

# CELINA MIDDLE SCHOOL STUDENT HANDBOOK

## TABLE OF CONTENTS

Attendance Requirements.....	page 2
Inoculations of Students & Administration of Medications.....	3
General Information.....	3
Cell Phone Policy.....	4
Electronic Devices, Chromebooks.....	4
Grading Scale.....	5
FitnessGram.....	5
Extracurricular Eligibility.....	5
CMS Media Center.....	5-6
Bus Regulations.....	6
Cafeteria Rules.....	6
Student Conduct Code.....	6-8
Due Process in Suspensions/Expulsions.....	8-9
Student Dress Code.....	9-10
Co-Curricular/Extra-Curricular Activities.....	10
Interscholastic Athletic Policy.....	11-12
Interrogations & Searches.....	12-13
State Test Security Provisions.....	13
Security Cameras.....	13

Dear Celina Middle School Students,

Welcome to Celina Middle School! We take great pride in the tradition of excellence that has been established in our school. As a staff, we want our students to be challenged and successful in academics as well as in co-curricular and extra-curricular activities. The teaching staff, support staff, and administration stand ready to assist you in any way we can as you strive to accomplish your goals.

At CMS, we set our expectations high regarding academic and behavioral responsibilities. Homework is expected to be done; rules are expected to be followed. It is our hope that you work to your potential; it is our job to help you get there!

This student planner/handbook is designed to help you succeed! Our belief is that students function best when they're informed, organized and when they know what's expected of them. One of our mantras is: **"Do What's Expected...and then Do Some More."** Students who do what's expected will have a good year! **Students who do what's expected and then DO SOME MORE will have a FANTASTIC year!!!**

Sincerely,

Mrs. Ann Esselstein

At CMS, our mission is to assist in the cognitive, physical, social, and psychological growth of all students. To these ends, we will provide learning experiences that are relevant, rigorous, and appealing to various learning styles and also that follow our state academic content standards.

Our building is arranged in interdisciplinary teaching teams that allow common planning time and collaboration among our teachers. Core subjects include language arts, science, math, and American/world history; core classes last for the entire school year. Encore subjects include health, physical education, art, computer technology, leadership and life skills, LAW I, LAW II (Language Arts Writing), and STEM; each student has two encore classes per 9-weeks.

Over the course of this school year, we will assist all students as they develop, enhance and understand the following:

- a. Academic achievement commensurate with his/her ability.
- b. Mastery of the basic "tools" to aid and/or enhance the learning as well as a zeal for continuous learning and self-improvement.
- c. The ability to communicate ideas thoughtfully.
- d. An acceptance of responsibilities of citizenship and appreciation of our democratic heritage.
- e. An appreciation of the courage, creativity, and diligence of past generations.
- f. Deep respect for the dignity of the individual and commitment of service to others in the continual forming of values.
- g. Economic competence as a consumer.
- h. Respect for rightful authority through disciplined self-responsibility and knowledge of one's obligation to society, self, and school.
- i. The ability of manage one's time – scheduled and unscheduled.
- j. The tenets of good physical, mental, and emotional health.
- k. Respect for rules and appropriate behavior in school, in various social situations, and at all extracurricular activities.

REFS: Board Policy: JA  
ORC 3313.48



Ohio Revised Code Sec. 3321.01, states that a person between the ages of 6 and 18 is of "compulsory school age," which means they are required to attend school. Ohio's Missing Child Law requires schools to make every effort to contact parents of absent students. It's the duty of the CMS administration & staff to enforce laws of compulsory school attendance. Determinations of excused or unexcused are made by the administration. For cases not addressed below, the building principal or designee has full authority to handle each according to his/her best judgment. It is the responsibility of students and parents to ensure punctual and satisfactory attendance is maintained. School administration and staff assume the responsibility of keeping accurate records while upholding policy as appropriate.

**NOTIFICATION Attendance:** [419\) 586-8300](tel:419-586-8300), [press 5 and then 1 for attendance and follow the instructions on the recording OR dial ext. 2001.](#)

Parents must notify the attendance office by 7:00 AM the day of an absence. All student or self-calls will be considered unexcused unless a note from a parent validates the absence & is received upon the student's return to school. If a student is absent and there is no contact received from a parent, the school will call in an effort to identify the student's whereabouts and ensure his/her safety. Students requiring a call from the school will be unexcused absent for that entire day. If a parent cannot be reached, the Truancy Officer may be notified to help locate the child. Periodic attendance reports will be sent by the school to parents of students with attendance concerns.

### **EXCUSED ABSENCE**

Excused absences are allowed for students due to illness, emergency travel, or emergency circumstances. Students are responsible for obtaining, completing, and submitting any and all assignments missed due to excused absence. The length of time for make-up work is commensurate with the length of the absence. Students are expected to complete make-up work and assignments outside of the regular school day in an effort to minimize missed classroom instruction.

Students may miss up to **10 days total** in a school year. When contacting the attendance office, you must provide a reason for missing school. The following reasons can be considered excused: **personal illness, death in the family, religious holiday, vacation (up to 5 days which count against the 10 total days parents can excuse their child), an emergency or set of circumstances which constitute a sufficient**

**cause for absence as judged by the Superintendent or principal.** It is parent & student responsibility to communicate & receive prior approval for foreseen absences. Each student is limited to **10 excused absences** per year.

Attendance penalties are waived for medical absence when proper documentation is provided. **A doctor's note with specific times and dates of medical care or excuse must be submitted within 5 school days of a medical absence. If no note is provided, the absence will count against the 10-day allowance or as an unexcused absence if no allowance remains.**

### **UNEXCUSED ABSENCE**

Unexcused student absences are detrimental to any student's education. By being absent excessively or without justification, students miss valuable classroom instruction and educational activities. **Class work, including tests, missed due to unexcused absence will not be graded or credited to the student.** Consequences for unexcused absences may include: Juvenile Court referral pursuant to ORC 3321.01, In-school suspension (ISS), detention, or other consequences as deemed appropriate by the Principal including but not limited to being excluded from school activities such as Fun Nights and the 8<sup>th</sup> grade Washington D.C. trip.

**Absences in excess of the 10 outlined above will be designated as unexcused. Should excessive unexcused absences occur, a student/parent will have formal complaints made against them in the Mercer County Juvenile Court in accordance with state law.**

**TARDINESS** – Students need to be in class by 7:20; repeated tardiness will result in disciplinary action such as red slips, detentions, assigned seat at lunch, standing at lunch, etc.

### **TRUANCY**

A student shall not be truant from any class or the entire school day for any reason.

- a. Consequences for skipping class/school include: detention, suspension and/or charges being filed with the Mercer County Juvenile Court.

**ATTENDANCE AND EXTRA-CURRICULARS:** **When students are absent from school, they ARE NOT allowed to attend school activities in the evening – i.e. Fun Nights, football games, etc.**

### **MAKE-UP WORK**

It is the student's responsibility to make-up all work missed in classes during absences. Requests for homework should be made when a parent calls in his/her child. This becomes imperative if the child misses two or more days of school. Assignments may be picked up between 2:30-3:30 p.m. The individual classroom teacher will determine the proper length of time needed to complete the work missed during an absence.



Assignments are posted on our website at

[www.celinaschools.org/ms/](http://www.celinaschools.org/ms/)

## **INOCULATIONS OF STUDENTS AND ADMINISTRATION OF MEDICATIONS**

1. Students entering the seventh grade must have a Tdap booster AND A MENINGOCOCCAL (MCV-4) VACCINE. Students failing to complete these immunizations will not be permitted to return to school 14 days after entering school.
2. Prior to the administration of prescription medications, Form JHCD-E, "Statement of Physician to Administer Medication", must be completed and signed by a physician and the student's parent/guardian.
3. **No medications, prescribed or over-the-counter, will be administered by school personnel unless by physician's order.** (ORC.3313.746)
4. Prescription and over-the-counter medications must be in their original container when received by school personnel.
5. Medications are not to be transferred from one container to another by school personnel.
6. Medications are to be kept in a locked area within the building office or clinic at all times.
7. Identification of the student and the medication shall be made before, during, and immediately after the administration of the medication.
8. Medications are to be given only by persons authorized by the building principal.
9. Medications are to be recorded on the "Medication Administration Record" at the time given. Personnel giving the medication shall initial the square for the appropriate date. Any employee whose initials appear on the form must initial and sign the form in the appropriate space at the bottom of the form.
10. When any error in administration of medication is discovered, the building nurse must be notified immediately.

