



## **COLUMBUS SCHOOL FOR GIRLS Student Handbook 2019-2020**

The Columbus School for Girls Handbook is applicable to all students regardless of the current calendar year. Please note that this document is subject to change and is not valid if printed. The only viable form of this document is found online at [www.columbusschoolforgirls.org](http://www.columbusschoolforgirls.org) to accommodate any necessary changes and/or modifications.

Admission and Academics: 65 S. Drexel Avenue, Columbus, Ohio 43209 School: 56 S. Columbia Avenue  
Columbus, Ohio 43209 Kibler House: 66 S. Columbia Avenue, Columbus, OH 43209  
Phone: 614.252.0781 Fax: 614.252.0571

[www.columbusschoolforgirls.org](http://www.columbusschoolforgirls.org)

Kirk Campus: 1885 N. Cassady Avenue, Columbus, Ohio 43210

# TABLE OF CONTENTS

<b>WELCOME</b>	<b>6</b>
<b>NON-DISCRIMINATION STATEMENT</b>	<b>6</b>
<b>MISSION</b>	<b>6</b>
<b>MOTTO</b>	<b>6</b>
<b>THE HONOR CODE</b>	<b>6</b>
<b>THE HONOR PLEDGE</b>	<b>7</b>
TRUTHFULNESS	7
HONESTY	7
<b>ACADEMIC PERFORMANCE AND REPORTING</b>	<b>7</b>
PROGRAM FOR YOUNG CHILDREN	7
LOWER SCHOOL	8
MIDDLE SCHOOL	8
GRADES/CHECK PERIOD REPORTS	8
CONFERENCES	8
INTERIM REPORTS	9
ACADEMIC GRADING	9
ACADEMIC HONORS	9
SEMESTER EXAMS/READING DAY FORM VIII	9
HOMEWORK POLICY	9
ASSESSMENT POLICY	9
MAKE-UP WORK AND MISSED ASSIGNMENTS	10
CONSEQUENCES FOR HIGH ABSENTEEISM	10
UPPER SCHOOL	10
REQUIREMENTS FOR GRADUATION	10
GRADES/CHECK PERIOD REPORTS	11
CONFERENCES	11
ACADEMIC GRADING	11
ACADEMIC HONORS	12
FAILURE OF COURSE FOR A SEMESTER	12
SEMESTER EXAMS/READING DAY	12
HOMEWORK POLICY	12
ASSESSMENT POLICY	13
MAKE-UP WORK AND MISSED ASSIGNMENTS	13
CONSEQUENCES FOR HIGH ABSENTEEISM	13
ACADEMIC STANDING AND REVIEW	13
COMMUNITY SERVICE	14
<b>SUPPORT SERVICES</b>	<b>14</b>
<b>LIBRARIES</b>	<b>15</b>

<b>SCHOOL HOURS, ARRIVAL, DISMISSAL</b>	<b>15</b>
SCHOOL HOURS	15
ARRIVAL	15
PROGRAM FOR YOUNG CHILDREN	15
LOWER SCHOOL	15
MIDDLE AND UPPER SCHOOL	15
DISMISSAL	16
PROGRAM FOR YOUNG CHILDREN	16
LOWER SCHOOL	16
MIDDLE AND UPPER SCHOOL	16
VISITING THE SCHOOL	16
<b>ABSENCES AND ATTENDANCE</b>	<b>16</b>
SCHOOL NOTIFICATION	16
ABSENCE	17
ABSENCE: DAY OF	17
ABSENCE: ADVANCED KNOWLEDGE	17
MIDDLE AND UPPER SCHOOL	17
ABSENCES FOR RELIGIOUS HOLIDAYS	18
TARDY	18
MIDDLE AND UPPER SCHOOL CONSEQUENCES FOR EXCESSIVE TARDINESS	18
EARLY DISMISSAL	18
<b>AFTER HOURS PROGRAM</b>	<b>19</b>
PROGRAM FOR YOUNG CHILDREN	19
LOWER SCHOOL	19
MIDDLE SCHOOL	19
UPPER SCHOOL	20
<b>SUMMER PROGRAMS</b>	<b>20</b>
<b>SPRING BREAK CAMP</b>	<b>20</b>
PROCEDURES FOR PROGRAM FOR YOUNG CHILDREN	20
ARRIVAL	21
DISMISSAL	21
PROCEDURES FOR LOWER SCHOOL STUDENTS	21
ARRIVAL	21
DISMISSAL	21
PROCEDURES FOR MIDDLE AND UPPER SCHOOL STUDENTS	22
ARRIVAL	22
DISMISSAL	22
STUDENT DRIVERS	22
<b>TRANSPORTATION</b>	<b>22</b>
<b>SAFETY AND CRISIS INFORMATION</b>	<b>23</b>
EMERGENCY NOTIFICATION SYSTEM	23
CRISIS OR EMERGENCY INFORMATION	23

DAYTIME SECURITY	23
<b>ATHLETICS</b>	<b>24</b>
LOWER SCHOOL	24
MIDDLE SCHOOL	24
UPPER SCHOOL	24
ATHLETIC PICK-UP	24
SPORTS SPECTATOR CODE OF ETHICS IN ATHLETICS	24
PHYSICALS	25
<b>UNIFORM GUIDELINES</b>	<b>25</b>
OFFICIAL UNIFORM PROVIDERS	25
MAKE-UP, JEWELRY, AND ACCESSORIES	25
<b>UNICORNER SCHOOL STORE</b>	<b>25</b>
<b>FOOD SERVICE</b>	<b>26</b>
PROGRAM FOR YOUNG CHILDREN	26
LOWER SCHOOL	26
MIDDLE AND UPPER SCHOOLS	27
<b>STUDENT HEALTH</b>	<b>28</b>
FAMILY RESPONSIBILITY	28
STUDENT RESPONSIBILITY	29
COMMUNITY RESPONSIBILITY	29
<b>HEALTH SERVICES</b>	<b>29</b>
FINAL FORMS	30
<b>BUSINESS OFFICE</b>	<b>31</b>
TUITION PAYMENTS	31
ONE PAYMENT	31
MONTHLY PAYMENTS	31
OTHER COSTS MIGHT INCLUDE:	31
NON-REQUIRED SCHOOL FIELD TRIPS	32
<b>DEVELOPMENT OFFICE: GIVING TO CSG</b>	<b>32</b>
<b>GIFT GIVING POLICY</b>	<b>33</b>
<b>STANDARDS OF BEHAVIOR</b>	<b>33</b>
DIVISION-SPECIFIC STANDARDS OF BEHAVIOR	34
PROGRAM FOR YOUNG CHILDREN AND LOWER SCHOOL	34
MIDDLE AND UPPER SCHOOL	34
BULLYING POLICY	36
<b>CELL PHONES AND ELECTRONICS</b>	<b>37</b>
LOWER SCHOOL	37
MIDDLE SCHOOL	37
UPPER SCHOOL	38

<b>TECHNOLOGY ACCEPTABLE USE POLICY</b>	<b>38</b>
COMPLIANCE	38
STUDENT ELECTRONIC CONDUCT ON AND BEYOND THE CSG NETWORK	39
EDUCATIONAL PURPOSE	39
CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR	39
ALCOHOL, TOBACCO, AND OTHER DRUGS POLICY	39
WEAPONS, LEGAL ACTIONS, HARASSMENTS/THREATS POLICY	40

## **WELCOME**

Welcome to the official Student Handbook of Columbus School for Girls (CSG). The following pages include an overview of School resources, policies, and procedures in each of the four divisions: Program for Young Children, Lower School, Middle School, and Upper School.

CSG is an independent day school in Columbus, Ohio, founded in 1898, serving diverse students in grades pre-k through 12. CSG empowers girls to discover their distinct potential as learners and leaders. As a leader in the education of girls and young women, it is a vibrant community of more than 565 students, 135 faculty and staff, and 2,500 active alumnae. CSG's 8-acre academic campus in the beautiful Bexley neighborhood is a ten-minute drive from downtown Columbus, a city bustling with artistic, civic, and shopping experiences. Students also engage in learning and adventure at the School's 55-acre athletic facility, Kirk Campus and 100-acre nature preserve, Cynthia's Woods. Having just completed a strategic plan to guide the School's direction over the next several years, CSG offers an exceptional, student-centered academic experience with strong offerings in the arts, an impressive athletic program, and a health and wellness curriculum that is unique in Central Ohio. This combination ensures that students will be well prepared for life beyond CSG.

CSG students are expected to comply with the rules and regulations set forth here, including the Honor Code and Pledge which is signed by all Middle and Upper School students at the beginning of each school year. Students and families are encouraged to familiarize themselves with all contents of the Student Handbook.

## **NON-DISCRIMINATION STATEMENT**

Columbus School for Girls is committed to a policy of non-discrimination and equal employment opportunity to all employees and qualified applicants for employment without regard to race, color, sex, pregnancy, religion, national origin, ancestry, age, sexual orientation, gender identity, physical or mental disability, genetic information, veteran status, military service, military status, application for military service, or any other status protected by applicable law. The School makes reasonable accommodations for qualified individuals with known disabilities, in accordance with applicable law.

## **MISSION**

To empower girls to discover their distinct potential as learners and leaders.

## **MOTTO**

Forte et gratum. Strength and grace.

## **THE HONOR CODE**

Upper School students and faculty created the Honor Code at Columbus School for Girls during the school years 2003 to 2005. Its written form serves as an expression of the community values and

aspirations shared and practiced by generations of CSG students past and yet to come. The Honor Code is signed by each Middle and Upper School student at the start of the school year in a formal signing ceremony. Each student's signature represents her pledge and commitment to the highest standards of honorable, ethical behavior.

## THE HONOR PLEDGE

As a member of the CSG community, I pledge to conduct myself honorably, with truthfulness and honesty at all times. I will live in our community practicing respect, responsibility, and reverence.

### TRUTHFULNESS

- I will fulfill my promises and obligations.
- I will not intentionally misrepresent the truth, withhold information, create a false impression, nor mislead anyone.

### HONESTY

- Cheating: I will not copy the work of another, give nor receive answers on tests, nor divulge the questions on a test to someone who has not yet taken it.
- Plagiarism: I will not represent the work or ideas of another as my own; I will identify the source of all ideas that are not my own.
- Stealing: I will not take, use, or borrow the belongings of anyone without the permission of the owner.

## ACADEMIC PERFORMANCE AND REPORTING

Inquiries about a student's school experiences and academic performance may be directed to her teachers or the appropriate Division Director (listed below) in order to receive prompt individual attention.

**Program for Young Children (PYC)**, 3/4 - 5/6 Year Old Program: [Dr. Jamie Schiff](#), ext. 108

**Lower School (LS)**, Forms I-V: [Mrs. Betsy Gugle](#), ext. 110

**Middle School (MS)**, Forms VI-VIII: [Ms. Pam Hartshorne](#), ext. 120

**Upper School (US - Interim)**, Forms IX-XII: [Sarah Brewer](#) (Dean of Faculty) ext. 115

[Jennifer Ciccarelli](#) (Head of School) , and [Sarah Brewer](#) (Dean of Faculty) and school counselors also are available by appointment.

