

**CELINA CITY SCHOOLS**  
**Celina Primary School**  
**Parent Student Handbook**

***At Celina Primary School, we are dedicated to Love, Lead, and Inspire  
our community to care for themselves and others.***

## INTRODUCTION

This handbook is designed to give you and your child some helpful information regarding Celina City Schools and Celina Primary School. It, however, must not be considered all inclusive; and we reserve the right to adjust or add to the guidelines as needed. A complete Celina School Board Policy Manual (including student rights and responsibilities) is located on the District's website. We hope that you will take the time to read it carefully and to review it with your child. Please feel free to visit the school or call if you have questions or concerns. We look forward to working with you and your child this year.

Michelle Duncan, Principal

## VISION and MISSION

The vision of Celina City Schools is to serve the evolving educational needs of the individual in partnership with the community. The mission of the Celina City Schools' community is to enable our students to become life-long learners and productive citizens by providing a variety of educational, technological, physical, social, and emotional skills.

## BELIEFS

- Accountability for the maximum use of resources is a shared responsibility of all the District's stakeholders. These resources must be guarded, conserved and used efficiently.
- Education must provide basic skills for life-long learning in a global society.
- Students and staff must be provided with a safe and stable learning environment.
- All students are capable of learning.
- Teaching methods and instructional materials must meet the needs of the individual learner.

## ARRIVAL TIME AT SCHOOL

Students who walk, ride bicycles, or come by car should arrive NO EARLIER than 8:15 AM. **No supervision is provided before the scheduled arrival time, and the District cannot be held responsible for problems/injuries occurring before scheduled arrival time.** Students must be in their homeroom by 8:30 AM or they will be considered tardy.

## DISMISSAL TIME AT SCHOOL

Students are dismissed at 3:10. Students not riding a bus need to be picked up no later than 3:20. **No supervision is provided after the scheduled dismissal time, and the District cannot be held responsible for problems/injuries occurring after scheduled dismissal time.**

## PASSENGER CAR PICKUP AND DELIVERY OF STUDENTS

Upon arrival at school, students are to be dropped off at the designated drop off area only. At dismissal time, if you are picking up your child, you are not permitted to park in the bus loading areas. Caution must be exercised when exiting the driveway.

## AGE REQUIREMENTS

For kindergarten, a child must be five on or before August 1, in order to be admitted; kindergarten is mandatory in the state of Ohio. A child must be six on or before August 1, for first grade admittance.

## RETENTION

Students failing two or more academic subjects may be retained. This decision will be made by school officials and parents after careful review of: grades; test scores; maturity level of the child; exhibits of student work; student attitude and abilities. In addition, the students who do poorly on district or state assessments may also be retained.

## **ATTENDANCE POLICY**

### *PURPOSE*

It's the duty of CPS 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.

In accordance with House Bill 410, parents must be notified of absences (excused and/or unexcused) after 38+ hours(6 days) in a month or 65+ hours (10 days) in a school year. After meeting either of these thresholds the school may meet with the parents for an Absence Intervention Team meeting to develop a plan to improve student attendance.

### *NOTIFICATION*

**Attendance office: (419) 586-8300 ext. 2502**

Parents must notify the attendance office by **8:30 AM** on the day of an absence or by note prior to the day of the absence. 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 their safety. Students requiring a call from the school will be **unexcused** absence for that entire day. If a parent cannot be reached, the Truancy Officer may be notified to help locate the child. (If the Truancy Officer is notified, the student will be marked as unexcused.) Periodic attendance reports will be sent by the school to parents of students with attendance concerns.

When you call you should give the following information:

1. Student's name, grade, and room number;
2. Your name and relationship to the student;
3. Reason why students will be absent; (if no reason is given, students will be marked as unexcused)
4. Request for homework/makeup work

### *EXCUSED*

Excused absences are allowed for students due to personal illness, illness in the family necessitating the presence of the student, quarantine of the home, death in the family, necessary work at home due to the absence or incapacity of parent(s)/guardian(s), observation or celebration of a bona fide religious holiday, absence during the school day for professional appointments, emergency or other set of circumstances, musically necessary leave, or other good cause as may be acceptable to the Superintendent. Students are responsible for obtaining, completing, and submitting any and all assignments missed due to excused absences. 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 65 hours (10 days) total in a school year. When contacting the attendance office, you must provide a reason for missing school. It is parent & student responsibility to communicate & receive prior approval for foreseen absences. Each student is limited to **65 hours/10 excused absences** per academic year.