### **GENERAL INFORMATION**

#### **ANNOUNCEMENTS**

The school day begins with morning announcements at 7:20 a.m. Approval must be given by the principal or secretary prior to a student reading/making an announcement.

#### **LOST AND FOUND**

Check in the office for lost items.

#### **PENCILS & BOOK COVERS**

These materials may be purchased in the school office. (All textbooks must be covered with a paper book cover.)

#### **STUDENT USE TELEPHONE**

There is a telephone for student use in the school office. However, **permission must be granted** to use the phone during the school day.

#### **VISITORS**

According to state law, all visitors are required to first stop in the office and pick up a **visitor's pass**.

#### **TRANSPORTATION**

(Students are to enter our building through the front doors ONLY at 7:10 a.m. Students eating breakfast may enter at 7:00 and must report directly to the cafeteria.)

1. **Moped information:** A student who wishes to ride a moped to school must have a written permission slip from his/her parent as well as a copy of the moped registration and license all of which will be kept on file in the school office.
2. Students walking to and from school are to stay on the sidewalks and cross at crosswalks for their safety. Students are not to loiter after school.
3. Students riding bicycles to school should park them back by the soccer field. Bikes **NEED TO BE LOCKED!!!**

4. Between 7:00-8:00 a.m. and 2:00-3:00 p.m. the parking lot is for buses only. Students are to have their ride drop them off on Johnson St. or Holly St., **NOT IN THE BUS LANE!**
5. Skateboards must be carried on school property at all times.
6. Students ARE NOT to cut across Celina Primary School's playground when leaving school.

### **SCHOOL DAY OPERATIONS & RELATED ACTIVITIES**

1. Students are expected to be courteous in classrooms, the halls and at lockers. At times spaces are crowded and must be shared.
2. Students are not permitted to carry book bags.
3. Students are expected to be in their seats when class begins. Red slips will be issued for being tardy.
4. Students are expected to be on time to start the day. Doors open at 7:10; announcements begin at 7:20. This means students should arrive by 7:15 to get to their locker and then to first period on time. To be excused from being tardy to school, the student must have a note from his/her parent with the reason for being tardy. Students will be excused for tardiness once each 9-weeks. **After one tardy per 9-weeks students will be issued red slips for arriving late. Repeated tardiness will result in further consequences.**
7. All students will enter through the front doors of building unless permission is given from a teacher to do otherwise. At dismissal, students may exit from any door.
8. Students are not allowed to cut through classrooms.
9. Students **MUST ALWAYS** have permission from a teacher/staff member to leave a class.
10. A student must report to his/her designated class prior to going to any other part of the building. Also, if a student is sent to another teacher, guidance counselor, the principal or other school personnel, and that person is not in his/her room/office, the student must return to class immediately.
11. **Improper use of computers or other equipment will not be tolerated and will result in loss of use/privilege.**
12. A student will be issued one agenda which contains the student's hall passes. These are not to be shared or traded and when all passes have been used, the student will not be permitted to leave his/her classes. Also, the agenda is to be kept in good condition throughout the school year.
13. Students are not to inflict eraser burns or chin burns upon themselves or others.

### **GENERAL CONSIDERATIONS**

1. Students are not to loiter on/near school grounds before or after school.
2. A student will not have food, pop or candy outside the cafeteria area. No open pop in the building.
3. Gum chewing is not permitted.
4. **A student is not to give out his/her locker combination and is to keep his/her locker LOCKED at all times.** Also, a student is not to get into, use or store belongings in another student's locker. **Setting one's locker will result in carrying a crate.** Additionally, students are to carry their books from class to class as opposed to leaving them in a classroom or on the lost and found table. Such habits will result in consequences being issued.
5. A student is not to possess or pass personal notes.
6. Students are NOT permitted to have laser pointers.
7. Hoverboards are not permitted at school.
8. Fidget spinners are not permitted at school.
9. Energy/"monster" drinks are not permitted at school.

For infractions of any rule(s) under the School Day Operation and Related Activities and General Considerations categories, students may be issued disciplinary referrals/red slips, after-school detentions, be assigned a seat at lunch and/or lunch/after-school work detail as deemed necessary & assigned by the teachers or administration.

### **BASIC BEHAVIOR INFORMATION**

1. Students shall stand for the *National Anthem* and Pledge of Allegiance. Students are expected to remain quiet during the *National Anthem* and participate in the pledge.



2. If a student is in the hall during the National Anthem and Pledge, he or she shall stop all motion and talking and stand respectfully.
3. If a student is involved in an after school activity, he or she shall report immediately to that designated area with all materials/assignments that need to go home with him/her.
4. After school a student shall leave the school grounds unless involved in an after school activity.
5. Students shall not be in an area of the building unless scheduled to be there at that time.
6. The library shall be used as a resource area and not for social purposes.

4. Only school appropriate reading material is permitted.
5. No games are to be played during school hours.
6. Email, Facebook, texting, and any other forms of social networking are prohibited from the time students arrive on CMS property until all buses have left in the afternoon.
7. All electronic devices are prohibited during detention.
8. MP3 players and other music/gaming devices ARE NOT to be used during school hours.
9. Devices are not to be used at any time to take pictures.
10. The current CMS cell phone policy remains in effect.
  - a. i.e. – Smart phones must stay in one's locker; they CANNOT be used for reading purposes!

## **CELL PHONES & SMART WATCHES**

**Cell phones** are a distraction to learning and are not to be on/with the student or used at school from the time the student arrives on school grounds until school dismisses at 2:20. **CELL PHONES MUST BE KEPT IN THE STUDENT'S LOCKER & TURNED OFF.** In addition, cell phones are to be turned off and kept in a student's pocket/backpack, etc., while he/she is on a school bus and during detention or study tables.

**SMART WATCHES** can be worn. If, however, at any time a student is using his/her Smart Watch as a phone, the following consequences will be applied:

**Having a cell phone on one's person, in a pencil pouch/purse/gym bag, etc. and/or using a cell phone or smart watch anytime during the school day will result in the following consequences:**

**\*\*First violation** – Cell phone/smart watch is confiscated for a week.

**\*\*Second violation** – Cell phone/smart watch is confiscated for one week after which the electronic must be picked up by a parent.

**\*\*Third violation** – Cell phone/smart watch is held for one week, student is suspended, parent must pick up the phone/watch at the end of the week.

**STUDENTS ARE NOT ALLOWED TO CALL/TEXT THEIR PARENT/GRANDPARENT OR ANYONE ELSE WITHOUT PERMISSION OR THE ABOVE CONSEQUENCES WILL BE ISSUED.**

**\*\*** These are the consequences provided there are not concerns with the contents of the cell phone/smart watch. Any inappropriate use of or items on the phone/watch could result in suspension and/or charges being filed. Additionally, any inappropriate use of a cell phone/smart watch at any school event will result in item being confiscated and disciplinary consequences being issued. (The same consequences apply for all electronic devices.)

**\*\*\***If a cell phone/smart watch goes off while in a student's locker, it will be kept in the office until the end of the school day. If this happens a second time, the phone/watch will be kept until the end of the next school day. A third time results in the cell phone being confiscated for one week.

### **Guidelines for Use of Personal Electronic Devices**

Use of iPads, iPods, Kindles, Nooks, or other devices that allow access to appropriate books may be used at CMS as long as the policy listed below is followed:

1. Parent and student have read and signed-off on these rules.
  - a. The signed copy must be kept in the office.
2. Students must have teacher/staff permission to use the device in the classroom or at study tables.
3. Students are responsible for the care and security of their device.