Parents are encouraged to schedule conferences with teachers and/or administrators at mutually convenient times.

### PROGRAM FOR YOUNG CHILDREN

Parents and teachers have three formal Parent-Teacher conferences during the school year. These conferences are scheduled times for parents to meet individually with their daughter's teachers to discuss information about her ongoing experiences and development. Informally, teachers and/or the Division Director are always available to meet with parents to discuss a student and/or classroom experiences. Prior to each formal conference parents will receive a developmental continuum, written comments about the student's progress. These continuums are based on the Ohio Early Learning Content Standards and reflect the development of the child over the course of the year.

## **LOWER SCHOOL**

In August, the Lower School holds introductory fifteen minute introductory meetings of parents and homeroom teachers. The purpose of these meetings is for parents to discuss their student's learning style, set goals for the year, and to share any pertinent information with her teachers.

There are two academic conferences in Lower School. The first one is in October and the second one is in February. Parents receive written information about their student's progress in all academic areas in January and in June. Standardized testing takes place annually for students in Forms III, IV and V. All results are shared with teachers and parents.

Informally, we ask parents to contact individual teachers or the Division Director via email or telephone at any time if there are any questions about academic progress.

### **HOMEWORK POLICY**

In the Lower School, students can expect the following homework in each Form:

Form I: two nights of homework, reading every night

Form II: 10 minutes homework (Monday-Thursday), 20 minutes reading every night

Form III: 15 minutes homework (Monday-Thursday), 20 minutes reading every night, 10 minutes instrument practice

Form IV: 20 minutes homework (Monday-Thursday), 30 minutes reading every night, 10 minutes instrument practice

Form V: Monday-Thursday homework, 30 minutes reading every night, 10 minutes instrument practice

### **RESPONSE TO HIGH ABSENTEEISM**

CSG is committed to meaningful educational experiences on each day that school is in session. Every day is important; students and parents are asked to give school attendance the highest priority. When students are absent from class, they miss critical information and essential discussions with teachers and classmates that cannot be made up outside of the school environment. The heart of education at CSG is in the classroom interaction that enables students to connect concepts, synthesize information, and gain insight and understanding. If a student misses more than 3 consecutive days of school for a non-emergency absence, it is not the responsibility of Lower School teachers to gather and send all work missed prior to the absence. Additionally, upon return, it might be recommended for the family to get tutoring support for their child to make up any missed material.

## **MIDDLE SCHOOL**

### **GRADES/CHECK PERIOD REPORTS**

Middle School awards grades for each of two semesters. Each semester grade represents the accumulated work and assessments for that specific semester, including in Form VIII, a semester final exam, which comprises 20% of the grade. Recognizing that frequent feedback is important for students and valued by parents, Middle School will also post Check Period grade reports via My Backpack that show students' current grades at the six-, nine-, and twelve-week points in the semester. A printed end-of-year grade report will be sent home at the end of the second semester. Advisor letters, teacher comments, and/or student led conferences will accompany the grade at various times during the school year.

### **CONFERENCES**

Parent –Teacher Conferences take place in October and February. Parents sign up online with each of

the classroom teachers to discuss student progress. In May, parents are invited to student-led conferences where students, under the guidance of their advisor, share their growth through a portfolio presentation.

### **INTERIM REPORTS**

Interim reports are sent at any time of the year to inform parents of any significant change in the student's performance or behavior.

### **ACADEMIC GRADING**

<b>A+</b>	98-100	<b>C</b>	72-77
<b>A</b>	92-97	<b>C-</b>	70-71
<b>A-</b>	90-91	<b>D+</b>	68-69
<b>B+</b>	88-89	<b>D</b>	62-67
<b>B</b>	82-87	<b>D-</b>	60-61
<b>B-</b>	80-81	<b>F</b>	Below 60
<b>C+</b>	78-79		

### **SEMESTER EXAMS/READING DAY FORM VIII**

During both December and May, semester exams are given. Reading Day allows time for students to meet with teachers for review and extra help before exams. In general, no tests or exams are given on Reading Day and no new material is presented. Teachers agree to honor a Level Day Schedule so that students may find time to see all of their teachers. In addition to their normal class time during the Level Day Schedule, teachers will specify additional times during the day when they are available.

During the week or two before exams, teachers finish the material for the semester and give their last chapter test and/or projects. No new material is presented on either Thursday or Friday before exam week, and no semester exams will be given during that week.

### **HOMEWORK POLICY**

Students can expect approximately 20 – 30 minutes of homework per class period (every other day), depending on the level of the class, the efficiency of the student's study habits, and the type of assignment. Projects, longer papers, and the reading of novels for humanities class will take more time than a smaller homework assignment, and students will need to parcel out the work over a longer time period. Students are encouraged to use their Flex periods wisely to minimize the amount of work that must be done in the evenings.

In general, homework is not assigned over Thanksgiving, winter, or spring breaks. It is important for students to have down time and to relax with their families. Students in the arts are encouraged to continue practicing their instruments over break as time allows.

All humanities classes have summer reading assignments, and mathematics courses may require some course preparation over the summer.

### **ASSESSMENT POLICY**

Students will not be expected to have more than two major assessments in one day. Faculty will define in their syllabi what is considered a major assessment (for example, a test, presentation, playing test, or speech).

### MAKE-UP WORK AND MISSED ASSIGNMENTS

If a student is absent, it is her responsibility to secure assignments from each teacher via email or in person and to arrange for homework, make-up tests, and/or quizzes upon her return and before the next class period.

### CONSEQUENCES FOR HIGH ABSENTEEISM

CSG is committed to meaningful educational experiences on each day that school is in session. Every day is important; students and parents are asked to give school attendance the highest priority. When students are absent from class, they miss critical information and essential discussions with teachers and classmates that cannot be made up outside of the school environment. The heart of education at CSG is in the classroom interaction that enables students to connect concepts, synthesize information, and gain insight and understanding. As a result, if a student misses more than 20% of any one class in a semester, the student may not receive credit for the course.

### UPPER SCHOOL

**GRADUATION REQUIREMENTS: 21 credits for Classes of 2020, 2021, 2022  
24 credits for the Class of 2023 and beyond**

English	4 credits	At least 1 credit per year
Mathematics	4 credits	At least 1 credit per year Required: Geometry, Algebra II Class of 2021 and beyond: Honors Algebra II -or- Introduction to Precalculus
History	3 credits	Required: World History and US History Civics or AP US Government
Science	3 credits	Required: Biology, Chemistry, and Physics
World Languages	3 credits	Three years in the same language, including the third level of that language
Fine Arts	1.5 credits	
Health and Physical Education*	Varies by Track	Required: Health & Wellness, Health II, and Water Safety & Self-Defense *Students who are not Offsite or Interscholastic Athletes must also take Cardio, Strength, and Flexibility
Technology	0.5 credit	Required: Media Design, Development, and Production for Classes of 2020 and 2021 Introduction to Computer Science for Class of 2022 and beyond

Public Speaking		.25 credits for Classes of 2020 and 2021 .35 credits for Class of 2022 and beyond
Electives		As required to meet total credits for graduation
Non-Credit Courses		College Preparation XI and Senior May Program
Service	60 units	Minimum of 10 hours per year with a total of 60 hours required

**\*\*Students are required to take a minimum of five full-credit, graded courses each semester\*\***

Courses are designated either graded or pass/fail:

- **Graded courses** receive the standard grade equivalents of A, B, C, D, and F.
- **Pass/Fail courses** are graded on a pass or fail basis and do not count toward the fulfillment of departmental graduation requirements except in the areas of Health and Physical Education.

### **ADVANCED PLACEMENT COURSES**

Columbus School for Girls offers many courses in the national Advanced Placement Program. AP classes are intensive and accelerated and require more preparation than other courses. These courses can offer several advantages: students will study the subject with a breadth and depth not found in other courses, many college admission officers look for a challenging course load as an indicator of an applicant's academic potential, and some universities offer credit for a score of three or better on the AP Examination.

**Taking the College Board AP examination for each course at the end of the year is required. The cost of each exam will be billed to the family at the start of the school year.** The cost, set by College Board, is approximately \$100. Exam fee reductions are available for students who qualify for financial aid.

### **GRADES/CHECK PERIOD REPORTS**

Upper School awards grades for each of two semesters. Each semester grade represents the accumulated work and assessments for that specific semester, including a semester final exam, which comprises 20% of the grade. Recognizing that frequent feedback is important for students and valued by parents, the Upper School will also post Check Period grade reports via My Backpack that show students' current grades at the six-, nine-, and twelve-week points in the semester. At the end of each school year, a printed end-of-year grade report will be send home.

### **CONFERENCES**

Parent–Teacher Conferences take place in October and February. Parents sign up online with each of the classroom teachers to discuss student progress in October, and in February, parents may sign up online for a scheduling conference. During the scheduling conference, parents meet with the student's academic mentor to discuss the course requests for the following school year.

## ACADEMIC GRADING

<b>A+</b>	98-100	<b>C</b>	72-77
<b>A</b>	92-97	<b>C-</b>	70-71
<b>A-</b>	90-91	<b>D+</b>	68-69
<b>B+</b>	88-89	<b>D</b>	62-67
<b>B</b>	82-87	<b>D-</b>	60-61
<b>B-</b>	80-81	<b>F</b>	Below 60
<b>C+</b>	78-79		

## ACADEMIC HONORS

Honors are awarded at the end of the academic year to Forms IX through XII students.

- First Honors – Overall academic average of 90 or above, no semester average grade below 82.
- Second Honors – Overall academic average of 80 or above, no more than one semester average of 78, and not semester grade below 78.

## CUM LAUDE SOCIETY

Students who have been at CSG for all four years of Upper School and whose weighted percentage GPA is in the top 20% of the class are considered for induction into the Cum Laude Society.

## FAILURE OF COURSE FOR A SEMESTER

Students must pass all courses that are counted toward their graduation credit. A student who fails a semester of a required course must take the semester course over again and earn a passing grade. An exception to this policy may be made for full year courses if a student who fails first semester, passes the second semester of that course and in doing so, demonstrates mastery of the skills from the first semester content. In this situation, the student will receive a *credit-bearing F* for the failed semester (indicated by an F\* on the transcript). With a passing grade and mastery of content in second semester, the student will earn credit for the failed semester.

## SEMESTER EXAMS/READING DAY

During both December and May, semester exams are given. Reading Day allows time for students to meet with teachers for review and extra help before exams. In general, no tests or exams are given on Reading Day and no new material is presented. Though attendance is not required on Reading Day, it is highly recommended. A Level Day Schedule is run on Reading Day so that students may find time to see all of their teachers. In addition to their normal class time during the Level Day Schedule, teachers will specify additional times during the day when they are available.