Attendance penalties are waived for medical absence when proper documentation is provided appropriately.

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 65 hours/10-day allowance or as an unexcused absence if no allowance remains.

### **UNEXCUSED**

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 missed due to unexcused absence will not be graded or credited to the student. Consequences for unexcused absences may include: an intervention team, Juvenile Court referral pursuant to ORC 3321.01, in-school (ISA) to allow for students to catch up on necessary learning, detention, or other consequences as deemed appropriate by the Principal.

Absences in excess of the ones outlined above will be designated as unexcused. Should excessive unexcused absences occur, a student under 18 years of age will have formal complaints made against them (or their parents) in the Mercer County Juvenile Court in accordance with state law.

### **TARDINESS**

Students who are habitually late cause loss of class time for themselves and create a disturbance upon entering the rooms. A child who is late for class must report to the office for an admit slip. **Excessive excused or unexcused tardiness** may cause the district attendance officer to file a complaint in juvenile court. Hours missed due to tardiness do count towards total hours missed by a student.

### **MAKE-UP WORK**

When absent, your child will have one day to make up work for each day absent. Homework may be picked up or sent home with another student. Call the school office ahead of time asking for make-up work. Parents can pick up work in the office between 2:00 PM and 4:00 PM.

### **APPOINTMENTS/LEAVING SCHOOL EARLY**

If at all possible, doctor, dental and other appointments should be scheduled for out-of-school times. We realize this is often not possible. When this occurs, a student must bring a note to the teacher, to be sent to the office for approval. The note must state the child's name, reason for leaving early, time of expected departure, and parent or guardian signature. The child will be called down to the office upon the parent's arrival at school; the child will be dismissed after the office has the proper signature. Appointments scheduled during school hours will be included in the child's attendance record. Please plan to obtain a medical excuse from the medical provider to submit for attendance purposes.

## FAMILY VACATION POLICY

During the past few years, there has been some increase in the number of families taking vacations while school is in session. We feel this is not in the best interest of the children because:

1. Classroom instruction cannot be made up.
2. Students must appreciate the fact that regular school attendance is important.
3. If several students are absent at the same time, their teacher may need to change plans for instruction, to the detriment of the entire class.
4. Absentees cause an additional burden for the teacher who tries to help them make up work missed.

The school calendar is adopted by the Board of Education several months before school begins. It is included on our website at the beginning of each year. Travel can be educational for children, and some parents may not be able to choose their vacation dates. However, we urge parents to make every effort to arrange vacations when school is not in session, and we appreciate everyone's cooperation with this situation.

We do request that if you must take your child out for vacation time, a permission form needs to be filled out by the parent and returned to the office for the principal's signature at least three days before the absence.

## TRANSPORTATION

Any time your child is to depart from school in a manner different from his or her normal way, (walk instead of riding the bus, ride a different bus, go home with another student or adults, etc.), the student MUST have a signed written explanation so that the teacher will know it is authorized. The office will issue an approved bus pass after verifying with the transportation supervisor. School policy requires that parents give a permanent address where students are to be picked up in the morning and left off after school. This address must be in the child's home attendance area and must be the same location all 5 days of the week.

## VISITORS

Visitors and parents are always welcome, and we invite you to become actively involved in your child's education. However, you are asked to report to the school office before going to the classroom. You will be asked to sign in and receive a visitor's badge. This is for the protection of our children as well as for the protection of visitors and guests. If a person picking up a student is unknown to the office staff, a picture ID will need to be presented in order to release the child.

## GENERAL HEALTH

Children should come to school each day well rested and after a nourishing breakfast. Children who show these symptoms should not come to school: severe headache, watery and inflamed eyes/nose, cough, temperature, skin eruptions, nits and/or lice, vomiting, or sore throat.