### **Violation of Electronic Device rules:**

1. **1<sup>st</sup> Offense:** The device will be confiscated and returned at the end of the NEXT school day; a red slip will be issued.\*
2. **2<sup>nd</sup> Offense:** The device will be confiscated for one week; a red slip will be issued.\*
3. **Additional or Repeated Offenses:** The item will be confiscated for one week, a suspension will be issued and the device will only be returned to a parent after a week.\* The student will no longer be allowed to bring his/her device to school.

\*Additional consequences will be issued for any violation of the Celina City Schools' Acceptable Use Policy – i.e. visiting inappropriate websites and/or violations of this nature – as well as any violation as stipulated in the Board of Education Policy and the CMS Student Handbook.

## **Chromebooks**

For the 2019-20 school year, each 7<sup>th</sup> & 8<sup>th</sup> grader will be issued a Chromebook after the Chromebook Contract has been signed by both student and parent and returned to CMS where it will be kept on file.

As previously stated, any violation of the Celina City Schools' Acceptable Use Policy will result in consequences being issued including loss of Chromebook for a period of time.

**ELECTRONIC DEVICES:** i-Pods, MP3 players, video games, and other such devices can be listened to on the bus. However, these devices are to be put in backpacks/lockers upon entering the building. These devices are not to be taken to classes.

**EMERGENCY DRILLS:** Fire drills, severe weather drills, and lockdown drills will be held periodically as required by the State of Ohio. Teachers will explain the procedures for each drill to their students. Drill directions and exit routes are to be posted in each classroom.

**LEAVING SCHOOL GROUNDS:** Leaving the school building or school grounds during the school day is not allowed unless written permission has been obtained from the principal's office prior to a student leaving. Students must be signed out properly in the office.



and Back Saver Sit and Reach), and Body Composition (BMI- height x weight).

Physical fitness testing has been adopted by the Ohio Department of Education (ODE) and is a requirement for all grades. The goal for each student is to be able to learn different ways to play and have fun while still taking care of their health and wellness. Learning various activities at school will hopefully allow each student to bring home what they learned and share it with their families! Each child should be physically active 60 minutes every day. Encourage your child in taking care of his/her fitness and to have a long and healthy life.

**HOMEWORK:** On a daily or at least regular basis, students will have some type of homework in their classes. It is very important that each student realizes that homework assignments will serve as one factor to determine the grade received in a subject. **It will be the student's responsibility to take down accurately and complete fully any homework that the teacher assigns in a class. Homework is to be completed on time and submitted in an acceptable form according to the individual teacher's policy and directions.**

In addition to no or partial credit for missed assignments, the individual teacher can issue a red slip and/or request the building principal to assign a detention or suspension to a student who regularly or repeatedly fails to submit homework completely and satisfactorily. The teacher will determine if partial or full credit will be given for work.

**Since homework is considered a vital part of student achievement, parental assistance is sought in encouraging their child(ren) to complete all homework responsibilities.**

**Curriculum: Language Arts, Math, Science, World History (7<sup>th</sup>), American History (8<sup>th</sup>), Computer Tech., Art, Health, Phys. Ed., STEM, Leadership & Life Skills, LAW I, LAW II, Band, Choir**

### **GRADING SCALE**

PERCENT	SCALE	PERCENT	SCALE
A = 100-95	4.00	C = 76-73	2.00
A- = 94-90	3.67	C- = 72-70	1.67
B+ = 89-87	3.33	D+ = 69-67	1.33
B = 86-83	3.00	D = 66-63	1.00
B- = 82-80	2.67	D- = 62-60	0.67
C+ = 79-77	2.33	F = 59-00	0.00

**HONOR ROLL:** The honor roll is calculated for those students who achieve no letter grade below a "B-". This average each nine weeks is calculated by the computer service to which our school system subscribes. Students must attain a 3.33 GPA each 9-weeks to qualify. In addition, any student who achieves all A's each nine weeks will be recognized with Highest Honors.

**\*\*Any student who withdraws from a class (after the first day of school) will receive a "WF" (withdraw fail) which will affect the student's G.P.A.**

**CHEATING** is defined as presenting someone else's work as one's own in order to obtain a grade or credit. This includes but is not limited to: using a cheat sheet, copying other's assignment/quiz/test answers, and/or plagiarizing. (Plagiarism – knowingly or unknowingly using another's work and claiming it as one's own.) Giving one's own work to another student also makes that student guilty of cheating.

**1<sup>st</sup> offense:** red slip, 0 on assignment, inform parents.

**2<sup>nd</sup> offense:** same as first plus a detention and no reward day.

**3<sup>rd</sup> offense:** same as 1<sup>st</sup> plus an In-School Suspension & loss of privileges.

### **FITNESSGRAM**

All grade levels will be completing a health-enhancing personal fitness assessment using FITNESSGRAM. There are five basic components to FITNESSGRAM: Aerobic capacity (PACER- Progressive Aerobic Cardiovascular Endurance Run), Muscular Endurance (Curl-Ups), Muscular Strength (Flexed Arm Hang), Flexibility (Trunklift

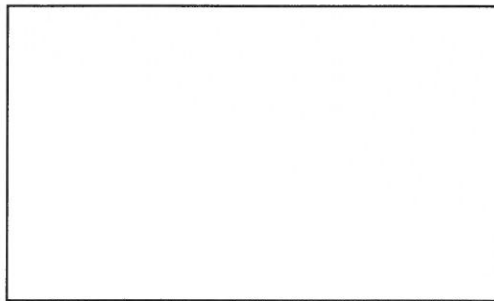
**EXTRACURRICULAR ELIGIBILITY:** The Board prohibits students in grades 7 through 12 from participating in extracurricular activities if they receive more than one failing grade in the previous grading period. Students will also be excluded from participating in the activity if they have less than a 1.50 grade point average on a 4.0 grading scale. A student enrolling in the seventh grade for the first time is eligible up through mid-term of the first grading period regardless of previous academic achievement. The definition of extracurricular activities is defined as a school sponsored student activity supervised by an employee under a supplemental contract. Failure to comply with the grading period eligibility requirements results in extracurricular ineligibility for the succeeding grading period.

**GRADE FAILURE POLICY:** A student who fails 2 core subjects or 1 core and 4 encore subjects will be retained at that grade level.

**SCHOOL ACTIVITIES:** During all activities sponsored by the school, school rules are in effect.

Students who misbehave in school or at school sponsored activities may be banned from all such activities.

**FIELD TRIPS/D.C. TRIP – In order to participate in field trips (including the Washington D.C. trip) ALL fees, lunch charges and fines – past & present – must be paid in full.**



Middle School students are encouraged to participate in sports and extracurricular activities. However, any 7th or 8th grader cannot attend an open gym that takes place during a practice or competition time of a seasonal sport he/she is

### **MIDDLE SCHOOL MEDIA CENTER**

All students are encouraged to use the Media Center and the resources available. The following rules, as well as any directives from Mrs. VanderHorst, apply to all students while using the Media Center:



1. A student should come to the Media Center with his/her agenda properly signed by a teacher and be prepared to check out a novel/AR book, study, read, do research, complete make-up work, take a test or work on a computer project.
2. Books pulled from the shelves should be returned to their appropriate spot prior to the student leaving the library.
3. All materials need to be taken to the circulation desk to be properly checked out. Do not take materials out of the Media Center without checking them out.
4. Books will be issued for two weeks circulation. Books may be renewed.
5. Reference books must remain in the Media Center.
6. Students are notified of books that are overdue. Please see the librarian immediately to return or to renew the books. Students may lose privileges if overdue materials are not returned.
7. Any lost or damaged materials must be paid for at the current replacement or repair prices.
8. Computers are available for student use.
6. Students are to stay in the cafeteria unless they have received permission to go elsewhere.
7. Students are not to loiter in hallway outside of the cafeteria.
8. **Students can charge a maximum of two lunches and two breakfasts or no more than \$8.40. Charges are to be paid promptly. Students who have maxed out on charging will be given a cheese sandwich and milk.**

## STUDENT CONDUCT CODE

Infractions of the following rules could subject a student to a myriad of consequences including but not limited to: verbal reprimand/warning, discipline referral/red slip, detention, Friday or Saturday School, assigned seat or standing at lunch or during a class period, cleaning/sweeping in the cafeteria at lunch, loss of Chromebook/computer privileges, in-school suspension, Alternative School, out-of-school suspension, and/or expulsion **as well as other consequences as deemed appropriate by the principal or her designee.** These rules will be enforced on all school property, on school vehicles and at any extracurricular activity.