## HOMEWORK POLICY

Students can expect approximately 45 minutes to an hour of homework per class period (every other day), depending on the level of the class, the efficiency of the student's study habits, and the type of assignment. Projects, longer papers, and the reading of novels for English class will take more time than a smaller homework assignment, and students will need to parcel out the work over a longer time period.

AP courses are college level, and students can expect to spend more time on the assignments, projects, and papers. Students are encouraged to use their study hall time wisely to minimize the amount of work that must be done in the evenings. In addition, students are encouraged to take a reasonable course load to ensure free time in their daily schedule to meet with faculty and work on homework.

In general, homework is not assigned over fall, winter, or spring breaks. It is important for students to have down time and to relax with their families. Students may opt to work on make-up work or long-term projects and will want to begin reading assignments in order to lessen the workload upon their return. AP courses may have some requirements, especially over spring break, but students can opt to do this work before or after break if they choose. Students in the arts are encouraged to continue practicing their instruments over break as time allows. All English classes have summer reading assignments, and AP courses may require some course preparation over the summer. This varies by course and instructor. Homework will not be assigned the night before a high stakes test (for example, the PSAT).

### **ASSESSMENT POLICY**

Students will not be expected to have more than two major assessments in one day. Faculty will define in their syllabi what is considered a major assessment (for example, a test, presentation, playing test, or speech). If a student has more than two major assessments, she may ask a teacher to reschedule one of the assessments. To do this, the student should send an email to the teacher and copy the teachers whose assessments are on the same day, as well as her advisor. The email should explain the conflict and should be followed up by a face-to-face meeting to determine the new date for the moved assessment. In advisory during the first few weeks of school, students will be instructed how to communicate this to the faculty. If a student has to ask a second time during the semester to have an assessment moved, the expectation is that the student would ask a different teacher. Though unlikely, a student with one major assessment and three minor assessments would also be able to request that one assessment be rescheduled.

### **MAKE-UP WORK AND MISSED ASSIGNMENTS**

If a student is absent, it is her responsibility to secure assignments from each teacher via email or in person and to arrange for homework, make-up tests, and/or quizzes upon her return and before the next class period. Absences associated with truancy, cutting classes, and missing any part of the school day without parents' or guardians' permission are considered unexcused and could result in a zero for missed work. A student who signs in but then leaves campus without permission during an unscheduled block of time is considered truant, and school-enforced consequences will follow. In the case of truancy, all missed assignments will receive only partial credit, at the discretion of the teacher.

### **CONSEQUENCES FOR HIGH ABSENTEEISM**

CSG is committed to meaningful educational experiences on each day that school is in session. Every day is important; students and parents are asked to give school attendance the highest priority. When students are absent from class, they miss critical information and essential discussions with teachers and classmates that cannot be made up outside of the school environment. The heart of education at CSG is in the classroom interaction that enables students to connect concepts, synthesize information, and gain insight and understanding. As a result, if a student misses more than 20% of any one class in a semester, the student may not receive credit for the course.

### **ACADEMIC STANDING AND REVIEW**

The Upper School division director carefully reviews students' grades at the end of each semester. At the end of the first semester, the division director may place a student on academic probation. This status is a formal expression of concern about the academic status of the student and her future at CSG. This probationary status will last for a semester, at which point the division director will either remove the student from probationary status (if she has demonstrated academic improvement) or counsel the student and her family to look at educational opportunities other than CSG. When a student is placed on probationary status, it is always with the hope that the student, the school, and the parents can join forces

in a supportive fashion to improve the student's academic standing. A student will likely be placed on academic probation if she has two D's or one F, or if she displays a significant drop in one or a number of courses.

### COMMUNITY SERVICE

A minimum of ten (10) service units should be earned during each year in the Upper School and a total of at least sixty (60) units of service should be earned prior to graduation.

- One hour of service is equivalent to one service unit.
- Service units may be earned in the summer, beginning the summer prior to the Form IX year. Units earned during the summer will be counted toward the upcoming year.
- Students who complete the required sixty (60) hours prior to Form XII are still required to complete ten (10) service units during each school year.
- Students transferring to CSG's Upper School after Form IX will be required to complete fifteen (15) service units for each year they attend CSG.
- To receive credit for service performed, the student must complete and turn in her service-verification forms to the Upper School Office by the end of the academic year (Forms IX, X, XI). Students in Form XII must have service unit paperwork completed by April 1.
- The Upper School office will verify the service units earned at the end of each academic year on the student grade card as a pass/fail second semester course.
- Signatures are from both the supervisor and a parent; however, the parent may not sign as the supervisor.
- **Community service is a graduation requirement. A diploma will be withheld if a student does not complete her service requirement before Commencement.**

## SUPPORT SERVICES

The support services department includes learning specialists, counselors, the school nurse, and the Form level deans/lead teachers. Counselors provide students with emotional support, training for conflict resolution and social skills, achievement testing and personal awareness inventories, as well as referrals for educational assessments or personal counseling. Learning specialists teach strategies for cognitive processing and memory retention, as well as skills for effective study and organization. Learning specialists also offer referrals for private tutoring as needed. The school nurse offers health screenings and wellness education, as well as care and referral for students experiencing illness.

The support services department collaborates with classroom teachers and provides parent education including classes, book talks, coffees, and consultations. Records of support services are "restricted" and are maintained electronically and separately from a student's academic file. Restricted records are released only with explicit written permission from a parent or legal guardian or to a student who is 18 or older.

The school counselors provide a variety of services to students, parents, and faculty. The counselors seek to know students through individual and small group meetings and classroom discussions. They work with parents, teachers, and students concerning academic, developmental, social, and emotional issues. Counselors collaborate with the administration and faculty on substance abuse prevention and policy to ensure inclusion of effective programming for all children. They also are available to assist with the planning, implementation, and facilitation of parent support groups. Counselors welcome all visits by students, parents, and faculty.

## LIBRARIES

CSG's two libraries, the Catherine Hamilton Power Library (PYC–Form V, 8:00 a.m.–3:30 p.m.) and the Eleanor Kurtz Beaton Library (Forms VI–XII, 7:45 a.m.–5:00 p.m.) welcome all students, faculty, and staff during the school year for instruction, research, study, or leisure reading. Books circulate for a two-week period; all other materials, including magazines, digital video and still cameras, computer software, and DVD's may be borrowed for two days. Reserve items and reference materials circulate overnight only. The libraries offer numerous information services via the Internet, which provide access to newspapers, magazines, encyclopedias, scholarly articles, government reports, and other research databases. In addition, students may use the Internet connections to access local public and college libraries. Almost all of the library resources are available on the Libraries page in the Academics section of the CSG website.

## SCHOOL HOURS, ARRIVAL, DISMISSAL

### SCHOOL HOURS

PYC Half-Day	Monday - Friday	8:30 a.m. - 12:20 p.m.
PYC Full-Day	Monday - Friday	8:30 a.m. - 3:00 p.m.
Lower School	Monday - Friday	8:00 a.m. - 3:30 p.m.
Middle School	Monday - Friday	8:00 a.m. - 3:30 p.m.
Upper School	Monday - Friday	8:00 a.m. - 3:30 p.m.

For safety reasons, students may arrive no earlier than 7:30 a.m. Students cannot be in the building without faculty supervision.

### ARRIVAL

#### PROGRAM FOR YOUNG CHILDREN

(PYC) Students are welcomed into their classrooms beginning at 8:15 a.m. and class begins promptly at 8:30 a.m. Parents must escort their daughter into the building and ensure that a teacher is aware that she has arrived. You may park in a legal parking place on the street (Columbia Ave. and Powell Ave. are the closest) or in the parking lot at any time of day. Please hold your daughter's hand until she is in the building, using the sidewalks and designated crosswalk. You may also drop your daughter off in front of Columbia House between 8:15 and 8:30 a.m. There will be someone from the PYC to walk your daughter from your car to the building. For students who must arrive before 8:15 a.m., before school care is available beginning at 7:30 a.m. free of charge.

#### LOWER SCHOOL

Class begins at 8:00 a.m. Early arrivals (between 7:30 and 8:00 a.m.) should go to the Lower School Technology Room for supervised care until school begins. There is no charge for this care. Breakfast items are available.

#### MIDDLE AND UPPER SCHOOL

Students should arrive at school by 7:45 a.m. to prepare for morning classes. At 8:00 a.m. students should be seated in their first class.

## **DISMISSAL PROGRAM FOR YOUNG CHILDREN**

Program for Young Children half-day students are dismissed from Columbia House at 12:20 p.m. Program for Young Children full-day students are dismissed from Columbia House at 3:00 p.m. Full-day students are accompanied by teacher to the bus, to the carline, or to the After Hours Program. Please note: PYC students who are not picked up by 3:15 p.m. are escorted to the After Hours Program (charges may be incurred).

## **LOWER SCHOOL**

Lower School students are dismissed at 3:30 p.m. and accompanied to the bus by a teacher, or met by a parent or caregiver in carline on Drexel Avenue. Students involved in the Lower School After Hours Program should proceed directly to the Lower School Library. Please note: If a Lower School student is not picked up by 3:40 p.m., or misses the bus, she is escorted to the After Hours Program (charges may be incurred).

## **MIDDLE AND UPPER SCHOOL**

All Middle and Upper School students are dismissed at 3:30 p.m. They are to either walk home or proceed to their buses, cars, or bikes. All Middle and Upper School students are expected to leave promptly following dismissal, unless participating in pre-planned activities or athletics. The Middle and Upper School carline is in the Columbia Avenue parking lot. If Middle and Upper School students remain on campus after 4:00 p.m., they must sign into, and out of, the After Hours Program, located in the Beaton Library.

## **VISITING THE SCHOOL**

Parents are welcome to visit the school at any time. For safety reasons we ask every parent to enter through the Main Entrance on Drexel Avenue and pick up a visitor name tag. It is important to sign out and return your visitor badge when you are leaving campus. All of the school-wide and traditional programs are open to parents. In addition, numerous parents'/guardians' meetings and coffees are scheduled throughout the year. Non- CSG students may visit only with permission from the appropriate division director and must have a parental permission form signed before the scheduled visit.

## **ABSENCES AND ATTENDANCE**

The heart of education at CSG is in the classroom interaction that enables students to connect concepts, synthesize information, and gain insight and understanding. As it is impossible to replicate or replace this experience, parents are asked not to schedule appointments, vacations, or family trips while school is in session.

