
6. Students will keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food, or drinks on the bus.
7. Students will refrain from loud talking or laughing. Unnecessary confusion diverts the driver's attention and might result in serious accidents.
8. Students will keep their head, arms and hands inside the bus at all times.
9. Students will be courteous to fellow students and to the bus driver.
10. Students will treat bus equipment as one would treat valuable furniture in his/her home.
11. Students will remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus. Failure of a student to follow these regulations may result in his/her forfeiting the right of transportation by school bus, i.e. bus suspension. Board Policy – EEACC-R (also JFCC-R)

DISCIPLINE FOR STUDENT MISCONDUCT ON SCHOOL BUSES

Administration reserves the right to modify consequences as necessary.

1st Offense – verbal warning

2nd Offense – verbal warning with reteaching of expectations and/or seat change

3rd Offense – conference with student, parent contact, Behavior Reflection Report

4th Offense – conference with student, parent contact, Level I consequence

5 + Offenses – conference with student, parent contact, Level II/III consequence, or bus suspension (length to be determined by severity of incident) *continued offenses could result in a bus suspension for the rest of the school year

KINGS LOCAL SCHOOL DISTRICT POLICY

DRUG/SUBSTANCE MISUSE & ABUSE

Underlying reasons for policy:

Because the use of drugs, alcohol and other chemicals among young people has become a major problem in our county and because the use and availability of these substances on school campuses interferes with the educational process, this policy is adopted and implemented. The policy is designed to help remove the influence of drugs, alcohol and other chemicals from the school environment. While the family has the primary responsibility for the treatment of chemical abuse as a health problem, the board recognized that the schools have a responsibility to advise parent/guardians of instances when chemical use by a student is witnessed or discovered. The Board shares the family concerns as they deal with this problem because of the adverse effect that chemical abuse has on the individual, the family, the school environment and the educational process. For this reason, and because the Board is responsible for providing a climate conducive to learning, the Board has authorized the superintendent, principals, and appropriate core staff members to develop and implement rules and regulations to carry out this policy and to provide appropriate prevention and intervention programs for our students. It is also the intent of the Board to provide students, staff members, both classified and certified, and community members with an education program which is preventative in nature, designed to help students and staff who are having problems related to drugs or alcohol.

Therefore, the district will maintain a K-12 drug and alcohol prevention curriculum, develop and maintain a system of identification and referral, keep the community aware of the problems in the district and the approaches being used by the district for combating substance abuse and establish working relationships with community groups to help address the issues of chemical abuse.

BASIC POLICY:

No student shall possess, use, transmit, sell or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor, or possess, use, transmit or sell drug paraphernalia, or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or otherwise altering a student's mood/ behavior.

This policy shall apply to all students before, during and after hours at school, any school building and on any school premises, including designated transportation stops; on any school-owned vehicle or in any other school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. This policy applies to all students on school property, in attendance at school or any other school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students and employees.

This policy shall not apply to the authorized use and possession of medication pursuant to the district's medication policy or the legal possession of any of the above listed substances in connection with an approved school project.

The parents will be notified if a pupil is involved in the sale, transfer, distribution or possession of drugs of abuse, including counterfeit controlled substances; and, if any alcohol permit (false ID) violation is suspected or the pupil is under the influence of drugs or abuse.

PROHIBITED ACTIVITY:

It shall be against school policy for any student:

- a. To sell, supply, disburse or give or attempt to sell, supply, traffic, disburse or give to any of the substances listed in this policy, or any substance which the student represents or believes to be a substance listed in this policy.
- b. To possess, procure, purchase, or attempt to purchase, or to be under the influence of (legal intoxication not required), or to use or consume, or attempt to use or consume, any substance listed in this policy or represented by or to the student to be of the substances listed in this policy, including possession of drug paraphernalia or counterfeit drugs.

PENALTIES FOR VIOLATION

Any student engaging in the prohibited activities listed above (possession, etc.) with respect to the following prohibited substances shall be subject to the penalties set out below:

a. Alcohol or any alcoholic beverage

Penalty: 1st offense: Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy. *Any subsequent offense:* Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

b. Possession or use of any controlled substance or dangerous drug as defined by the Ohio Revised Code, or as defined by Section 812, Schedules I-V, or Title 21, United States Code, Section 801, et. Seq., including, but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant or any depressant.