## INTERNET ACCESS

Students may use the internet for school related purposes in the Media Center and/or in classrooms. A board-approved "**Acceptable Use Policy**," signed by the parents and student must be on file and approved before access will be permitted. Students must adhere to the rules put forth in the "Acceptable Use Policy" or suffer the disciplinary action(s) outlined in it. The signed policy will remain in effect for each student until graduation.

## BUS REGULATIONS

1. Students are under the supervision of the school while traveling on a bus to and from school.
2. Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.
3. Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

## RECOMMENDED STEPS OF DISCIPLINE:

1. Verbal warning.
2. Assigned seats.
3. Contact parents.
4. Fill out bus conduct report and take to principal.

A bus driver can issue a conduct report at his/her discretion when a rule has been violated. Conduct reports will result in disciplinary action by the principal.

\*At all times, the principal has the authority to remove a student from the bus immediately and/or recommend the student for expulsion from the bus if he/she engages in persistent violations, extremely dangerous or illegal conduct.

LEGAL REFS.: ORC 3319.41; 3327.01

## CAFETERIA RULES

1. Students are to pay on their lunch accounts before the start of the school day.
2. Students may choose their seats/tables – six chairs per round table.  
**\*\*Students can be assigned seats in café.**
3. Students are to clean up their eating area.
4. No jumping/butting in the lunch line; stand single file.
5. Absolutely no food is to be taken out of the cafeteria.

## \*\*\*\*\*SKIPPING DETENTION\*\*\*\*\*

**ANY time a student skips detention, the student will be assigned five detentions to be served on consecutive days: (These additional detentions DO NOT count against the Washington D.C. trip. Also, the detentions a student receives in 7<sup>th</sup> grade DO NOT carry over to 8<sup>th</sup> grade; the student starts fresh in 8<sup>th</sup> grade.)**

**\*\*1<sup>st</sup> SKIPPED DETENTION = 5 detentions.**

**\*\*2<sup>nd</sup>, 3<sup>rd</sup> SKIPPED DETENTIONS = 5 detentions plus suspension.**

**\*\*The 4<sup>th</sup> SKIPPED DETENTION = 5 detentions plus unruly charges filed with the Mercer County Juvenile Court.**

In the event that the student has a legitimate excuse for needing to reschedule a detention (missing practice is not an acceptable excuse), he/she must have his/her parent contact CMS prior to 2:20 on the day of the detention to reschedule.

Detentions will be issued for the accumulation of 3 red slips as well as a variety of other offenses.

**During a 9-week period, when a student is issued a: 3<sup>rd</sup> detention = parents contacted/student is put on the PRIDE Program.**

**6<sup>th</sup> detention = mandatory study tables.**

**9<sup>th</sup> detention = in-school suspension.**

**12<sup>th</sup>detention = alternative school suspension.**

- 1) When a student's behavior is deemed inappropriate, unacceptable, disruptive, dishonest and/or unsafe to self or others, **(even if such behavior is not specifically addressed in this handbook)**, appropriate discipline will be issued/assigned by CMS staff and/or the Principal/Dean of Students.
- 2) When a student's disciplinary history becomes "expanded and/or persistent" throughout the course of a school year, that student is subject to Alternative School, out-of-school suspension, expulsion, and/or charges being filed with the Celina Police or the Mercer County Juvenile Court.
- 3) This code of student conduct applies while school is in session, at school activities and while traveling/walking to or from school. **In addition, a student may be subject to school disciplinary action under this code for harassment, vandalism, physical abuse or other disruptive behavior toward school personnel during non-school hours.** Such action is deemed appropriate by the Board of Education because disrespectful acts could negatively effect



student behavior at school and thereby cause deterioration in the learning environment.

- 4) Violation of the Student Conduct Code will result in disciplinary action including suspension, emergency removal, expulsion, and/or charges being filed with Mercer Co. Juvenile Court or Celina Police. Parents will be notified whenever their child is suspended out-of-school.

**Rule 1 - Disruption in School:** A student will not cause disruption or obstruction to the curricular and/or extracurricular activities of the school by means including but not limited to violence, force, coercion, threat, noise, harassment, insubordination, electronic transmission or repeated incorrigibility.

**Rule 2 - Damage to Property:** A student shall not cause or attempt to cause damage, destruction or defacing to property (public or private) including building, grounds, equipment or materials. A student shall not tamper with school property or other's private property.

Students guilty of vandalism, including any release of mercury by a student, on school property shall be required to pay in full for the damage. Notice of such damage should be sent to the parent/guardian by the building administrator. Failure on the part of the parents to settle the matter promptly will be reported to the Superintendent who may take necessary legal steps to enforce this policy.

**Rule 3 - Assault/Inappropriate/Unauthorized Physical Contact:** A student shall not cause physical injury or behave in such a way that could threaten to or cause physical injury to school employees, other students or visitors.

**Rule 4 - Dangerous Weapons, Instruments:** A student shall not possess, use, transmit, conceal or handle any object which might be considered a dangerous weapon or instrument that could cause injury or damage. These include but are not limited to smoke bombs, fireworks, or explosives of any kind, firearms, knives and pocket knives. **This includes "look-alike" weapons.**

**Rule 5A - Tobacco:** A student shall not possess, use, transmit or conceal any tobacco or tobacco products (including cigarettes, snuff, smokeless tobacco or lighter). This prohibition applies to "LOOK ALIKE PRODUCTS" as well as any time the student is under the jurisdiction of the school.

**School officials will adhere to following actions when dealing with student tobacco offenses:**

**First offense:** Three (3) days In-School Suspension

**Second offense:** Five (5) days In-School Suspension and school officials will file a complaint with the Mercer County Juvenile Court.

**Third offense:** Ten (10) days Out-of-School Suspension with recommendation for expulsion and school officials will file a complaint with the Mercer County Juvenile Court.

**Ohio Revised Code Section 2903.04 makes it illegal for anyone to sell, furnish or give cigarettes, cigars, or tobacco of any kind to a person under eighteen. Under Section 2141.02, a minor who violates Section 2903.04 could be adjudged a delinquent in juvenile court.**

**Rule 5B. Alcoholic Beverages, Electronic Cigarettes, Narcotics, & Drugs:** A student shall not

possess, use, transmit or conceal any alcoholic beverage, electronic cigarette/vape/JUUL/etc., cartridge, electronic cigarette charger or other accessory, dangerous drug, narcotic, pill or capsule, mind-altering substance, or drug paraphernalia (including, but not limited to a dab pen, marijuana vape pen, cartridges, and chargers.) These prohibitions apply at any time the student is under the jurisdiction of the school, and the possession or use of "look-alike" drugs may also result in suspension.

The administration reserves the right to request a student to take a breathalyzer test or drug test if there is reasonable suspicion that the student shows evidence of consumption of alcohol or drugs. Refusal to participate in the test may result in disciplinary action as indicated below.

**School officials will adhere to the following actions when dealing with student alcohol offenses:**

**First offense:** Three (3) days Out-of-School suspension.

**Second offense:** Five (5) days Out-of-School suspension.

**Third Offense:** Ten (10) days Out-of-School suspension with recommendation for expulsion.

**School officials will adhere to the following actions when dealing with student drug, drug paraphernalia, and/or electronic cigarette/vape offenses:**

**First offense:** Ten (10) days Out-of-School Suspension with recommendation for expulsion, and school officials may file a complaint with the Mercer County Juvenile Court.