## **SCHOOL NOTIFICATION**

Please notify the school nurse at **614-252-0781 ext. 105** if your child has a diagnosed contagious illness or communicable disease (e.g. chicken pox, strep throat, pink eye), so that we may let other parents know that their students may have been exposed. If she has a communicable disease, the child must be kept home until:

- She is symptom-free
- Medical treatment has occurred
- A normal temperature has been registered for 24 hours (less than 100 degrees orally) without the assistance of medication

## **ABSENCE**

Students will be permitted to make up work due to illness, family emergency, religious observances, or other legitimate reasons as determined by the division director. Students with unexcused absences will not be permitted to make up the work missed. Students with excessive absences may jeopardize course credit and/or grade advancement, may be asked to withdraw from the school, and/or may jeopardize their enrollment contract renewal.

### **ABSENCE: DAY OF**

Families are asked to contact a student's division by 8:30 a.m. if their child is to be absent.

- **PYC Administrative Assistant, 614-252-0781 ext. 106**
- **LS Administrative Assistant, 614-252-0781 ext. 111**
- **MS Administrative Assistant, 614-252-0781, ext. 121**
- **US Administrative Assistant, 614-252-0781, ext. 116**

If a student is absent on the day of a test, in-class writing assignment, or presentation, she should plan to make up the work on the day she returns to school.

Lower School teachers can arrange for homework assignments for absent students. After 2:00 p.m., work will be available in the Lower School Office.

Middle School and Upper School students are encouraged to check Moodle or Google Classroom for assignments. Additionally, students may contact teachers directly via email to see if there is any additional material or information they can have emailed to them, which may not have been included on the posted homework.

### **ABSENCE: ADVANCED KNOWLEDGE**

Students or families who know in advance of an absence for legitimate reasons other than illness (including college visits and doctor appointments) must contact the division director in advance. When advised in advance of a planned absence, the division director will decide if assignments may be completed while the student is away from school or in advance of the absence. In the Middle School and Upper School, students must fill out a yellow absence form for these types of absences. Teachers are not obliged to prepare work in advance or to spend extra tutorial time to assist students who miss school for trips or vacations.

### **MIDDLE AND UPPER SCHOOL**

Students are asked to complete and Advance Absence Form at least 48 hours before the absence. The form must be signed by the parent requesting the absence. If the absence is approved by the division director, the form must be signed by the dean or lead teacher and all the teachers. Except in highly unusual circumstances, students will not receive approval for extra vacation days, especially preceding or following scheduled school holidays. For absences approved by the division director, make-up work is due on the day of return or as determined by individual teachers. Typically students are allowed the number of days absent in order to make up missed work. Students without prior approval and a completed form on file will not receive credit for work missed during such absences.

Exams are scheduled at the end of each semester. Students may not be excused during the

administration of these exams except for illness. Students who miss a scheduled examination for other reasons usually may not make it up and will receive a grade of zero for the examination. Examinations cannot be rescheduled to accommodate family trips or other non-school related events.

### **ABSENCES FOR RELIGIOUS HOLIDAYS**

Columbus School for Girls recognizes a diversity of religious tradition and belief within its community and therefore supports observance by students, faculty, and staff of religious holidays.

Students and/or parents should notify directors and teachers of upcoming absences for religious observance several days in advance so that arrangements can be made to make up missed work in a convenient manner. Unfortunately, some organizations outside CSG may schedule events that conflict with a religious holiday or a Sabbath observance despite our best attempts to prevent such occurrences.

CSG is committed to meaningful educational experiences on each day that school is in session. While we cannot guarantee that new material will not be presented during absences for religious observance, we will certainly keep major religious holidays utmost in mind when scheduling school events. No student will be penalized for such absences and each will be given every opportunity as well as assistance to make up work, take tests, etc. Every effort will be made to work with families so that students may observe holidays with peace of mind.

### **TARDY**

Students are marked tardy if they arrive in their classroom after 8:00 a.m. (8:05 a.m. for LS and 8:30 a.m. for PYC). Should a student be tardy, she is to report to the Division Office to sign in. Tardiness is excused only if accompanied by a note from a doctor indicating that an appointment had been scheduled or if a bus arrives late to school. In order to participate in any extracurricular activities, such as sporting events or arts performances, students must arrive prior to 9:00 a.m.

### **MIDDLE AND UPPER SCHOOL CONSEQUENCES FOR EXCESSIVE TARDINESS**

Classes begin promptly at 8:00 a.m., and students are expected to be in class, ready to learn, at that time. Students who are tardy not only miss valuable instructional time, but also disrupt class. After a student is tardy to school three times, the Form Level Dean or Team Leader will contact the student and parent. At the fourth tardy, a student will be assigned to detention at 7:30 a.m. on the morning of the first school day of the week following the fourth tardy. From that point on, any additional tardy will result in a morning detention, and at the sixth tardy, the student will be assigned to supported study halls during her free period(s) or flex times.

### **EARLY DISMISSAL**

A student may not leave campus during the school day without specific permission from an appropriate school administrator and a verified request by her parent. Any student needing to be dismissed early from school should bring a note or send an email to the division office. Middle School and Upper School students need to fill out a yellow absence form. When the time comes for early dismissal, the student is to report to the division office and sign out on the identified clipboard. Should the student return during the school day, she is to sign back in within the Division Office. Only adults listed in My BackPack as guardians may sign a student out of school.

## AFTER HOURS PROGRAM

Childcare is available after school hours (3:00-6:00 p.m.) to accommodate the varied schedules of CSG families.

### PROGRAM FOR YOUNG CHILDREN

Care is available from 3:00 - 6:00 p.m. every day for students in our Full Day 3/4, 4/5, and 5/6 Programs. After Hours Program sign-up is done quarterly and requires pre-registration and payment. In the event of an emergency or unanticipated delay, arrangements for After Hours Program may be possible for students in our Full-Day Programs. Parents will be billed for this service through the CSG Business Office.

For pick up between 3:00 - 5:00 p.m., students are in the PYC building (Columbia House). Between 5:00 - 6:00 p.m., students are in the Lower School technology lab, library, or on the Lower School playground. If you are going to be later than your usual pick up time, please leave a voicemail message at **614-252-0781, ext. 305**.

If your student is registered only for After Hours (3:00 - 5:00 p.m.), please plan to pick her up in the PYC by 5:00 p.m. *After 5:00 p.m., you must come to the Lower School technology lab, and pay the Extended Care fee of \$3.00 at the time of pick up.*

If your student goes to Extended Care, please plan to pick her up by 6 p.m. There is a \$5.00 per minute fee for pick up after 6:00 p.m.

### LOWER SCHOOL

The After Hours Program offers care for students in Forms I-V from 3:30 - 6:00 p.m. every day that school is in session. Students have the opportunity to select from a variety of optional classes that change each quarter. The program, which provides a snack, costs \$20-23 per day. Families can avail themselves of the After Hours Program every day, or specific, chosen days of the week. Registration is required. Information and forms are emailed home or posted to CSG's website three weeks prior to each new quarter.

Registration deadlines are strictly adhered to, as are pick-up times. There is a \$5.00 per minute late fee for picking up your child after 6:00 p.m. This is based on a sign-out time sheet and billed by the CSG Business Office. Contact [Linda Resch](#), **Director of After Hours Program, at ext. 109**, or [Betsy Gugle](#), **Director of Lower School, at ext. 110**, for more information. The direct telephone line to the After Hours Program is **614-252-0781, ext. 109**. Care is available at the last minute in the event that a student cannot be picked up at the regular dismissal time. Parents will be billed for this service through the CSG Business Office.

### MIDDLE SCHOOL

The After Hours Program (AHP) is a service provided by CSG. We provide students with a comfortable, safe environment from 3:45 to 6:00 p.m. in Beaton Library. A supervisor is on duty until the last student leaves campus, giving us the flexibility to offer opportunities for quiet study, independent work, small group work and relaxation. Collaboration among the students and the adults promote positive development, consistent expectations, and comfortable relationships.

Students in rehearsals or practices that extend beyond 6:00 p.m. are supervised by the teacher/coach in charge of that activity, not the AHP personnel. Students must sign in by 4pm and may not leave once signed in unless signed out by a parent or guardian. There is a charge of \$5.00 per minute after the 6 p.m. pick-up. We do accept drop-ins. Parents are billed monthly by the Business Office.

## **UPPER SCHOOL**

All Upper School students waiting for pick-up at school after 4:00 p.m. MUST sign into the Upper School / Middle School After Hours Program in the Beaton Library and remain on campus until pickup.. All students are to be picked up from the After Hours Program no later than 6:00 p.m. There is a charge of \$5.00 per minute after the 6:00 p.m. pick-up.

## **SUMMER PROGRAMS**

Come enjoy summer's casual atmosphere in CSG's state-of-the-art facilities. Our Summer Programs are designed to help students develop new interests and friendships in a fun, stimulating, learning-centered environment. The program offers a unique, academically-focused opportunity for girls and boys to be challenged by adventures that offer unique, confidence-building educational experiences. We look forward to having you join us on our summer adventures! Please contact [Rachel Barends](#), Director of Summer Programs, for more information at **614-252-0781 ext. 435**.

## **SPRING BREAK CAMP**

CSG's Spring Break Camp is held the first week of spring break for CSG students and their siblings. Boys and girls age three through Form VI are invited to attend. Our youngest campers must have some preschool experience and be toilet trained. Each day will have activities that may include baking, playing, singing, swimming and exploring a fun location in the city of Columbus! The day begins at 7:30 a.m. and ends at 4:30 p.m. Extended care is available until 6:00 p.m. for an additional charge.

## **TRAFFIC AND PARKING SAFETY**

### **PROCEDURES FOR PROGRAM FOR YOUNG CHILDREN**

The following procedures are in effect for morning arrival, half day dismissal, and full day dismissal. Any adult who drives a student should be informed of our procedures.

- When using the car line, students will be assisted into/from the vehicle. Students must enter and exit the vehicle on the curbside. Car seats should be on the passenger side to facilitate this, and the driver should remain in the vehicle.
- When walking a student into the building, park the vehicle, do not leave your vehicle running unattended, and do not leave unsupervised students in the vehicle.
- Car line is a cell-phone-free zone. It is vital that you can give your full attention to driving safely.

### **ARRIVAL**

- You may park in a legal parking place on the street (Columbia Ave. and Powell Ave. are the closest) or in the parking lot at any time of day, hold your student's hand, and walk to the building.
- You may use the Pick-Up/Drop-Off option in the Columbia Ave. parking lot at these times:
- 8:00 – 8:30 a.m., drop-off

- 12:20 – 12:30 p.m., pick-up for half-day students
- 3:00 – 3:15 p.m., pick-up for full-day students
- When using the pickup line, pull forward to the curb and a teacher or parent volunteer will assist your student into the car.

### **DISMISSAL**

- Have your name card on your dashboard on the passenger side. Please let us know if you will need additional cards for other drivers.
- Remain seated in your car. A teacher will bring your student to the passenger side of your car when you reach the curb.
- A teacher will assist your child into the car (car seats must be on the passenger side).
- When you have safely buckled in your student, proceed out of the parking lot.