Penalty: 1st offense: Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy. *Any subsequent offense:* Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

c. Any abusable glue or aerosol paints as defined by the Ohio Revised Code, or any other chemical substance, including but not limited to, lighter fluid and reproduction fluid, for inhalation.

Penalty: 1st offense: Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy. *Any subsequent offense:* Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

d. Any prescription, non-prescription, or counterfeit drug, medicine, vitamin or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other types of vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the district's authorized medication policy.

Penalty: 1st offense: Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy. *Any subsequent offense:* Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) 80 days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student shall not be eligible for the educational diversion program.

e. Prohibited activity (a) (selling, supplying, giving or trafficking, etc.) of any substance subject to the policy. *Penalty: 1st offense:* Suspension for ten days with a recommendation for expulsion for a period not to exceed the greater of (a) eighty (80) days, or (b) the number of school days remaining in the current semester in which the incident occurred giving rise to the expulsion. The student may apply to have the expulsion waived pursuant to the educational diversion program policy.

EDUCATIONAL DIVERSION PROGRAM

Students expelled for a first offense in accordance with the above policy, except students expelled for selling, supplying or trafficking in prohibited substances, upon completion of their ten day suspension, shall be eligible to return to school upon recommendation of the principal and school counselor, based upon the following factors:

- a. The results of an evaluation of the student by a trained and licensed, certified Chemical Dependency counselor (CCDC-3). These results and any subsequent recommendations will be put into writing and forwarded to the principal and school counselor.
- b. Drug screening from a qualified licensed agency (administrative approval required) which must follow the required chain of custody.
- c. A written statement to the principal and school counselor from the student and parents outlining a definite plan for follow-up. The plan must include a commitment to follow the recommendations of the CCDC-3 of the evaluator and school counselor.
- d. The student and parent's commitment to participate in a prescribed program by the CCDC-3 professional and school counselor.

e. A conference and discussion between the principal, the school counselor, the parents and the student to outline the conditions which must be adhered to if the student is to again become a member of the student body, will be conducted after the items outlined in above items a,b,c and d have been received by the principal and school counselor. This conference will determine whether the student and parent(s) have satisfied the above factors and whether the attendance of the student, upon readmission, would be disruptive to the school program and might interfere with the orderly conduct of the school. Having made these determinations, the principal and the school counselor will take appropriate action to waive or not waive the balance of said expulsion in their absolute discretion.

f. If the principal and school counselor determine that the student or parent(s) failed to complete the prescribed program, the student's expulsion shall be immediately reinstated. If necessary to insure that the student serves the full original term of the expulsion, the superintendent may extend the expulsion into the next school year. The student and parent(s) shall have the right to appeal a determination under this section to the superintendent, or his designee, and the board of education.

g. A second or subsequent offense occurring at any time during the student's enrollment in the district shall result in a recommendation for expulsion by the principal to the superintendent.

COMMUNICATION

Effective communication is a very important aspect of making a successful year for the students, parents and staff. It is our goal to keep the lines of communication open throughout the year. Parents may contact the teacher through notes, e-mail or voice mail. A building newsletter is sent home weekly via School Messenger from the principal.

Question or Concern? Need to resolve a problem?

The most effective and efficient way for parents/guardians to ask questions and/or address concerns about their children is by following the chain of command. The chain of command will normally be as follows:

1st Step - Classroom teacher, bus driver, activity sponsor

2nd Step - Building principal, assistant principal or Transportation department

3rd Step - Superintendent's Office

The classroom teacher, bus driver or activity sponsor should be the first to answer questions. If we don't have the answer, we will get it for you. Follow us! FACEBOOK @ColumbiaIntermediate TWITTER @CISKnights

CONFERENCES

Conferences are held with parents to advise them of their child's academic and social progress. Teachers will conduct individual parent teacher conferences whenever there appears to be a need and at the request of parents. There are four scheduled evening parent teacher conferences held each year. Conferences may be held in person or virtually. Please consult the school calendar for dates and times. We request 24 hour notice for conferences and appointments.