**Second offense:** Ten (10) days Out-of-School suspension with recommendation for expulsion, and school officials may file a complaint with the Mercer County Juvenile Court.

**Rule 5C – Distributing drugs/paraphenalia –** A student who shares, distributes, deals any drug, vape, nicotine, etc., will have charges filed on him/her with the police/Juvenile Court.

**Rule 6 - Repeated Violations:** A student shall not repeatedly fail to comply with rules, directions or directives of school staff – i.e. teachers (including student teachers and substitutes), teacher assistants, custodians, cafeteria workers, librarian, secretaries, principal, bus driver or any other authorized school personnel during any time when the student is properly under the authority of the school personnel.

**Rule 7 - Insubordination:** A student shall not disregard or refuse to obey reasonable directives given by school staff/personnel.

**Rule 8 - Violations of the Law:** A student shall not violate any state or federal law when the student is properly under the authority of school personnel.

**Rule 9 - Frightening, Degrading or Disgraceful Acts:** A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade, disgrace, or offend anyone by gestures and/or written or verbal means.



- a. Further, students shall not possess, record, or transmit pictures or video containing nudity, violence or other inappropriate behavior anywhere on school property. Violators are subject to discipline by Celina Middle School, the Celina Police Department, the Mercer County Juvenile Court.

**Rule 10 - Theft:** A student shall not cause or attempt to take into his/her possession public property or equipment of the District or the personal property of another student, teacher, staff member, visitor or employee of the District.

**Rule 11 - Profanity and/or Obscene Language:** A student shall not use profanity or obscene language either written or verbal during any curricular or extracurricular activity. Included in this prohibition are the use of obscene signs, pictures, publications or gestures.

**Rule 12 - Truancy and Tardiness:** Truancy is declared when a student is absent from school for any portion of the regular school day without authorization by the principal and/or parental consent. Repeated tardiness to school or to class also may result in suspension, removal or expulsion.

**Rule 13. False Alarms:** A student shall not initiate any false report of an impending emergency situation or tamper with any emergency warning system.

**Rule 14 - Fighting or Hazing:** A student shall not engage in hostile body contact or cause potential injury to another person or to another person's clothing. A student, shall by no means, behave in such a way that would threaten and/or cause mental anguish or physical harm to others.

**Rule 15 - Loitering:** A student may not loiter or willingly be present in restricted ("off-limits") areas anywhere on school grounds. S/he may not enter closets, offices, rooms and other areas that are to be locked or otherwise restricted. This includes parking lots, playgrounds, athletic fields/seating, and other district owned structures/property.

**Rule 16 - False Reports:** A student may not falsely report incidents, make false accusations or give false testimony. In other words, lying is a suspendable offense.

**Rule 17 - Motor Vehicles:** A student shall not fail to properly register his/her motor vehicle (moped), or to park it at the proper location or speed on school grounds or drive carelessly or recklessly. A student shall not fail to abide by all motor vehicle regulations printed on the Automobile Registration Form.

**Rule 18 – Acceptable Use Policy (Computers and Internet)** – A student shall not violate the AUP which must be signed off on by both parents and students.

**Rule 19 - Permanent Exclusion:** Permanent exclusion and/or expulsion from school is now permissible under state law for certain crimes and is authorized by the State Superintendent of Public Instruction. Crimes and/or serious offenses for which permanent exclusion can be sought include: weapons related; drug related; serious injury or death

related; sexual related; and complicity in any of these unlawful acts.

**Rule 20 - Sexual Harassment.** A student shall not make comments sexual in nature; possess, transmit, transfer graphic verbal/written commentary relating to an individual's body, sexual prowess or sexually obscene comments or gestures; or displays in the work place or school environment of sexually suggestive or obscene objects or pictures.

**Rule 21 - Zero Tolerance of Violent Behavior.** The Board of Education has established a policy for absolute no tolerance of any behavior that is considered violent in nature and that has the potential to incite panic and/or cause harm to students or staff members.

**Rule 22 - Hazardous Materials:** A student who brings a hazardous material to school or who participates in its release into a school building or on school property is considered to have committed an act that inflicts serious physical harm to persons or property and may be expelled for up to one year.

**Rule 23 - Bullying, Cyberbullying, and Other Aggressive Behaviors (including within a dating relationship):** Bullying means any intentional written, verbal, graphic, electronically transmitted or physical acts that a student (or group of students) exhibits toward another student(s) that causes mental or physical harm and/or anguish to said student. Students shall not, through verbal, written, technological, or any other means, make statements or gestures that physical or emotional harm may come to another person or commit a physical act of violence against a person. This also applies to remarks or actions of any nature that are deemed offensive with the intent of emotional/mental harm. Any student who engages in bullying while acting as a member of the school community will be in violation of Board policy 5517.01.

**Rule 24 - Sexting:** The possessing, taking, dissemination, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly referred to as texting, emailing, or sexting, etc.) is a suspendable offense and may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing such material will be punished for violating the CMS Code of Conduct. Additionally, such conduct will be reported to the appropriate law enforcement agencies.

**Rule 25 - Inappropriate Displays of Affection:** Students shall refrain from inappropriate displays of affections (i.e. hugging, kissing, touching, etc) before, during, and after school or at school events.

## **DUE PROCESS IN STUDENT SUSPENSIONS AND EXPULSIONS**

- A. Due process in Suspension, One (1) to Ten (10) Days

Students may be suspended out-of-school by the principal or superintendent, in accordance with Section 3313.66 of the Ohio Revised Code, for from one to ten days. The following steps are required:



- 1) Student is given written notice of the intention to suspend the pupil and the reasons for the intended suspension.
  - 2) Student is provided the opportunity to appear at an informal hearing before the principal, asst. principal, superintendent and/or his/her designee and challenge the reason for the intended suspension or otherwise explain the pupil's actions.
  - 3) If the administrator decides on suspension at this time, s/he will attempt to contact parents by telephone, and inform them of the reason(s) for the suspension and its duration, and offer them an opportunity for a formal hearing. Parents must request an appeal within 24 hours. If contact by phone cannot be made, then a written communications will be sent to the parents.
  - 4) If parents request a hearing it will be held at a mutually acceptable time. If parents or student do not want a formal hearing, the principal will make his/her decision regarding the suspension using available evidence and information.
  - 5) If a hearing is held, parents and/or student(s) will have the opportunity to present witness(es) of their own choosing.
  - 6) When suspension is decided, the superintendent must be informed of the student, reasons, and length of suspension.
  - 7) The due process procedure must be followed by the principal.
- 2) Parents may appeal an expulsion to the Board of Education. The Board, if requested, shall give the expelled student and/or his/her parent or guardian, a hearing. It may reinstate him/her by a majority vote of its entire membership taken at a public meeting, or it may let the decision stand. The hearing may be held in executive session at the request of the student, his/her parent, guardian, or attorney, but the final decision must be made at a public hearing.
  - 3) If the expulsion is to stand, the parent, guardian or student may appeal to a court of proper jurisdiction.

LEGAL REFS.: ORC 3313.66; 3313.661

**DEFINITIONS OF DISCIPLINE REFERRAL/RED SLIP, DETENTION, ALTERNATIVE SCHOOL, IN-SCHOOL, SUSPENSION, OUT-OF-SCHOOL SUSPENSION, AND EXPULSION:**

**DISCIPLINE REFERRAL/RED SLIP:** These are issued for a variety of violations including being tardy to school/class, not having homework completed, having gum/candy in class, inappropriate attire/dress code violation, not having textbook covered, annoying/disturbing others/class, insubordination, or "other" violations of a classroom/school building rule. The first red slip a student receives is, in effect, a warning. The second red slip is a 2<sup>nd</sup> warning. When a student receives his/her third red slip, he/she will be issued a detention. (See next definition)

**\*If a student gets one or two red slips total in a 9-weeks (s/he never received a detention), those red slips get erased at the end of the 9-weeks. Hence, each student can get up to eight (8) red slips over the course of the year and never get a detention.**

**DETENTION:** Having to stay after school for 45 minutes to 1 hour. Failure to serve an assigned detention will result in additional detentions, suspensions, and/or unruly charges being filed with the Juvenile Court based upon the discretion of the principal.