## **PROCEDURES FOR LOWER SCHOOL STUDENTS**

### **ARRIVAL**

- In the morning, you may drop the student off at the Drexel Circle. Please ask your student to gather her things as you pull in, so that she does not detain others. Parents should remain seated in the car.
- Drive up as far as possible in Drexel Circle to avoid back-ups. Drop-off is not the time for an extended conversation, as it delays the process. Do not leave your car in Drexel Circle or in the carpool lane. Instead, please pull into a parking spot on Drexel Avenue or in the lot if you need to come into the building.
- When walking a student into the building, park the vehicle, do not leave your vehicle running unattended, and do not leave unsupervised students in the vehicle.
- Car line is a cell-phone-free zone. It is vital that you give your full attention to driving safely.

### **DISMISSAL**

- Lower School cars queue in Drexel Circle and into the Drexel parking lot beginning at 3:15 p.m. Do not block any crosswalk or intersection, especially the crosswalks at Broad and Drexel. Bexley police have been known to give tickets.
- If cars are backed up from Drexel onto Broad, go around the block. Do not hold up traffic on Broad Street by stopping in the right lane.
- When heading north on Drexel, do not make a left turn into the Drexel parking lot or into the Drexel car line, nor when heading west on Broad. Drive around the block and join the north-to-south flow.
- Do not leave your car in the line at any time to go into the school. If you need to enter the building, park in a marked parking space.
- Do not make a left turn from the school parking lot onto Drexel. There is a sign there to remind you. We need to keep all traffic moving north to south. Please drive around the block and then head north.
- Students are not permitted to run between cars to get into a vehicle on Drexel Avenue.
- Always cross the street at the corner of Drexel and Powell, where a police officer is stationed, or at the traffic light at the intersection of Drexel and Broad. Please do not jaywalk.
- Students will be accompanied by a teacher to the awning area where they are escorted to their cars. Students may not enter cars while the vehicle is on Drexel Circle.
- Car line is a cell-phone-free zone. It is vital that you give your full attention to driving safely.

## PROCEDURES FOR MIDDLE AND UPPER SCHOOL STUDENTS ARRIVAL

- Use the Columbia Entrance for morning drop-off or the Drexel Entrance if a student is dropping off athletic equipment. Please ask your student to gather her things as you pull in, so that she does not detain others. Parents should remain in the car, and students should exit only on the sidewalk side of vehicle.
- When walking a student into the building, please park the vehicle. Do not leave your vehicle unattended, and do not leave unsupervised students in the vehicle.
- Car line is a cell-phone-free zone. It is vital that you give your full attention to driving safely.

## DISMISSAL

- The Columbia Avenue entrance should be used to pick up PYC, Middle, or Upper School students.
- Students riding the bus should exit from the Drexel Entrance.
- Car line is a cell-phone-free zone. It is vital that you give your full attention to driving safely.

## STUDENT DRIVERS

Students who drive to school must use on-street parking; faculty parking lots are for faculty vehicles only.

## TRANSPORTATION

If you need assistance with transportation or carpooling or would like information about CSG's limited bus service, please contact the **Lower School Administrative Assistant, ext. 111**.

Transportation services continue to be offered by public school bus systems for many of our students. Parents should call their school district transportation office directly for information concerning these services. If your local school district does not provide transportation, you may contact them regarding possible reimbursement.

### Transportation Office Telephone Numbers

Columbus Public Schools	614-365-5074
Dublin Schools	614-761-5831
Gahanna Jefferson	614-751-7581
New Albany-Plain Local	614-855-2033
Upper Arlington Schools	614-876-8343
Westerville Schools	614-797-5950
Worthington Schools	614-431-6590

## SAFETY AND CRISIS INFORMATION

### EMERGENCY NOTIFICATION SYSTEM

Our website will display an alert message on the homepage, such as a delayed start or closure due to weather or other emergency. This enables parents to retrieve the details of closings without having to call the school. Go to [www.columbuschoolforgirls.org](http://www.columbuschoolforgirls.org) to see the most up-to-date information. Additionally, you will be notified by our emergency notification system.

## CRISIS OR EMERGENCY INFORMATION

The following list was compiled to ensure preparedness for a crisis or emergency situation. The purpose of this list is to provide general information and procedures, not detailed information. Detailed information would be released should an emergency occur.

- Faculty and staff have been trained and are knowledgeable about emergency and crisis procedures.
- All classrooms have emergency procedure booklets and intercoms to connect within CSG or directly with Bexley police.
- In the event of a death in a family, we respect the family's wishes concerning dissemination of the information to our community.
- Please refer to the CSG website at [www.columbuschoolforgirls.org](http://www.columbuschoolforgirls.org) for updates and information in case of an emergency or a school closing (e.g., snow days).
- Every attempt will be made to communicate with parents regarding emergency situations via the website, the emergency notification system, and any other means necessary.
- The Head of School will make decisions regarding specific situations.

Any questions regarding school safety and crisis information should be directed to [Julie Eikenberry](#), Chief Financial Officer (614) 252-0781 ext. 127 or [Jennifer Ciccarelli](#), Head of School (614) 252-0781 ext. 101.

## DAYTIME SECURITY

All visitors must be invited to enter the building through the Main Entrance on Drexel Ave., sign in, and acquire a visitor's badge. If a student is leaving for an appointment during the day, she must sign out at the Main Entrance before leaving. All doors are kept locked except during the beginning and end of the school day.

Between the hours of 3:00 - 5:00 p.m., Program for Young Children parents and caregivers should enter through the Columbia House entrance using the confidential keypad code. After 5:00 p.m., all PYC parents and caregivers should go to the Lower School and enter through the Drexel Circle entrance to meet their students in the Lower School technology room.

Between the hours of 3:30 - 5:00 p.m., Lower School parents and caregivers should enter through the Drexel Circle entrance and sign their daughter out with the After Hours coordinator.

Middle School and Upper School students who are in the After Hours Program must sign out with the After Hours coordinator in the Beaton Library before leaving. Parents may enter the building through the Drexel Circle Avenue entrance until 6:00 p.m.

## ATHLETICS

### LOWER SCHOOL

In addition to regular physical education classes, the Unicorn Sports Program occurs after school or on Sunday and provides opportunities to students in Forms II, III, IV, and V. All students are encouraged to choose sports experiences that will enhance their growth, development, and educational experience. Unicorn sports offered include basketball, field hockey, golf, lacrosse, soccer, swimming, tennis, running,

and volleyball.

### **MIDDLE SCHOOL**

In addition to regular physical education classes, interscholastic sports offered to all middle school students include basketball, cross country, field hockey, golf, lacrosse, soccer, swimming, tennis, track and field, and volleyball. A successful team experience in competitive athletics is the primary goal of the middle school athletics program. We strongly encourage and expect every girl to choose a middle school sport in which she has had previous experience and training either outside CSG or within the Unicorn Sports program. Having this previous experience will enhance her growth, development, educational experience, and aid in her transition to interscholastic competition in the Upper School. As with all activities, there are established expectations for attendance, participation, and performance quality.

Additionally, Middle School students must maintain a 70% average in all classes in order to participate in athletics. If this is not achieved, the student may be required to miss practices and/or games until her academic status improves. Athletes involved in outside club/recreational sports usually elect to fully commit to their CSG team. This also includes other CSG co-curricular activities. Middle School teams vary in size. If necessary, team size may require a “tryout” period where performance minimums must be met in order to continue participation in that sport. Each season there will be at least one sport that will have no limitation on the number of participants who may join that team.

### **UPPER SCHOOL**

In addition to physical education classes, Upper School teams compete inter scholastically in eleven sports: basketball, cross country, diving, field hockey, golf, lacrosse, soccer, swimming, tennis, track and field, and volleyball. We offer quality coaching in each of our sports and free strength and conditioning throughout the school year.

### **ATHLETIC PICK-UP**

Students should be picked at the Main Entrance on Drexel Avenue immediately following practice. All students must be picked up at the conclusion of practice sessions by 6:00 p.m. or they must sign into the After Hours Program. For those teams practicing at Kirk Campus, student-athletes must be picked up by 6:00 p.m. or return to the main campus via the bus shuttle service provided, sign into After Hours, and wait for transportation home.

### **SPORTS SPECTATOR CODE OF ETHICS IN ATHLETICS**

Columbus School for Girls, through its athletic department, welcomes spectators to our games and competitions. Players and fans are reminded that we are a member of the Ohio High School Athletic Association, Forms IX-XII, and must abide by the rules and regulations that are set forth by the Association to maintain high standards of conduct, competition, and relations with member schools. Upper School and Middle School athletes compete as friendly rivals with opposing teams. This is the theme of interscholastic athletics—the idea of friendly competition. All spectators should reflect an attitude of good sportsmanship. Those who refuse to act in a sportsmanship-like manner may be asked to leave the competition area.

## PHYSICALS

Ohio High School Athletic Association (OHSAA) requires a physical exam each year for any student in Forms VI-XII who wishes to participate in a sport. Completed physical forms must be returned to the athletic trainer by the first day of practice. This form stays with the athletic department, not the school nurse. A physician's signature (with the date of the exam) and the signature of a parent are required prior to the first practice for any sport.

## UNIFORM GUIDELINES

Students are to be in *official uniform* for events such as Convocation, Thanksgiving Program, Open House, Chapel, and assemblies. Please label all pieces of your student's uniform with student name.

### OFFICIAL UNIFORM PROVIDERS

1. The School Closet, 73 North Stygler Road, Gahanna, OH 43230, for official uniform clothing items.
2. The CSG Unicorner School Store at CSG, (614) 237-0088 or (614) 252-0781, ext. 168, for PE uniform items.

The CSG "Attic" is a source of gently used uniforms. It is operated by the Parents' Association and is open during school hours. The school receptionist has instructions and prices. Proceeds go to the CSG Parents' Association and are used to support projects that benefit CSG students.

### MAKE-UP, JEWELRY, AND ACCESSORIES

In keeping with CSG's uniform policy and belief that students should be neatly and modestly dressed for school, Middle and Upper School students may wear conservative make-up that is in keeping with a natural look. Students are required to limit hair color to a natural shade for their age. Students may wear jewelry and hair accessories that are non-obtrusive and non-distracting. Facial ornaments (including, but not limited to nose, eyebrow, lip, and tongue studs or rings) other than earrings are not permitted. Visible tattoos are not permitted. Headscarves are only permitted if worn consistently for religious reasons. PYC and Lower School students are not permitted to wear make-up.

[Uniform Code](#)

[Uniform Pictures](#)

## UNICORNER SCHOOL STORE

You may open an account for your student and deposit funds. For students who do not have an account, the store also accepts cash, checks, and credit cards. Checks for deposit into your student's account should be made payable to the CSG Unicorner School Store, and mailed to:

**Columbus School for Girls, Business Office**  
**Dept. L-2018**  
**Columbus, Ohio 43260-2018.**

Be sure to include your student's name and Form on all checks.