## EMERGENCY MEDICAL CARE

At the start of the school year, a medical emergency form is sent home requesting necessary information which permits the school to get in touch with someone in case of an accident or emergency. Minor first aid is given to a child as needed. Parents are notified in case of a serious accident or injury. Three alternate names should be available on the registration form and emergency medical form in case you, the parent, cannot be reached. Please keep the office informed of any changes to telephone numbers throughout the school year.

#### IMMUNIZATIONS Required by Ohio Revised Code, Section 3313.671

- 5-DPT
- 4-Polio (also known as OPV or IPV)
- 2-MMR
- 3-Hepatitis B
- 2-Varicella (chicken pox)

#### MEDICATION

The Celina Board of Education requires any student needing to take prescription medication or over-the-counter medication during school hours to have a statement filled out and signed by the doctor and the parent, giving their permission for us to administer the medication. Cough drops may be used in the classroom at the teacher's discretion with a note from the parent. Students shall not be in possession of any prescription or nonprescription medication at any time, the exception to this rule being an asthma inhaler, but only after the proper form (available from the nurse) is on file in the office. Medicine must be sent to school in the original bottle. **NO MEDICATION** will be given unless sent in the original bottle with the proper form. Forms are available through your school office and on the school website.

#### VISION AND HEARING SCREENING:

All Kindergarten and First Grade students will have their hearing and vision screened at school. The school nurse completes these evaluations and will notify the parents if any problems are detected.

#### PHYSICAL EDUCATION DRESS/EXCUSES

Physical education classes are required by state standards. For children to be excused from physical education for a short time due to sickness or some other medical reason, a note from the parent must be sent to the P.E. instructor. A doctor's excuse is needed for a child to miss more than two consecutive classes. All students must wear athletic-style shoes that tie and socks to participate in gym class – NO WHEELIES and NO FLIP-FLOPS. Belts must be worn with baggy pants to assure safety when wearing. Students are asked to come to school with appropriate gym clothing on days they are scheduled for P.E. class.

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 and Back Saver Sit and Reach), Body Composition (BMI - height x weight). Physical fitness testing is a requirement for all grades and adopted by the Ohio Department of Education (ODE). The BMI opt-out letter is posted on the Celina City Schools website. 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(ren) in taking care of their fitness to have a long and healthy life.

#### STUDENT CODE OF CONDUCT

##### POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

At Celina Primary School, students are expected to

- Be Safe
- Be Respectful
- Be Responsible
- Be Here

The staff at CPS is dedicated to teaching and reinforcing positive behaviors. We have implemented our PBIS matrix which can be found at the back of this handbook.

## ZERO TOLERANCE POLICIES FOR STUDENT BEHAVIOR

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

Harassment, intimidation, or bullying toward a student (whether by other students, staff, or third parties) is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle or where an employee is engaged in school business.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents usually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related activity or event. The information includes the disciplinary action the board directs the administration to make all student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to ten criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is made available to students and parents and is posted in a central location in each building.

## GENERAL RULES/MISCONDUCT

Students are expected to take responsibility for their behavior at all times. Actions by a student that can result in a discipline action of some sort are:

1. Cheating
2. Fighting, physical attacks, verbal harassment, hazing, obscene language or gestures, bullying or harassing
3. Truancy
4. Disruption in class
5. Running in the building or horseplay with other students
6. Defying or disobeying a teacher, aide, any staff member or principal
7. Smoking, drinking or using drugs, including smokeless tobacco Students may not be in possession of these items on school grounds.
8. Violations of good grooming standards
9. Damage or destruction to property or goods
10. Students should not bring knives of any kind, any firearm device, or ammunition, water pistols, explosive caps, or any type of weapon (including toy and look a-likes).
11. Scooters, skateboards, and roller blades should not be brought or ridden to school.
12. Bicycle safety rules must be followed at all times.

13. Laser pointers or lights are banned and will be confiscated and not returned to the student.
14. Violation of any other school rule or regulation, State or Federal law

The preceding actions are just some of the offenses that will result in some sort of action. The action can be in the form of a discipline notice to the parents, counseling, detention, parental conferences, in school assignment or out of school suspension, recommendation for expulsion, or the parents may be requested to attend school a half or whole day with their child.

#### STUDENT CELL PHONE USE

Students are not to have cell phones on or visible while at school.

FIRST OFFENSE – Cell phone will be confiscated and only released to a parent or guardian.