CUSTODY CONCERNS

State law requires that a child's parents or legal guardians reside within the school district. The school must have a copy of the custody agreements provided in divorce settlements before a student can attend school. Non-custodial parents, unless prohibited by a court ordered custody agreement, are permitted to obtain copies of student reports (grade and interim) and to have a conference with their child's teacher(s). Only the custodial parent may make/approve educational decisions for the child. Step parents have no rights to records, reports or conferences unless the custodial parent confers these rights.

DRESS CODE

Columbia Intermediate School respects students' rights to express themselves in the way they dress. All students who attend Columbia Intermediate School are also expected to respect the school community by dressing appropriately for an educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Dress Code General Guidelines:

- Shorts and skirts must be an appropriate length.
- Shirts and blouses may not expose the midriff.
- Undergarments are not to be exposed.
- Shoes must be worn and must not present a safety hazard.

- Sunglasses and headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Violation of the dress code could result in removal from class (until the violation can be resolved) and/or disciplinary action. If a staff member deems an item of apparel as inappropriate and a distraction to the educational environment, this may be considered as a violation of the dress code. The administration reserves the right to determine what constitutes appropriate dress.

EMERGENCY MEDICAL AUTHORIZATION FORMS

Emergency Medical Authorization forms are required to be on file for all students in the school. We use the Final Forms program to manage medical forms and other important documents that are required by the district. Make sure that all items on the forms have been completed, and that you have completed either section I OR section II. Final Forms can be accessed via www.kingslocal.net under the Student Forms tab. Please make sure that you notify the school secretary of any changes so she may update the information.

EMERGENCY SCHOOL CLOSING

Should inclement weather or other emergencies require the cancellation of school, or a delay of the start of school, the community will be notified by the call command, local radio and television stations. Please listen to any of the major radio stations in the area. We ask that you NOT call the school line because we need to keep it open for emergencies.

FEES & COLLECTION

Supply fees for consumable materials (paper, art supplies, workbooks, educational magazines, etc.) and technology are charged each year by the Board of Education to all students. The fee is set by the Board from recommendations by the building principal and staff. Fees for the 2023-2024 school year are as follows: 5th grade \$64.00 and 6th grade \$64.00

FIELD TRIPS

Field trips can be valuable learning experiences for students and extend the learning that goes on in the classroom. Each year students travel to various locations near the community including museums, the symphony, camp etc. All students are required to take part in field trip experiences unless excused for medical reasons because field trips are part of their education.

In some cases there is a fee charged to the students. We do not want this to be a reason for a student not to participate. Please see the principal if the costs are prohibitive for your family.

Parents will receive complete information on each trip at least a week in advance of the trip and will be required to sign a permission form. The school will NOT accept permission over the telephone.

Parent chaperones are always welcomed and needed! Chaperones are required to ride the bus to and from the field trip. Sorry, but we cannot allow younger children on field trips.

FRIDAY FOLDERS

A folder with the student's work as well as other school communications will go home every Friday with the students. Parents are encouraged to review the folder's content each week with their child. Some teachers may require a parent's signature on the folder.

GRADING SCALE

The district grading scale is as follows:

90 – 100 = A

80 – 89 = B

70 – 79 = C

60 – 69 = D

0 – 59 = F

HOMEWORK

“CIS Planners” (assignment notebooks) are issued to students at the beginning of the year. Students are required to write down all assignments on a daily basis. Parents are encouraged to review assignments each evening. Students should average 30-60 minutes of actual working time on homework each evening. Times will vary according to student ability levels.

HOMEWORK FOR EXTENDED ABSENCES

Absence requests should be made in writing to the principal. A Pre-Approved Occurrence Request Form should be obtained from www.kingslocal.net. Please be aware that such absence days do count toward the maximum excused days of absence allowed under our attendance policy. Also according to Board Policy a maximum of 5 vacation days will be excused. Teachers will provide a general listing of homework to be completed during the days of absence. The work is due upon the students return. There may be additional work that will need to be completed at that time.

ILLNESS

If a student becomes ill during the school day, he/she will be cared for in the clinic. The school will notify the parents if it is determined that the student must go home. Make sure the school has a listing of current emergency telephone numbers for you. The clinic cannot be used as an all day care facility. Parents are asked to make arrangements to care for the child as quickly as possible.