**IN-SCHOOL SUSPENSION (ISS):** Being removed from the academic and social areas of school and placed in an alternative education program located in the school. Work completed during the in-school suspension will earn credit and these days will not count as absence from classes. An in-school suspension will be for the entire length of a school day. Failure to comply with ISS rules may result in OSS.

**ALTERNATIVE SCHOOL:** Being suspended to an alternative setting (other than ISS). Work completed at Alternative School will earn credit and students are not counted as absent. Students are required to exercise every hour while at Alt School.

**OUT-OF-SCHOOL SUSPENSION (OSS):** Being removed from school property and not allowed to re-enter until the end of the suspension. **Due to updated Ohio law requiring students access to their missing assignments while serving an out-of-school suspension, students may request their school work via email to teachers or calling the office. All assignments/classwork is due on the student's first day back to school. Students must arrange a mutually agreeable time with his/her teachers within 3 days of returning from an OSS to take any assessments.**

**Credit will be prorated for work completed during OSS as follows: 1) 1<sup>st</sup> OSS = maximum of 75% credit; 2) Additional out-of-school suspensions = maximum of 60% credit.**

LEGAL REFS.: ORC 3313.66; 3313.661; 3313.662

**B. Due Process in Expulsion**

- 1) Students may be expelled from school only by the Superintendent in accordance with Section 3313.66 of the Ohio Revised Code; length of the expulsion is based on Ohio Revised Code as well. The following steps are required:
  - a. Written notice is given to the pupil and the pupil's parent, guardian, or custodian notifying them of the intention to expel the student.
  - b. The student is provided an opportunity to appear at an informal hearing before the principal, asst. principal, superintendent and/or his/her designee and challenge the reason for the intended suspension/expulsion or otherwise to explain the pupil's actions.
  - c. The notice required in this division shall include the reasons for the intended expulsion, notification of the opportunity of the pupil and the pupil's parent, guardian, custodian, or representative to appear before the superintendent or the superintendent's designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given unless the superintendent grants an extension of time at the request of the pupil or the pupil's parent, guardian, custodian, or representative.



**EXPULSION:** Being removed from school and school functions and not being permitted to re-enter school or be on school property until the end of the expulsion. The recommendation for expulsion of a student will be made to the superintendent of schools who is the final authority. According to Ohio School Law, expulsions may be imposed for up to eighty school days. Students may be expelled for a period of up to one year for a firearm-related, knife-related, or bomb threat related violation during the regular school day or at an interscholastic competition, extracurricular event or other school-sponsored activity.

## **STUDENT HYGIENE & DRESS CODE**

A student's hygiene and school dress should be such that it enhances as opposed to distracts from the educational process, contributes to a positive image of our students and school, and ensures the health and safety of the members of our student body. **Any form of dress or hygiene/grooming that attracts undue attention, INDICATES PROMISCUOUS behavior (i.e. hickeys) or violates the previous statement is obviously unacceptable.** School officials have the right to issue disciplinary referrals and/or OTHER DISCIPLINARY action as well as require the student to shower, change clothes, pin hair back, wear a belt, et al., when A STUDENT's dress and/or hygiene/grooming interferes with the learning process, is unacceptable, creates disturbances, attracts undue attention, or where the health and safety of the student & STUDENT BODY is involved. These rules apply to extra-curricular activities, too.

- 1) Clothing is to be clean and maintain general health, hygiene, sanitation, and safety requirements and not disrupt the teaching-learning process or attract undue attention to the student. The same is true for one's general body hygiene. **This means students should bathe, wash hair and apply deodorant daily.**
- 2) Each student's choice in clothing must comply with the following:
  - a. Pants are to be pulled up at the waist.
  - b. Shorts/skirts are to fall to the finger-tips.
  - c. Tops are to comply with the "ARMPIT RULE" (when elbows are parallel to one's shoulders, thumbs are placed in the armpits and index fingers are extended across the chest, one's top should not fall below the index fingers).
  - d. Bellies and backs are to be covered.
  - e. No exposed undergarments.
  - f. Shoulders are to be covered; tops are to extend to the shoulders; no racerback shirts; no spaghetti strap shirts or tube tops; no muscle shirts with large, long armholes.
  - g. **Cuts/open sores/wounds are to be covered with clothing or bandages.**
- 3) Clothing with the following **IS NOT ALLOWED**: foul, obscene, disrespectful and/or derogatory language, gestures or innuendoes (violent, sexual, etc.).
- 4) Hats, headbands with ears, et. al., head coverings, sunglasses, chains, studded bracelets/necklaces, dog collars are not permitted.
- 5) **The following types of clothing are not permitted:** "Hooters" shirts, bandanas, fingerless gloves, pajama pants, slippers, and/or clothing with tobacco, alcohol or drug-related logos or designs as well as sexual, violent, or offensive innuendoes as well anything with

wording or graphics that are offensive as determined by CMS staff.

- 6) Chains and/or spikes on jewelry or clothing are not permitted.
- 7) Unnatural hair colors (pink, blue, green, et al.) are not permitted.
- 8) Multiple or unusual body piercings (tongue, eyebrow, nose, chin, et al.) designed to call undue attention, that create problems of health and sanitation, or that obstruct vision to the individual are NOT ACCEPTABLE. **Body piercing jewelry is limited to the ears and a small stud (1/16<sup>th</sup> of an inch) in the nose ONLY.**
- 9) **Hair must be out of the eyes at all times!**
- 10) Excessively large, baggy clothing is not allowed.
- 11) Clothing considered "outerwear" (jackets, coats, etc.) must be kept in the student's locker during the day.
- 12) Faux facial hair, actual or fictitious animal-like tails/body parts are not permitted.
- 13) Students are NOT to wear jeans/pants/shorts with holes/fraying ABOVE the student's fingertips.

**Disciplinary procedures for violations of the dress code may include but are not limited to: a warning, red slip, change clothes, detention, etc.**

Repeated offense(s) - In-school suspension, Alternative School, out-of-school suspension and/or recommendation for expulsion or other consequences as deemed appropriate by administration.

LEGAL REFS: ORC 3313.66; 3313.661

## **CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

### Rights and Responsibilities

Students who attend Celina Middle School have a wide variety of extracurricular organizations and clubs in which they may become active participants. Students are expected to comply with all school rules and regulations and any specific regulations that may apply to that particular program. The CMS Student Handbook and this Activity Code specify the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable and responsible behavior from its students.

### **STUDENT DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES**

**Pursuant to Board policy 2431.03, students participating in any extracurricular or co-curricular activity must comply with the Celina City Schools drug testing policy. Parents and students must sign a consent form allowing for their students to be drug tested as a condition of their participation. Refusal of consent will result in the non-participation of that student for the respective activity.**

### Code

A violation of any of the following rules may result in denial of participation from the co-curricular or extracurricular activity for the duration of the semester or school year.

1. All school rules apply as stated in this Student Handbook.
2. Suspension or expulsion from school includes the same from co-curricular or extracurricular activities.
3. Students must be present in school for ½ a day (P.M.) on the day of any activity in order to participate in that



- activity; exceptions (such as for funerals) must be cleared through the principal.
4. Students must remain in good standing in their organization such as fulfilling office duties, member obligations/responsibilities.
  5. Students must conduct themselves so as not to disrupt meetings and practices. Students must show respect for others and their coach/advisor.
  6. Students are to attend required practices/meetings unless prior permission is granted by the coach/advisor.
  7. Students must meet the academic eligibility requirements of the organization/sport to which they belong.