CONTINUED OFFENSE – Permanent loss of cell phone privileges while on school grounds.

#### SUSPENSION

Suspension is used only in the most serious disciplinary cases. If the violation is of a serious nature, the suspension can be imposed after the first offense or could result in an expulsion.

The principal may suspend a student for up to 10 days. The pupil and the child's parents will be notified on the intent to suspend and the reasons. The student will have the opportunity to meet with the principal to discuss the reasons for the intended suspension, to produce witnesses, or otherwise explain his actions. He will be told of the length of his suspension.

Within 24 hours, the parents will be notified of the suspension with the reasons for the disciplinary action, the length, the type (in school or out-of-school) and the rights of the parents and students and appeal procedures. Out-of-School Suspension results in the student being removed from school property and not allowed to re-enter until the end of the suspension. Students may request the proposed missing assignments while serving his/her out of school suspension by contacting the CPS office. All assignments/classwork are due on student's first day back to school. Students must arrange a mutually agreeable time with his/her teachers within 3 days of return to take any assessments. Pursuant to ORC, students will not receive a failing grade due to suspension, but may receive failing marks due to incomplete/poor quality work, as graded by their instructor. Students on their first OSS violation may earn up to 75% credit on assignments. Subsequent OSS incidents will result in the maximum of 60% credit on assignments. Students under suspension shall not participate in; a) extracurricular events; b) after-school events; c) athletic practices or contests, or d) return to school premises.

#### REMOVAL FROM CLASS

If a student's presence or behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then a teacher may remove the student from the activity under that teacher's supervision. In such cases the principal is notified and due process hearing procedures are then initiated. If in the judgment of the principal, the student should not stay at school, parents (or persons listed on the emergency card) will be called. Very severe or dangerous behavior may result in the police being asked to remove the student.

#### EXPULSION

The Superintendent may expel a student from school upon the recommendation of the principal. If this is necessary for an elementary student, the parents will be notified in writing of the reason, their rights, and the due process procedures. Permanent expulsion from school is now permissible under state law for certain crimes and offenses including, but not limited to possession of deadly weapons, drugs, or assault. If a student brings a firearm on school property, the Superintendent shall expel this student from school for a period of one calendar year. If a student brings a knife on school property, the Superintendent may, if authorized by the Board, expel the student from school.

## SEARCH & SEIZURE

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, knapsack, gym bag, vehicle, 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.

## TOBACCO AND ALCOHOL

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 at 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 Assignment
- Second offense: Five (5) days In-School Assignment 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.*

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.)

This prohibition applies 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.

## DRESS AND GROOMING

In general, school dress should be such that it ensures the health, welfare and safety of the student body and enhances a positive image of our school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable. School officials reserve the right to ask students to modify their dress (ie: put on a different shirt, etc.) or call home if it is noticed that the dress and/or grooming of any student violates the following:

1. Dress, footwear, hair and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. Student dress and grooming will not disrupt his/her performance or that of other students, constitute a health threat or disrupt teaching and learning.
3. Pants will be pulled up at the waist.
4. Excessively short skirts or shorts, very low-cut hip-huggers and low cut and/or very tight tops are not acceptable.
5. No exposed bellies or backs.
6. No uncovered, very thin-strap type shirts, tube tops or muscle shirts with large, long armholes.
7. No hats: unless it is a special day.
8. No clothing with foul language or obscene language/images, tobacco, alcohol, drug-related logos, sexual, vulgar and/or violent innuendos.
9. No chains dangling from one's body or clothing.
10. No distractive styles or painted/dyed hair. An exception to this could be Spirit Days.
11. No painted faces.
12. Undergarments should never be visible.

#### WORKBOOKS/TEXTBOOK

Each child is responsible for the care of textbooks loaned to him or her. Workbooks are used to supplement and reinforce the curriculum. Students must pay for any lost book at the replacement cost.

In order for students/parents to have access to their grades online and/or for students to participate in special activities at school, lunch charges or fines must be paid in full, and AT a MINIMUM, a percentage of the yearly school fee amount must be paid by the end of the first week of each nine week period. Percentage due at the beginning of each nine-week period: 25%, 50%, 75%, 100%. In order to participate in field trips, ALL fees, lunch charges, and fines must be paid in full - past and current. \*\*Note: Book & supply fees may be waived for students on free/reduced lunch. Contact the office for required forms or to report a circumstance that may impede the ability to pay and/or require an alternative payment plan.