During the school year, the daily school store hours are 12:30 - 2:00 p.m. In August, the Unicorner School Store is open during business hours for back-to-school supplies and PE uniforms on New Student Orientation Day.

Students in Forms I-XII must purchase CSG PE uniforms consisting of mesh shorts and a t-shirt. Students in Forms VI-XII also need outdoor weather PE uniforms, consisting of CSG sweatshirt and black sweatpants. Each of these items may be pre-ordered.

## FOOD SERVICE

Food service at Columbus School for Girls is provided by SAGE. Lunches are scheduled as follows:

- PYC 3/4-5/6 Year-Olds (full and half day): 11:30 a.m. – 12:10 p.m.
- Forms I-V: 11:15 – 11:45 a.m.
- Forms VI-VIII: 12:10 – 12:40 p.m.
- Forms IX-XII: 12:45 – 1:15 p.m.

The lunch meal includes foods from all of the basic food groups. Forms I-XII are offered a daily choice of the main entrée, a vegetarian entrée, starchy side, and two hot vegetable choices. The following options are also available daily: deli bar, salad bar with low or non-fat dressing, assorted fresh vegetables, cut fruit, yogurt and baked chicken breast. Two homemade soups are available each day, one of which is vegetarian. The Program for Young Children is provided with specific lunch choices each day and remains a nut-free environment. Due to the large variety of our daily menu and safety concerns for our students with allergies, students are not allowed to pack lunches or bring in outside food without faculty permission. [Vanessa Landrum](#), the **Director of Food Services**, encourages any parent with concerns about the menu to contact her by email or at **614-252-0781 ext. 135**.

Vending machines are located in the Ruch Dining Room for use by Middle School and Upper School students before and after school, and during morning break. Machines are off-limits to all students during lunch. All drinks and other food **MUST** remain in the dining room. Program for Young Children and Lower School students may not use the vending machines during school hours; however, Lower School students who are involved in intramural athletics may use the machines after school with permission from their coach.

### PROGRAM FOR YOUNG CHILDREN

Students enjoy a family-style lunch. The PYC students have an adult at each table to help with the lunchtime routine and to serve fruits, vegetables and other healthy choices. When the meal is finished, students clear their own places and then have outdoor play, weather permitting. Half-day students are dismissed at 12:20 p.m. following lunch. PYC students rotate lunch tables regularly throughout the year, thus allowing their lunch times to be an opportunity to meet other students in the PYC as well as faculty members.

### LOWER SCHOOL

Students rotate tables throughout the year, providing an opportunity to meet students in other grades as well as faculty members. Parents may join their daughter for lunch on the day she is celebrating her birthday. Faculty and students make announcements at the end of lunch. Before leaving the dining room students clear their own plates. Tables are wiped clean by students on a rotating basis with teacher

supervision.

### **MIDDLE AND UPPER SCHOOLS**

Middle School students have assigned tables; Upper School students do not. Students clear their dishes and make sure that all trash is removed from the table and the immediate floor area. The overall dining room clean-up is performed by students on a rotating basis under the supervision of teachers.

## **ABSENCES AND ATTENDANCE**

The heart of education at CSG is in the classroom interaction that enables students to connect concepts, synthesize information, and gain insight and understanding. As it is impossible to replicate or replace this experience, parents are asked not to schedule appointments, vacations, or family trips while school is in session.

### **SCHOOL NOTIFICATION**

Please notify the school nurse at **614-252-0781 ext. 105** if your child has a diagnosed contagious illness or communicable disease (e.g. chicken pox, strep throat, pink eye) so that we may let other parents know that their students may have been exposed.

If she has a contagious illness or communicable disease, the child must be kept home until:

- She is fever-free (temperature less than 100.4 orally) for at least 24 hours without the assistance of medication.
- She is emesis (vomit)-free for at least 24 hours.
- She has been on antibiotics for at least 24 hours (if antibiotics were prescribed by a physician for her specific illness)
- She is symptom-free.
- She is able to participate in school activities and activities of daily living.

## **ALLERGY POLICY**

**Columbus School for Girls is a nut-free environment. All food products as well as other health and wellness products (e.g. lip balms, hand sanitizers, lotions) and/or materials brought into the school must be peanut and tree nut free.**

Columbus School for Girls is committed to the safety and health of all students and employees. In accordance with this and pursuant to Ohio Revised Code (below) the purpose of this policy is to

- Provide a safe and healthy learning environment for students with food allergies
- Reduce the likelihood of severe or potentially life-threatening allergic reactions
- Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction
- Protect the rights of food allergic students to participate in all school activities

### **FAMILY RESPONSIBILITY**

- Notify the school of the child's allergies in writing prior to the first day of school.

- Provide the school nurse with a detailed history of the child's allergy and emergency contact information (must be completed in Final Forms, Emergency Medical Authorization) prior to the first day of school.
- Provide the school nurse with prescribed medications and a current, completed, and a parent/guardian and physician-signed Food Allergy and Anaphylaxis Emergency Care Plan (found in Final Forms, Past and Ongoing Health Conditions) prior to the first day of school.
- If the child is not authorized to carry and administer her own epinephrine injection, supply the school nurse with two properly labeled epinephrine auto-injectors (to be kept in the nurse's office) prior to the first day of school, and replace medications after use or upon expiration.
- Work with the school to develop a plan that reasonably accommodates the child's needs throughout the school day including the classroom, the dining room, before and after-care programs, school-sponsored activities, and on the school bus.
- Educate the child in the self-management of the food allergy, including:
  - Safe and unsafe foods and health and wellness products.
  - Strategies for avoiding exposure to unsafe foods in meals, educational tools, arts and crafts projects, , and other areas.
  - Symptoms of allergic reaction.
  - How and when to tell an adult they may be having an allergy-related problem.
  - How to read food labels (age appropriate).
  - Provide alternative snacks as needed to be kept at school.
  - Review the plan with the school staff and the child (age appropriate) if a reaction were to occur.

#### **STUDENT RESPONSIBILITY**

- Avoid trading food with others.
- Do not eat or touch anything with unknown ingredients or anything known to contain any allergen.
- Be proactive in the care and management of their food allergies and reactions based on their developmental level.
- If authorized to carry and administer her own epi-pen (as indicated on parent/guardian and physician-signed Food Allergy and Anaphylaxis Emergency Care Plan) the student will know where her epi-pen is kept at all times.

#### **COMMUNITY RESPONSIBILITY**

- To be advocates in CSG's nut-free community, by understanding and following the school's nut free practices.
- To specifically support the policy that all food products as well as other health and wellness products (e.g. lip balms, hand sanitizers, lotions) and/or materials brought into the school must be peanut and tree nut free.
- To be aware that some health and wellness products contain nut allergens such as shea butter and/or tree nut oils such as almond oil, macadamia oil. etc., and that these products are not permitted at school.
- To be mindful of washing hands before and after eating and before sharing any food.

## **HEALTH SERVICES**

A student who becomes ill during school should see the school nurse. If the student needs to be dismissed due to illness, and is unable to drive herself home due to age and/or illness, the parent or

guardian must arrive to the school to retrieve the student within 60 minutes. If the parent or guardian is unable to arrive within 60 minutes, the child's Emergency Contacts will be notified, and asked to come in and get the child.

If the nurse is not available during the school day for some reason, the student should report to her divisional office (PYC< LS< MS< US) so that the nurse can be paged. The school nurse health services include:

- Illness and injury assessment and care.
- Medication administration
- Special health care condition management
- Vision and hearing screenings and referral
- Cumulative student health record keeping
- Immunization compliance monitoring - as mandated by the State of Ohio, updated immunization records or immunization exemption documentation (if exemption documentation is not already on file with the school nurse) must be provided to the school nurse before the 15th day of the school year for continued school attendance (Ohio Revised Code Section 3313.67).

The school nurse is directly responsible for the administration of any and all medications dispensed on our campus. Note that all medications (except those approved by students' parent/guardian and physicians for self-carry and self-administration by students such as epi-pens and inhalers) shall be delivered to the school nurse for administration. Authorization form the student's parent must be provided before any dose of over-the-counter medication may be administered. Parents/guardians may provide pre-authorization for administration of over-the-counter meds in Final Forms, Medications.

All prescription medication requires parent/guardian and physician-signed permissions via the form entitled "Physician Request for the Administration of Prescription Medication by School Personnel" (found in Final Forms, Medications).

### **SEVERE ALLERGIES OR REACTIONS, ASTHMA, DIABETES, SEIZURES, OTHER SPECIAL HEALTH CARE NEEDS** (new addition)

All students that have been diagnosed with severe allergies or reactions and that will require an Epi Pen at school, must submit a parent/guardian and physician-signed Food Allergy and Anaphylaxis Care Plan (found in Final Forms, Past and Ongoing Health Conditions) prior to the first day of school, including students who are authorized to self-carry and self-administer.

All students that have been diagnosed with Asthma and that will require an Inhaler at school, must submit a parent/guardian and physician-signed Asthma Care Plan (found in Final Forms, Past and Ongoing Health Conditions) prior to the first day of school, including students who are authorized to self-carry and self-administer.

All students that have been diagnosed with Diabetes or Seizures must submit a parent/guardian and physician-signed Diabetes Care Plan or Seizure Care Plan (found in Final Forms, Past and Ongoing Health Conditions) prior to the first day of school, including students who are authorized for self care of Diabetes.

Care plans of any type are required to be updated by the student's physician (and signed by both the parent/guardian and physician) and must be submitted to the school nurse every year. Students will not be permitted to attend off campus field trips if their care plan and/or medication is not current.

## FINAL FORMS

CSG partners with the digital platform [FinalForms](#) to collect all health, athletic, and other student information electronically. Once registered on FinalForms, families are required to update health records each school year. Access complete information about required immunizations in the the [Nurse's Corner](#) of the Parent Portal.

## BUSINESS OFFICE

The Business Office is located on the second floor of Kibler House, 66 S. Columbia Avenue.

Payment Policy: Parents and/or guardians are jointly and separately responsible for their student's full account, including tuition, lunches, After Hours Program fees, and other incidental expenses. In order to reserve a place for your child each year, a deposit must be received with a signed enrollment contract. As a reminder, the deposit is non-refundable. Additionally, there will be a \$30 fee for all returned checks.

The school must be notified, in writing, by May 2 if a student will not be returning to CSG the following school year. After this date, the enrollment contract becomes binding for the full tuition for the coming year.

## TUITION PAYMENTS

Columbus School for Girls offers three payment options:

### ONE PAYMENT

- 100% Tuition, paid directly to CSG by August 1

### TWO PAYMENTS

- 60% Tuition Payment, paid directly to CSG by August 1
- 40% Tuition Payment, paid directly to CSG by January 2

### MONTHLY PAYMENTS

- Contact [Kathy Bapst 614-252-0781, ext. 292](#) to enroll in Tuition Management Systems (TMS). An estimated amount for incidental student charges is added to the TMS budget, as a convenience.
- Payments begin by May 1 for the 12-month plan, or by July 1 for the 10-month plan.
- TMS payment options include monthly automatic electronic debit from checking or savings, monthly credit card payments (MasterCard, American Express, or Discover, with an additional convenience fee charge), or check or money order payments.