Procedures for Implementing Co-Curricular and Extracurricular Activity Code

1. All activity advisors are to publish those specific rules and regulations which are unique to their programs and that are not covered by these general rules. Each student is to receive a copy of such rules.
2. Advisors must follow due process procedures when denying participation from the organization. The following are to be observed:
  - a. All participants have been given previous notice of the rules and regulations under which they are operating.
  - b. The advisor will (if it is deemed possible) hold a conference with a student who violates the rules.
  - c. When it becomes necessary to deny a student participation in an activity, a student is to be given written notice of this action and the reason(s) thereof. This notice shall include the "rights of appeal" information. A copy must be given to the principal within 24 hours.
  - d. The student or parent has the right to appeal the decision of the advisor to an appeal board within one week of the notice of action. The appeal board shall consist of assistant principal, student council advisor, and a designated faculty representative. This three-person board will make a recommendation to the principal. This board will be known as the Extracurricular Appeals Board.
  - e. The decisions of the advisors and recommendations of the appeals board are subject to the final decision of the principal. The final authority to deny participation in any school activities rests with the principal.
  - f. A student will not be permitted to participate in the extra- or co-curricular activity during the appeals process.
3. Students may be removed from extracurricular activities when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in such a setting. If a student is removed from extracurricular activities, such a removal may include all extracurricular activities.
4. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, personnel employed by the district, supervisor or coach of said student activity may remove the student from the premises (or call the police to remove the student from the premises.)

**INTERSCHOLASTIC ATHLETIC POLICY**

Purpose of the Interscholastic Athletic Program of the Celina City Schools:

- A. The athletic program of the Celina City Schools, in its entirety, intends to offer the students of Celina City Schools the opportunity to develop their individual skills, abilities, and knowledge to the fullest possible extent in the various areas of athletic competition. It is intended to instill and encourage self-discipline, cooperation, and a positive competitive attitude within and among team members. It is intended to function with the interest and support of both participant and observer and of both the student body and the community in general.
- B. The opportunities provided by the athletic program will be available to students without regard to race, creed, color, sex, national origin, and socio-economic status in life.
- C. Federal and State regulations related to the availability of athletic opportunities will be adhered to in accordance with policies of the Celina Board of Education.

**Student Athletic Conduct Code**

Part I: RIGHTS AND RESPONSIBILITIES

Students attend Celina City Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They, therefore, can speak, act, or behave as young citizens within a large scope of options. This code is published in conformity with the right to reasonable treatment from the coaches and advisors. The school, in turn, has a right to expect reasonable behavior from student athletes, managers, cheerleaders, statisticians, and trainers. The term athlete will cover the above five titles.

Part II: RULES

- Rule 1. All athletes must meet the eligibility requirements as determined by the OHSAA and the Celina City Schools BOE.
- Rule 2. An athlete shall not behave in such unsportsmanlike manner that could cause physical injury or damage to other athletes, other students, school personnel, or school property.
- Rule 3. An athlete will not possess, handle, transmit, conceal, or use drugs, narcotics, tobacco, or alcoholic beverages/liquor.  
**\*\*SEE PART IV: CONSEQUENCES**
- Rule 4. The athlete shall comply with directions of the coaches, advisor, athletic director, or principal during the sports season.
- Rule 5. All athletes will ride the bus to and from athletic events unless otherwise specified procedures have been set up by the coach/advisor, athletic director, or the principal.
- Rule 6. All athletes must have the following forms in the office prior to beginning practice: 1) physical form signed by the doctor, parents, and student; 2) emergency medical form; 3) Signed Athletic Information Bulletin. Until these forms are submitted, individuals cannot participate.

- Rule 7. The athlete will not participate in any acts that violate the student conduct code (see school handbook) as set forth by the Celina City Schools Board of Education.
- Rule 8. The athlete will not participate in any act, criminal or otherwise, that may violate civil law. School officials will work with the Juvenile Court system when situations arise.
- Rule 9. Sports Banquets. All student athletes are required to attend their specific sports banquet/assembly to receive any awards unless prior approval is given by the coach or athletic director.
- Rule 10: School Attendance: A student must attend at least one-half of a school day to be eligible to participate in the extra-curricular unless the student has been excused by the principal.
- Rule 11: Student athletes' GPAs will be monitored twice a month. When an athlete is in season and his/her GPA falls below a 2.0, the athlete will be required to attend academic study tables.

All head coaches have the right to make rules and regulations beyond these stated rules with the exception of Rule #3. Infractions of this rule are specified in Part IV of the Student Athletic Conduct Code. Student-athletes who violate the Athletic Conduct Code or the rules and regulations established by the coach will be denied the privilege of participation. By signing this bulletin, all participants and their parents are aware of the rules/regulations and consequences of any infractions of these rules and regulations prior to participation.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for an infraction of school rules and regulations or for any other unacceptable conduct in- or out-of-school.

### **Part III. Length of Season**

Athletic rules are enforced in accordance with OHSAA season designations. Individual coaches are reserved the right to place additional stipulations and requirements of student behavior at their discretion. Violations in the second half of a season are to be served in the next season of participation. Penalties prescribed as a percentage of the season will be based on the total number of contests for a typical regular season.

These rules are minimums for participation in athletics at Celina City Schools. Individual coaches, the Celina Athletic Department, or the Celina City Schools have the right to institute additional requirements, guidelines, rules, and/or penalties for athletic participants.

A violation of federal, state, or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses may result in a penalty as provided in the penalties section. Conviction of said act is not necessary to establish a violation of the Athletic Training Rule Policy, but will be determined through an independent school investigation.

Participation in athletic programs is NOT a right, but a privilege that may be regulated. Therefore, all student athletes who participate in any athletic program(s) offered by Celina City School's Athletic Department will meet these regulations.

Student athletes shall adhere to the approved dress code and physical appearance policies of the school and those additional written codes imposed by his/her particular sport. This dress code is to be such as to prohibit students from displaying obscenities, vulgarity or promotion of drug and alcohol usage, or bring embarrassment to the coach, team, and/or school.

This program is in effect for grades 7-12 and all parts will run continuously through graduation or with leaving Celina City Schools.

### **Part IV: CONSEQUENCES**

#### **FIRST OFFENSE:**

A student athlete found in violation of Rule 3 will be denied participation for **no less than 20%** of the scheduled contests and the student athlete must complete the season. Also, he/she will be required to be assigned for a period of not less than 4 hours to the Foundations or similar agency for evaluation and counseling. Parental attendance will be required as per the request of Foundations personnel. There could be a fee assessed by the agency for this service which is the responsibility of the athlete.

**FAILURE TO COMPLY WITH THE ABOVE CONSEQUENCES WILL RESULT IN AN AUTOMATIC DENIAL OF PARTICIPATION FOR THE REMAINDER OF THE SEASON OR THE NEXT SEASON OF PARTICIPATION.**

#### **SECOND OFFENSE:**

A second offense will result in denial of participation for **no less than 50%** of the scheduled contests and the student athlete must complete the season. Also he/she will be required to be assigned to the Foundations or similar agency for evaluation and counseling. There will be a fee assessed by the agency for this service which is the responsibility of the athlete.

**FAILURE TO COMPLY WITH THE ABOVE CONSEQUENCES WILL RESULT IN AN AUTOMATIC DENIAL OR PARTICIPATION FROM ALL ATHLETIC PROGRAMS FOR A PERIOD OF NOT LESS THAN ONE YEAR.**

#### **THIRD OFFENSE:**

A third offense will result in **denial of participation in all athletic programs for a period of one (1) year** from the date of denial. Also he/she will be required to be assigned to the Foundations or similar agency for evaluation and counseling. There will be a fee assessed by the agency for this service which is the responsibility of the athlete.

**FAILURE TO COMPLY WITH THE ABOVE CONSEQUENCES WILL RESULT IN AN AUTOMATIC DENIAL OF PARTICIPATION FROM ALL ATHLETIC PROGRAMS FOR THE REMAINDER OF HIS/HER HIGH SCHOOL CAREER.**

#### **FOURTH OFFENSE:**

A fourth offense will result in **denial of participation in all athletic programs for the remainder of his/her high school career.**

#### **\*\*\*SPECIAL NOTE\*\*\***

When a violation occurs, consequences of the violation must be completed prior to further participation in any program. Quitting a team to avoid conduct code consequences does not constitute fulfillment of the conduct code requirements. Consequences of the violation then must be served during the next season of participation.