#### FIELD TRIPS

Students may be given the opportunity to go on at least one field trip each school year. It is the parent's responsibility to cover any fees that are incurred with the trip. Parents will be notified ahead of time of the date / cost of such a trip. The written permission slip will also explain how payments should be made for the field trips. In order to participate in field trips, ALL fees, lunch charges, and fines must be paid in full - past and current. All school rules will apply to field trips including those outlined in this handbook.

#### PAYMENTS

As a reminder, the office and cafeteria maintain separate bank accounts. Therefore, book fees and lunch money must be paid separately.

#### CAFETERIA GUIDELINES AND RULES

Children may either purchase a hot lunch at school or bring a sack lunch. Students have a unique PIN number, which is used to access the district's debit system to purchase meals, and drinks in the cafeteria. Students maintain a balance on their account when parents make payments to the debit system. Parents are informed when their child's balance is running low by notes home.

The cafeteria is a place where good social relations can develop. Children are expected to practice the general rules of good manners, which are practiced in the home at mealtimes. The general cafeteria rules are as follows:

1. Students may talk with a quiet or soft voice to those close to them. There is to be no loud talking, shouting, or yelling.
2. Throwing, smashing, blowing and flipping food is not permitted.
3. Students are not to carry straws, ice cream sticks or other items out of the cafeteria.
4. There is to be no running in the cafeteria.
5. No sassing, back talking or profanity will be tolerated.
6. Students are to either purchase a lunch or bring a lunch from home. The only exceptions are by a note from the parent due to medical reasons.
7. The cafeteria cannot carry a credit lunch program. Any charges beyond one day are strongly discouraged. Charges of four or more necessitate a limited lunch of peanut butter bread / cheese sandwich and milk for that day. Also, extras may not be purchased if a student still owes the cafeteria money, nor can extras be charged.

Celina Primary School \*prices subject to change

- o Maximum Daily Charge = \$4.10 (1 lunch and 1 breakfast).
- o Maximum Charge= \$20.50 (5 lunches and 5 breakfasts).

#### BUS SAFETY AND RULES

Bus transportation is provided to students as a convenience to parents and students alike. Therefore, bus transportation is a privilege. Since no student is under obligation to ride the bus to and from school, all persons riding the bus for any reason should follow certain guidelines established by the transportation department. Transportation Department and School Handbook policies are in force while riding a school bus.

1. Bus drivers have the authority to assign seats.
2. There shall be no eating, drinking, or use/possession of illegal substances on the bus.
3. Pupils will not move about while the bus is in motion.
4. Class projects such as glass objects, mobiles, large "box-like" woodworking projects and other objects of a hazardous nature will not be transported.
5. Groups of students will not be transported for the purpose of slumber parties, girl scouts, or church parties.
6. Unscheduled pupils may not ride a bus without written permission from their principal. (No luggage or sleeping bags.)
7. Pupils are not to be discharged at any place other than their regular destination without written permission from their parents and the principal. \*\* Parents must contact the principal or transportation supervisor to obtain permission.
8. Profanity, vulgarity, or abusive language will not be permitted.
9. Excessive noise will not be permitted on the bus. Students must be absolutely quiet at railroad crossings.
10. Pupils will not put head, arms or other objects outside the bus windows.
11. There will be no improper use of emergency exits.
12. There will be no destruction of bus property.

13. Students are to wait in an orderly fashion at all bus stops and respect the property of others. Parents are responsible for the child's conduct at the bus stops.
14. Each student shall wait for the driver's signal before crossing in front of the bus.

If a disorder occurs on the bus, the driver shall safely stop the bus and not proceed until the situation is remedied. Any willful disobedience of the above safety regulations will be reported to the building principal for disciplinary action and/or suspension of bus privileges. Bus drivers will assign seats; this will be mandatory for all students.