Tuition includes lunch and the use of most athletic, art, laboratory, technology, and library equipment belonging to the school. Tuition increases yearly, as determined by the Board of Trustees. CSG does not charge a participation fee for athletics, although students may be expected to purchase personal athletic equipment, such as compression shorts and lacrosse sticks, or contribute toward unique travel costs, including spring training trips and summer sport camps.

CSG's Business Office will bill additional expenses incurred during the year monthly, with immediate payment expected.

**OTHER COSTS MIGHT INCLUDE:**

- School supplies at beginning of year, costs vary
- Charges for additional supplies required in some courses
- Athletic equipment and travel
- School and gym uniforms, costs vary
- Advanced Placement Exam Fees (for US students taking AP classes)
- After Hours Program (PYC, LS, MS)
- School yearbook
- Dances, plays, etc., small entrance fees
- Commencement DVD, optional purchase
- Trips, costs vary
- Beginning instrumental music (one-time fee)
- Optional spirit wear for co-curricular activities and athletics

School accounts must be current before the first day of school in August, by the second day back after winter break, and at the end of the school year. If an account is not current, it may prevent the student from attending classes, taking examinations, receiving transcripts or grades, and/or participating in school activities. Families with student accounts that are in arrears will receive a telephone call and/or notification in writing from a Business Office representative, requiring that the account immediately be made current.

***Please send all payments directly to our lockbox:***

**Columbus School for Girls  
Business Office  
Department L-2018  
Columbus, Ohio 43260-2018**

This system ensures prompt application to your account and security for payments. Please do not send (or drop off) payments directly to CSG. Please do not send correspondence to the lockbox; only payments and the top part of the statement or your tuition deposit should be sent to the lockbox.

**NON-REQUIRED SCHOOL FIELD TRIPS**

Students may not be able to participate in non-required field trips if their tuition account is not current. If you ever have any questions regarding your account, please contact [Kathy Bapst](#) 614-252-0781, ext. 292.

This payment policy was created to maintain CSG's financial integrity, and to ensure that CSG remains a strong and fiscally responsible educational institution.

**DEVELOPMENT OFFICE: GIVING TO CSG**

The Development team has two main responsibilities: coordination of all philanthropic activity that benefits CSG, and leadership of outreach and engagement activity that grows and encourages a strong and loyal alumnae community.

Philanthropy at CSG includes annual, capital, and endowment giving, as well as corporate sponsorships,

special gifts for school priorities, memorials, and deferred gifts. From time to time Development may lead fundraising events focused on providing support for school priorities. All members of the school community are encouraged to volunteer for activities that support CSG, its students, and its alumnae.

Contributions are received by this office, which is located on the first floor of Kibler House. Gifts may be made securely online at <https://www.columbuschoolforgirls.org/giving/give-now>, via mail, or in person. The School's fiscal and giving year runs from July 1 – June 30. Volunteers are reminded to inform the Development Office in advance of any desire to fundraise to benefit the school or students to ensure coordination of efforts.

Alumnae are welcome to visit the school and encouraged to do so. Please contact the Director of Alumnae Relations to arrange a visit, or let her know when an alumna will be participating in a school event. Finally, in conjunction with administrative partners across the school, the Development Office coordinates special events including Commencement, Grandparent Days, Thanksgiving Program and the Holiday Dinner.

The Development Office coordinates use of the Kibler House conference room, which may be available for volunteer, student, and faculty use. Please contact Development at **614-252-0781, ext. 131** should you want to use the conference room for a meeting.

## GIFT GIVING POLICY

All teachers and staff members at Columbus School for Girls appreciate your desire to be generous, but the gift of spending time with your student is gift enough for us. Please respect our request: no gifts are needed; no gifts are expected; we would prefer a card if you feel the desire to say “thank you” or “happy holidays” to us. If you still feel compelled to give a gift, any gifts given to teachers or staff should be modest in value (**\$25 or under**) and should not involve cash. By honoring this policy, we all help our students learn that expressions of gratitude can often be meaningfully accomplished through the written word of heartfelt thanks or a homemade item.

If a family wishes to honor a teacher with a gift to the school, please contact the Development Office for details on how to make that gift.

## STANDARDS OF BEHAVIOR

CSG expects every member of our community to treat one another as we would want to be treated. Each division maintains its own specific rules and consequences for behavioral choices, based on the needs of the students and age-appropriate expectations. However, there are three overarching principles that are expected at all levels and from all members of our community, students and adults alike: respect, responsibility, and reverence.

CSG believes strongly that the purpose of discipline is to teach and not merely to punish. As such, we imbue all discipline with instruction both to address specific concerns and to help guide students as they continue their journey through our school community. Our students learn that as individuals they have a role to play and an obligation to our larger community, that one is accountable for one's words and actions, and that with privilege and freedom comes responsibility. Balancing the needs of the individual with the interests of the group is central to all of our conversations around these issues. These basic

beliefs play out in many areas, three of which are outlined in detail below. The Alcohol, Tobacco and Other Drugs Policy; the Information Technology Acceptable Use Policy; and the Weapons, Legal Entanglements, Harassment/Threats Policy apply equally to all Divisions. Please read these sections carefully.

### **DIVISION-SPECIFIC STANDARDS OF BEHAVIOR**

At Columbus School for Girls, we strive to maintain an environment of mutual respect for our students, teachers, and parents. This respect includes a climate of open communication, where student's questions, ideas, thoughts and feelings are listened to and encouraged. Our staff is committed to clearly defining socially acceptable behaviors that will help the child be a positive member of the community. Students are encouraged to share their joys and concerns, and are actively involved in solving conflict or disagreement. They are also encouraged to make positive choices, learning from natural and logical consequences, and to be responsible for the choices they make. In addition, students are able to learn from safe mistakes.

### **PROGRAM FOR YOUNG CHILDREN AND LOWER SCHOOL**

In the event that a child in the PYC or Lower School chooses to behave in a way that infringes on the rights of others, endangers herself or others, or misuses materials or equipment, she will be given the choice of either participating appropriately, communicating and addressing the situation, or leaving the group activity for a moment. Should the child leave the group, she is always under the teacher's supervision and will be encouraged during this time to rethink her options and make a plan for future interactions. The child can return to the group activity at any time that she feels ready to participate in a responsible manner, and is reminded of this. Once the child returns to the group, the child is recognized for resolving the concern in a positive manner, and is warmly welcomed back to the group. This process enables the child to gain self-confidence, and helps the child learn how to become a responsible member of the community. Teachers will understand and support the child's feelings, helping her to verbalize the issue and see that she is a part of the consequences. Should a pattern of behavior develop, further consequences may range from those mentioned above to personal conversations which may include parents and faculty, or more serious responses such as loss of privileges including suspension and/or termination of enrollment in severe cases. In Lower School, students may lose recess time or have another relevant consequence for failure to uphold standards of behavior. Examples include, but are not limited to, unkind behavior, inappropriate or disrespectful language, excessive tardiness, and inappropriate use of electronics.

### **MIDDLE AND UPPER SCHOOL**

CSG students are expected to meet the following standards of conduct during school hours (8:00 a.m. - 3:30 p.m.) and at any activities during which they represent CSG.

- Respect for and proper behavior toward all members of the CSG community, including teachers, administrators, staff, parents, visitors, and other students.
- Prompt arrival at school by 8:00 a.m. and promptness to all classes. Tardiness is disruptive and disrespectful to faculty and classmates.
- Meeting all academic obligations, including classes, study halls, chapels, appointments, assignments, tests, quizzes, and class projects in a timely manner.
- Compliance in wearing the school uniform as described in the handbook. Only proper uniform clothing may be worn during the school day.
- Abiding by the ATOD Policy, CSG's code of conduct regarding the use or possession of alcohol, tobacco, and/or other drugs.
- Abiding by the laws of the city of Bexley and the state of Ohio.

- Exhibiting good behavior and decorum while at school or at school activities, as it affects all members of the community and visitors to the campus.

Consequences for failure to follow basic standards of behavior might include, but are not limited to, the following: assigned study halls, detention, revocation of privileges, disciplinary letter placed in a student's file, disciplinary probation, in-school suspension, out-of-school suspension, dismissal, or any combination of these consequences at the discretion of the Form-Level Dean, Team Lead Teachers, the Directors of Middle and Upper School, or the Head of School. Out-of-school suspensions must be reported in the college application process.

The division directors, team leaders, and deans oversee discipline.

- Minor infractions include, but are not limited to, the following:
  - o Tardiness to school or to class
  - o Failure to follow the uniform guidelines
  - o Sleeping during the school day
  - o Inappropriate use of cell phones, ipods, ipads, laptops, wearable technology, or other electronic devices
  - o Consumption of food or drink (other than water) any place other than the dining rooms or in a classroom with teacher approval
  - o Behavior that is disrespectful of the school or any of its members or guests.
- Major infractions include, but are not limited to the following:
  - o Profanity
  - o Improper dining room behavior, including failure to perform dining room cleanup duty
  - o Failure to follow each teacher's classroom rules
  - o Unsafe behaviors
  - o Parking in the faculty or visitor parking spaces
  - o Leaving campus without securing proper permissions (note from parent, yellow Absence Request Form, and medical-appointment verification note), including "going to the student's car"
  - o Unexcused absence from class or from school
  - o Repeated minor infractions
  - o Failure to follow an adult's reasonable request
  - o Failure to sign in to or out of the After-Hours Program
- Severe infractions have more serious consequences and are dealt with by the division directors or the Head of School. Consequences may include, but are not limited to, suspension and/or expulsion. Severe infractions include, but are not limited to, the following:
  - o Intimidation or harassment of any kind, including racial, sexual, religious, or ethnic slurs
  - o Possession of weapons of any kind, including laser pointers
  - o Illegal behavior
  - o Violations of the Alcohol, Tobacco, and Other Drugs (ATOD) Policy
  - o Violations of the Honor Code
  - o Threats of physical violence or harm, either written or verbal, including any made using electronic media
  - o Other egregious behaviors, such as fighting or vandalism
  - o Repeated targeting of or aggressive behavior toward an individual student by another student or group of students

## **BULLYING POLICY**

Columbus School for Girls strives to create a safe and respectful environment for all students to learn and grow. This policy has been developed to preserve this important foundation, which has been thoughtfully aligned with our mission and values (see pages 6-8). We believe students learn from both successes and failures and that mistakes are a natural part of their development.

### **Definitions**

Columbus School for Girls defines “harassment, intimidation and bullying” as any intentional verbal, physical, or relational/social act that a student or group of students exhibits toward another particular student or group of students repeatedly, the results of which can include, but are not limited to: physical or mental harm, or a real or perceived imbalance of power. These acts must also be severe and persistent enough to create an environment that is threatening, intimidating or abusive for the victim(s). These acts may occur on campus property or at any school-sanctioned event.