### **PART V. DUE PROCESS PROCEDURE**



- 1) When an infraction occurs, the coach has the responsibility to discipline the student athlete.
- 2) The coach will meet with the student athlete being disciplined and present him/her with the charges. The student athlete will have an opportunity to explain his/her position.
- 3) If disciplinary action results in denial of participation, the student athlete will be informed in writing of the intended removal and the reasons for the proposed action. Denial of participation will begin 24 hours from receipt of this notice. Copy of notice will be sent to the superintendent.
- 4) The student athlete will be given the right to appeal the decision to an appeals board within twenty-four (24) hours of the official notice. This appeal hearing must be held within seventy-two (72) hours of the appeal request.
- 5) The appeals board will consist of the Celina Schools Athletic Director, building Student Council Advisor, and a building faculty member.
- 6) The appeals board will be responsible to make a recommendation relative to the appeal to the building principal. During the appeal process the participant **WILL NOT BE PERMITTED** to participate in the activity.
- 7) The final authority to accept or deny the appeal will be the responsibility of the building principal.

### INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. The District has developed regulations to be followed in the case of searches and interrogations.

The right of inspection of student's lockers or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted to the Board. Administrators should exercise procedures to ensure parents that the school, in exercising its "in loco parentis" relationship with their children, will employ safeguards to protect the well-being of those children. Searches may take place when it is reasonably likely to produce anticipated tangible results to enforce school rules, combat theft, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility.

School personnel must have "reason to believe" that the items actually exist in the area to be searched. They are also permitted to search personal property (purse, backpack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. **Metal detection devices/wands may be used to determine if a student is concealing contraband items on their person (i.e. weapons, vape/drugs, etc.).**

Student lockers are the property of the school entrusted to students for their responsible use and are subject to search at any time.

In no situations or circumstances are strip searches to be conducted by school personnel. In circumstances where the gravity of the situation seems to warrant a strip search, the police are to be contacted and secured to perform all searches of this nature. For purposes of the policy, a strip search is defined as a complete removal of all clothing.

Interrogations of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's educational process; additionally, such interrogations may impact student and/or parental rights. A determination whether to allow such interrogation will be made by school administrators on a case-by-case basis.

LEGAL REFS.: ORC 3313.20

### **STATE TEST SECURITY PROVISIONS**

Any questions regarding test security provisions should be directed to the District Test Coordinator, Celina City Schools, 585 E. Livingston St., Celina, OH 45822 (419-586-8300)

The State of Ohio requires that all students be notified regarding the use and abuse of state tests and related materials or information. Those provisions established include:

1. All test questions and all other materials that are considered part of the AIR tests are subject to the penalties of Sections 3319.151 and 3319.99 of the Ohio Revised Code.
2. The District Test Coordinator and each building principal, in accordance with paragraph E of rule 3301-13-02 of the administrative code, shall be responsible for ensuring that all test security provisions are met while test materials remain in the district and/or in the buildings.
3. Persons designated as building test examiners shall be responsible for ensuring that all test security provisions are met while test administration sessions are in progress.
4. No person shall release, cause to be released, reproduce, or cause to be reproduced any secure test materials.
5. No unauthorized person shall be permitted in a testing room during test sessions or be permitted access to secure test materials.
6. Individuals (staff, students, or others) in violation of these policies will be subject to the penalties described in Section 3319.151 ORC and Celina Board of Education Policy IL-2-R.

### **PARENT INFORMATION**

**School Hours: 7:25-2:20 All students are expected to be in their first period class by 7:25 a.m. daily. Parents should NOT use the parking lot area to drop students off between 7:00 -7:45 a.m. or to pick-up students between 2:00 – 3:00 p.m.**

Visiting CMS: Our school belongs to everyone in our community. You are invited to stop by the middle school at any time. However, a visitor's pass is required so check into the office first. Additionally, permission to sit in on a specific class must be granted by Mrs. Esselstein.

## **Security Video**

The Celina City School District may use video recording on district property. These videos, which are made for the protection and welfare of the school community, typically contain images of many students, as well as school employees. Security videos contain personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the district has not designated the videos as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians. Security videos, as well as the personally identifiable information contained on the videos, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. Otherwise, the video recordings will not be disclosed to any person.

# **SMART GOALS: 1<sup>st</sup> 9-Weeks**

**Specific, Measurable, Achievable, Reasonable, Time-bound**

## **Academic GOALS:**

1. \_\_\_\_\_

How will you achieve your goal? \_\_\_\_\_

**Results =**

\_\_\_\_\_

2. \_\_\_\_\_

How will you achieve your goal? \_\_\_\_\_

**Results =**

\_\_\_\_\_

## **Personal Goals:**

1. \_\_\_\_\_

How will you achieve your goal? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Results =** \_\_\_\_\_

—

2. \_\_\_\_\_

How will you achieve your goal? \_\_\_\_\_

**Results**

= \_\_\_\_\_

—

**RELAY FOR LIFE GOALS:**

1. \_\_\_\_\_

How will you achieve your goal? \_\_\_\_\_

**Results =**

\_\_\_\_\_

—

**SMART GOALS: 2<sup>nd</sup> 9-Weeks**

**Specific, Measurable, Achievable, Reasonable, Time-bound**

**Academic GOALS:**

1. \_\_\_\_\_

\_\_\_\_\_

How will you achieve your

goal? \_\_\_\_\_

**Results =**

\_\_\_\_\_

2. \_\_\_\_\_

How will you achieve your

goal? \_\_\_\_\_

**Results =**

\_\_\_\_\_

Personal Goals:

1. \_\_\_\_\_

How will you achieve your

goal? \_\_\_\_\_

**Results =**

\_\_\_\_\_

2. \_\_\_\_\_

How will you achieve your

goal? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# Results

= \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## RELAY FOR LIFE GOALS:

1. \_\_\_\_\_  
\_\_\_\_\_

How will you achieve your goal?

Results =

\_\_\_\_\_  
\_\_\_\_\_

## SMART GOALS: 3<sup>rd</sup> 9-Weeks

Specific, Measurable, Achievable, Reasonable, Time-bound

### Academic GOALS:

1. \_\_\_\_\_  
\_\_\_\_\_

How will you achieve your

goal? \_\_\_\_\_

Results =

\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

How will you achieve your

goal? \_\_\_\_\_

---

---

**Results =**

---

**Personal Goals:**

1.

How will you achieve your goal?

---

---

**Results =**

---

2.

How will you achieve your goal?

---

---

**Results**

=

---

---

**RELAY FOR LIFE GOALS:**

1.

How will you achieve your goal?

**Results =**

---

---



# **SMART GOALS: 4<sup>th</sup> 9-Weeks**

**Specific, Measurable, Achievable, Reasonable, Time-bound**

## **Academic GOALS:**

1. \_\_\_\_\_

How will you achieve your goal? \_\_\_\_\_

## **Results**

= \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

How will you achieve your goal? \_\_\_\_\_

## **Results =**

\_\_\_\_\_

\_\_\_\_\_

## **Personal Goals:**

1. \_\_\_\_\_

How will you achieve your goal? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Results =

---

2.

---

How will you achieve your goal?

---

Results

=

---

---

---

RELAY FOR LIFE GOALS:

1.

---

How will you achieve your goal?

Results =

---

---

**HALL PASS RECORD – 1<sup>st</sup> 9-Weeks**

NAME	DATE	TIME OUT	TO	TEACHER INITIALS	TIME IN
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>



























# **Please detach and return this portion to your first period teacher!**

**We have read and discussed the content in the Celina Middle School Handbook. We understand the rules and expectations as well as the consequences for violations.**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_