LOCKERS

6th grade students may be assigned a locker. Students should not share lockers, change lockers with another student, or give his/her combination to anyone. All lockers are the property of the Kings School District. These lockers are for student use in storing school supplies and personal items necessary for use at school. The lockers may not store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state laws or school rules. The administration has the right (under law) to make locker searches. The school assumes no responsibility for student belongings left in the lockers.

MEDICATION

Medication administration at school may be necessary in order for a student to attend school on a regular basis or benefit from the educational program. If possible, all medication should be given by the parent/guardian at home. If this is not possible, it is done in compliance with the following.

1. The school nurse or an appropriate person appointed by the Board supervises the secure storage and dispensation of medications. A locked cabinet is provided for the storage of the medication. Accurate records of medications given must be kept.
2. Written permission must be received from the **physician or licensed provider** and the **parent/guardian** before any medications, **prescription** or **nonprescription**, may be administered by school personnel.
3. This written request must include instructions as to the name of the medication, dosage, time of dosage, duration of the medication and possible side effects. This written request will be valid for the present school year or until discontinued.
4. The parent/guardian must agree to submit a revised statement, signed by the physician or other licensed provider who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed provider changes.
5. The medication must be received in the original pharmacy-labeled or manufacturer's container with the student's name clearly noted.
6. Medications should be brought to school by the parent/guardian or a designated responsible adult.

7. Students may self-carry and/or use prescribed inhalers for asthma, or any prescribed **emergency** medications such as, but not limited to, Glucagon, Epipen, or Diastat as long as written approval for self-carry is received from the parent/guardian and prescribing physician or licensed provider. This written approval would allow the student to self-carry emergency meds at school or at any school sponsored activity, event or program.
8. Alternative method: The parent may choose to schedule medication before and after school or to bring the medication to the school & administer it personally during the student's lunch or recess. This may be more convenient when a child needs medicine on a short-term basis, such as antibiotics, cold medicine, etc.

PARENTS' ACCESS TO RECORDS

Parents requesting access to their child's records must be granted access within 45 days of the request. Parents have the right to receive copies of their child's record. Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records. Parents have the right to an opportunity for a hearing to challenge the contents of those records. A divorce or change in custody does not change the rights of natural parents to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record and the opportunity to hold a teacher conference. Only the custodial parent has the right to make education decisions requested by the school. Step parents have no rights to records, reports, or conferences unless the custodial parent confers their rights to them.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is a valuable contributing group within the school community and all parents are encouraged not only to join the PTO, but also to be supportive of its endeavors. The students' educational experiences are expanded through programs offered by the PTO, and the volunteer program adds those extra hands needed by the teachers to help meet the needs of all the students.

PARKING & DROP OFF / PICK UP PROCEDURES

Visitor parking is provided in front of the building. All visitors must use the front entrance and obtain a visitor's badge in the office.

No parking or standing along the curb.

The following guidelines apply to AM arrival and PM pickup:

- * **Curb Lane** — There is only one drop off/pick up lane along the curb. Students may only enter/exit the cars parked in the "safety zone" marked by orange cones.
- * **Parked Cars** — Students will be crossed to the safety zone (by the crosswalk) in the parking lot, when their parent is present in that area to pick up their student. The parent will then take the responsibility of walking the student(s) to their parked car.
- * **Bus Departure** — When buses pull out of the lot, it is expected that cars stop and wait for all buses to leave at one time. Please do not drive in between buses.

PHYSICAL EDUCATION

All students will take physical education unless excused by a note from their doctor or parent (one day only). Excuses for more than one day must be in writing from a doctor stating the length of time and the reason for the excused participation. If a student is not able to take part in the more physically demanding part of the class, he/she will be required to walk. Students not participating will remain with the class. Students without appropriate gym shoes may receive a lower grade for not being properly prepared for class.

Students DO NOT change clothing in gym locker rooms. Students are to come to school "gym ready" wearing shirts, shorts/pants and shoes that are appropriate for the hardwood gym floor.

PLAGIARISM & ACADEMIC HONESTY

Plagiarism is:

1. Copying passages from someone else's writing without using quotation marks and giving the author credit.
2. Paraphrasing or summarizing someone else's writing without acknowledgement or giving credit for another class without permission of both teachers.
3. Submitting work for one class, which was handed in for credit for another class without permission of both teachers.
4. Presenting someone else's work as your own work.