Columbus School for Girls defines “cyberbullying” as bullying that takes place using electronic technology, including email, text messages, social media websites or apps (e.g., Twitter, Instagram, Snapchat), blogs or other websites. While Columbus School for Girls discusses digital citizenship with its students, parents/guardians are in the best position to educate and influence their children about proper use. If cyberbullying is reported to school administration and/or is directly affecting the learning environment of one or more students, parents may be called in to discuss the issue and students may be subject to disciplinary action as deemed necessary.

Columbus School for Girls defines “retaliation” as any form of intimidation, reprisal, or harassment directed against a student who reports an incident of bullying, provides information during an investigation of bullying, or witnesses bullying.

### **Responding to a Report**

All allegations of bullying will be taken seriously and investigated in a prompt and confidential manner to protect all students involved. As appropriate, strategies such as increased supervision may be implemented to prevent further bullying, cyber-bullying, or retaliation during an investigation.

### **Investigation**

The Division Director or his/her designee will conduct an investigation on all reports of bullying or retaliation. The investigation may include interviews with the person who made the complaint, with the student who was the target of the alleged bullying, cyber-bullying, or retaliation, with the person or persons against whom the complaint was made, and with any students, faculty, staff or other persons who witnessed or who may otherwise have relevant information about the alleged incident. Depending on the circumstances, the Division Director or designee conducting the investigation may also choose to consult with other faculty, staff and/or administrators.

Administration and Faculty will do their utmost to ensure that students who have reported bullying, provided information regarding an investigation, or witnessed bullying are protected from instances of retaliation. Any student(s) engaging in acts of retaliation against other student(s) will be subject to disciplinary action. Any allegation of bullying is serious and potentially damaging to the accused person's reputation. Any person intentionally reporting a false claim may also be subject to disciplinary action.

### **Resolution**

Following the investigation, the administration will determine whether and to what extent the allegation of bullying, cyber-bullying, or retaliation has been substantiated. If it is determined that the policy set forth

has been violated, the administration will determine the appropriate resolution. Administration and Faculty at Columbus School for Girls have the right to manage and evaluate the effects of bullying behaviors and counsel any disciplinary action deemed necessary. While we value and acknowledge reflection, remediation and growth as a component of a comprehensive set of consequences, we also recognize that a confirmed act of bullying could also result in disciplinary action up to and including suspension and dismissal from school.

#### Conclusion

This policy is intended (1) to prevent bullying and cyber-bullying amongst our students; (2) to encourage students to have confidence in promptly coming forward with a report of misconduct that is prohibited by this or any other school policy; and (3) to implement appropriate corrective measures when they are found to be warranted.

## CELL PHONES AND ELECTRONICS

Unrestricted student use of cellphones during the day prevents students from focusing on the academic and community life of CSG. As a school, we want students to be present, giving their full attention and energy to teachers and classmates rather than to outside friends and social activities. In addition, the ability to deal with personal upsets and disappointments in academics and friendships at school is an important step in developing the independence that will be required of students in college and beyond. For this reason, it is beneficial for students to wait until they get home to discuss the school day with their families. Parents may leave messages in the division offices, and students may use office phones to contact parents when necessary. CSG accepts no responsibility for lost or stolen cell phones or other electronics.

### LOWER SCHOOL

To ensure cell phones are not a distraction to our Lower School students, students in Forms I-III should not bring a phone or Ipod to school. If Forms IV-V students choose to bring a cell phone they need to keep it in their backpacks for the entire course of the school day—this includes Before Hours, After Hours, break times (such as recess or transition times), etc. If a student needs to check at the end of the day to see how she is getting home, she may check her phone for parent messages, but will then be asked to put the phone away while waiting in car line or in bus line. If a student is found to have her phone out during the day, she will receive one warning. The second time it occurs, her phone will be taken to the Lower School Office and parents will be notified. We know that the older girls in the Lower School have great interest in using these devices for many purposes and our goal is to help them navigate the appropriateness of cell phone usage at school.

Form IV and V students may bring an e-reader to school to use during DEAR (Drop Everything and Read) time, as long as the internet capability has been turned off. Use of other electronics including, but not limited to, Playstations, iPods, or other handheld games are prohibited.

### MIDDLE SCHOOL

We recommend that cell phones be left at home. However, if your student needs one for communication, we ask that she follow the following guidelines:

- All cell phones and electronics are to be turned off and stored in the locker between the hours of 8:00 a.m. and 3:30 p.m.

- Any phone or electronic device that is out of a locker during the school day will be confiscated by the teacher, taken to the Division Office for pick up at the end of the day.
- Students may use their cell phones before school in the MS Commons under the supervision of an adult and after school, but during the school day phones must be in their lockers. If a teacher sees a student misusing a cell phone or personal computing device during the school day, the student's phone will be turned into MS Office. The student will lose the phone for the day after and her advisor will call home to inform her parents. After the second offense, the student will turn the phone into the MS office for a week at the beginning of school, and pick it up at the end of the day and her advisor will call to report the concern to her parents. Repeat offenders will have other consequences. Once a student turns in her phone, she may not use another cell phone (i.e. a friend's phone) at school to make a call.

## **UPPER SCHOOL**

Electronic communication has become an integral part of the way our society interacts, and technology offers an opportunity for students to grow, connect, and learn. The goal of our cell policy is to provide a framework for students to use technology for academic and practical purposes in a mindful, appropriate, and respectful manner.

In all circumstances, students must follow teacher or supervisor direction regarding acceptable use of devices in order to facilitate learning. Use of technology must also adhere to the Honor Code.

As a guiding practice, cell phones are not allowed in the following locations.

- Assemblies, Announcements, Big/Little Sis Events
- Hallways
- Classrooms unless directed by teacher
- Locker rooms, dressing rooms, or other locations where students are changing clothes

As a guiding practice, cell phones may be used during free periods as long as the use is not disruptive or distracting to others. Students who demonstrate an inability to follow guidelines and teacher directions may have their cell phone taken and held by the office or a teacher until the end of the school day.

Students are not to take photos or videos of faculty, staff, or students without consent.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

### **COMPLIANCE**

The use of technology at CSG is a privilege granted to our students. Access to, and use of, the network are guided by values that include honesty, integrity, responsibility, ethical behavior, and mutual respect. Accordingly, users of CSG technology are prohibited from actions that are dishonest, unkind (such as personal attacks and invasion of privacy), invasive, illegal, (such as libel, slander, vandalism, sexual harassment, theft, unauthorized access), immoral, unethical, or in other ways inappropriate. Students are expected and required to comply with all laws and CSG policies as outlined in the student handbook and the full Information Technology Acceptable Use Policy, which can be accessed through the main Division pages of the CSG website.

### **STUDENT ELECTRONIC CONDUCT ON AND BEYOND THE CSG NETWORK**

Electronic communications need to be free of offensive or disruptive images or messages, including, but not limited to, sexual implications, racial slurs, gender-specific comments, or any other comments which

offensively address age, sexual orientation, religious or political beliefs, national origin, or disability. This policy not only applies to any student use of CSG network, but it also applies to any electronic comments and conduct made by students outside of the CSG network that affect the school community, inhibit the sense of emotional or physical safety of any member of the community, or reflect poorly on the school community.

### **EDUCATIONAL PURPOSE**

CSG's computers, network resources, and related technologies are provided for educational and school-related purposes. CSG has the right to place restrictions on material accessed or posted through the system. While using technology at CSG, all community members are expected to obey the law, treat all computer equipment with care and respect, and help enforce these rules with others in the area.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Any misuse of any technology at CSG may result in revoked rights, disabled access, disciplinary action, or expulsion and termination, as determined by administrators.

### **ALCOHOL, TOBACCO, AND OTHER DRUGS POLICY**

In partnership with our families, Columbus School for Girls (CSG) is committed to promoting an alcohol-free, drug-free, and tobacco-free, and nicotine-free environment for our students. CSG students are expected to obey all city, state, federal and school laws, including those that forbid the use of both legal substances for persons under a specific age, and illegal substances by any person. CSG is a drug-free community and expects every student to respect and obey the school rules concerning these substances without exception.

#### Expectations of Students:

On the CSG campus, at school-related events, or on any other school's campus, the following are prohibited:

- A.** Use of tobacco and nicotine products, including any product or personal device that is smoked, vaped, chewed, or ingested in any form
- B.** Possession, use, distribution, or sale of alcoholic beverages.
- C.** Possession, use, distribution, or sale of any controlled substance, including marijuana, cocaine, LSD, ecstasy, or any other illegal substances.
- D.** Sharing personal prescription medications for any reason with another student is dangerous and strictly prohibited.

#### School Responses:

- A.** Depending on the circumstances, the Division Director and Head of School will determine treatment, educational plans, and consequences ranging from the contacting of parents, assessment for chemical dependency, and/or loss of privileges, to suspension or expulsion.
- B.** The Head of School retains the right and responsibility to make all disciplinary decisions based on circumstances and the student.

Supervision of students during non-school events, and at times when the student is not in the care of the school, is a parental responsibility.

We encourage students to seek help for themselves or others by contacting a faculty member, school counselor, Division Director, or other CSG adult with whom they feel comfortable should they be dealing with any of these issues themselves, or know of others who are. It is our intention to abide by all state and local laws, while supporting our students in developing healthy and safe lifestyles.

### **WEAPONS, LEGAL ACTIONS, HARASSMENTS/THREATS POLICY**

The safety of our students and faculty is of paramount importance at all times. The student who chooses to violate any of these restrictions is putting our community in danger and will be subject to the consequences outlined.

- A.** Possession of firearms and/or any other weapons or items that would be a threat or a perceived threat (e.g. an item that resembles a weapon and is purported to be a weapon, whether operational or not) will result in one of the following consequences: in-school or out-of-school suspension, loss of privileges, counseling, or expulsion, depending upon the danger posed by the item in question.
- B.** Any student who is arrested or who is under investigation for criminal involvement may be issued a leave of absence pending resolution or adjudication of her case. Further, any student convicted of a felony in a county, state, or federal court will be permanently removed from the school. Failure to notify the appropriate authorities at the school of such situations will be viewed as deception, and will result in immediate disciplinary actions, up to and including expulsion with no option of re-admission.
- C.** Any threats of physical violence or harm, verbal or written, including electronic media (e.g., instant messaging, blogs, email, etc.) of which authorship can be established, against students, faculty, staff, parents, the School, or someone in the community, will result in disciplinary action and immediate notification of legal authorities, when that is indicated. Such disciplinary action can include suspension or expulsion, or other consequences as determined by the Division Director including, but not limited to, counseling, loss of privileges, apologies, and probation. If a student persists in harassing or threatening another student, faculty member, or family, that student will be expelled.