5. Copying or buying work from on-line or other professional sources.

Each student is expected to complete his/her own work and use appropriate citation when referencing another person's work. Unintentional plagiarism is still plagiarism. Plagiarism & academic dishonesty are considered Level II behaviors.

PROMOTION & RETENTION

Promotion or retention of a student shall be based solely on the premise that each student shall be placed in the best environment for learning.

1. The building principal shall be responsible for the promotion or retention of each student.
2. Age, maturity, grades and achievement level shall be the basic factors governing promotion or retention.
3. When retention is being considered, the teacher shall confer with the principal and other staff members involved with the child by the end of the first semester.
4. The parents shall be invited to a conference with the teacher(s) and the principal or his/her delegate for a discussion of the possible retention no later than February 1. Parents shall be given an explanation of their child's current academic standing and goals shall be set for the third quarter.
5. The parents shall be invited to a conference with the teacher(s) and the principal or his/her delegate early in the fourth quarter to review the student's progress.
6. A yearly average of F (failing) in two major academic classes or in one major and two minor academic classes may result in retention, grades 1 through 8. Achievement test scores, attendance and approved summer school attendance may be considered in making the final determination.

RECESS

Columbia's schedule includes a daily recess. This provides a period of relaxation and social interaction for the students. Outside recess is required when the weather is dry and the temperature is 25-32 and school personnel determine the weather is acceptable, unless a student is restricted by a teacher or a student has a parent signed note requesting inside recess for medical reasons. If a long-term excuse is necessary, the parent should make an appointment with the principal or teacher. Students must be properly dressed according to weather conditions before they will be allowed outside.

ROUNDTABLE

All CIS students participate in a daily block where they receive enrichment or intervention support services. Times vary by team.

SECURITY

The main entrance to CIS will be locked after students arrive to provide a safe learning environment. Please ring the doorbell and wait for the "May I Help You." Please give your name and reason for needing access to CIS. Thank you for your cooperation.

STUDENT RECORDS

Student records are confidential and protected by the "privacy act." Only school staff and the child's natural parents or legal guardians have access to the records. Directory information on the child is not protected by the "privacy act." Directory information includes names, address, phone number, age, weight, etc. Parents may request that the school not release this data.

STUDENT ELECTRONIC DEVICES/PHONES & 1:1 CHROMEBOOKS

Students are encouraged not to bring items of value to school. Students who do bring a device (iPod, tablet, Kindle, cellphone, etc.) to school must leave it turned off and in their backpack/locker. Additionally, headphones and earbuds may not be worn or visible during the school day. These devices are only permitted in the classroom with explicit permission from the teacher.

5th graders are assigned a Chromebook w/a clear case, a charger and earbuds that will be used through 8th grade. Students are responsible for bringing it to school each day, fully charged. It is to be stored safely and charged each evening at home. Fees for replacements are: Chromebook \$270, clear case \$22, charger \$20, earbuds \$5.

VISITORS

Visitors are always welcome at our school. Upon entering the building all visitors must report to the office to explain the purpose of their visit, to sign in, and to obtain a visitors' pass. This is the law and is posted at each entrance to the building.

VOLUNTEERS

If you would like to volunteer in the school, contact your child's teacher, a PTO officer or the school office. Volunteers must sign in at the office and wear an approved name identification badge.

WITHDRAWING FROM SCHOOL

Parents must notify the school office in the event that the student must withdraw. Prior to leaving, the student will have an official withdrawal record sheet completed by his/her teachers. The student's new school must request school records. Student records will not be given to parents to take to the new school. We will forward all records within 24 hours after receiving the written request from the new school.

FRONT OFFICE EXTENSIONS

Shelley Detmer-Bogaert - Principal, ext. 13001
Marsha Schreier - Principal's Secretary, ext. 13000
Dave Winebrenner - Counselor, ext. 13025
Karen Frecker - School Nurse, ext. 10038

Lori Stovall - Assistant Principal, ext. 13002
Rachel Gartside - Attendance Secretary, ext. 13005
Bekah Isaacs - Counselor, ext. 10039
Libby Hagen - School Psychologist, ext. 20035

GO KNIGHTS ~ Be Nice Out There!