#### BUS DISCIPLINE PROCEDURES

1. Conference with student. Warning and/or Bus suspension (1-3 days)
2. Bus suspension (3-5 days)
3. Bus suspension (5-10 days)
4. Bus suspension (remainder of school year)

#### BUS TRANSPORTATION & BABYSITTER RULE

Parents must notify the school if there is a change in the location that a child is picked up or dropped off by the bus. If you prefer your child be transported to and from a babysitter, please contact the Transportation Office. All permanent arrangements must be approved by the Transportation Office. Students must be picked up and delivered to the same address, five days a week.

#### PLAYGROUND RULES

1. Use the playground equipment as it was meant to be used.
  - a. Swings – For one person sitting down; they should be pushed from behind only, and straight. Stop swing before exiting; do not jump out of swing.
  - b. Slides – Remember to sit down before you start down; wait for the person ahead of you to get off; do not stop or block any slides. Do not climb up the sliding portion; use the ladder.
  - c. Basketball – No hanging on basketball rims.
  - d. Misc. – Tag is not to be played on any of the equipment. Keep hands, feet, and other objects to yourself.
2. Snowballs, ice, stones, and rocks are strictly forbidden to be thrown in the school environment. Strict consequences will be enforced if this occurs.
3. Avoid throwing balls against the building where there are windows.
4. Demonstrate good sportsmanship at all times.
5. Tackle football, contact soccer, "smear" games, king of the mountain, and chicken fighting are not to be played at school.
6. Profanity, obscene gestures, fighting and rough play are not permitted at recess, on the school property, or going to and from school.
7. No balls are to be kicked on the blacktop or gravel areas, and only Nerf footballs and soccer balls are to be used on the blacktop area.
8. Any personal items brought out on the playground must have prior approval from the playground aides.

#### RECESS

Recess is a vital part of the child's school day. Recess enables the child to get fresh air and exercise; it enables the child to socialize and play with classmates while participating in some sort of recreation program.

We ask your cooperation in providing proper clothing for your children after monitoring the weather conditions forecasted on the radio for the school day (boots, gloves, hats, warm clothes, etc.)

A child will be excused from recess only for a serious reason. If there is such a reason, parents are asked to send a note to the child's homeroom teacher stating the reason and how long the child is to be excused. Children who are so excused will be expected to work quietly in an assigned area. If a child needs to stay in an extended period of time of four or more days, a doctor's note should be provided to the child's teacher stating the problem and the reason for not participating in outdoor activities.

#### BICYCLE SAFETY

A major concern is for children who ride their bicycles to school. We ask parents to review safety rules with their children. Children need to know how to ride on the road to one side. A bicycle rack is provided at the school. Bikes are not to be used on the school grounds during the day. A bicycle lock is recommended. Continued abuse of bicycle safety rules will result in removal of bicycle riding privileges for a period of time for the student responsible. The district is not responsible for stolen bikes, scooters, or other means of transportation.

#### BIRTHDAY TREATS (K-2)

Students may bring treats to school on or near their birthdays for grades K-2. Please notify your child's teacher prior to sending in treats. **The items should be left in the office and will be delivered to the classroom.** We request that you refrain from sending balloons or flowers to your child at school on his or her birthday. These items can cause a disruption in the classroom and are not allowed on our school buses.

#### SCHOOL SUPPLIES AND PROPERTY IDENTIFICATION

Paying school workbook fees and supplying appropriate school supplies is the responsibility of the parents. Parents are urged to mark all of their child's property and belongings with their name and possibly their grade or room.

#### USE OF SCHOOL GROUNDS and SOLICITING

The public is welcome to use the school playground after regular school hours. Basic rules of common sense must be observed, such as, no littering, being careful of windows, and no mini-bikes or other motorized vehicles. Students are not permitted to sell materials at school unless it is for a school-related activity, such as parent-teacher organization projects.

#### WEATHER DISMISSALS, DELAYS, CLOSINGS, EMERGENCIES

Whenever weather conditions are or appear to be getting severe or hazardous, turn to WCSM – 1350 AM (or 96.7 FM); WKKI – 94.3 FM; or WOWO – 1190 AM for any delays, closings, or early dismissals. Celina City Schools provides a means by which parents can get information relating to school delays, cancellations, and other special announcements through the **Celina City Schools App** ~~the One Call Now notification system.~~ Parents can access the registration page at [www.celinaschools.org](http://www.celinaschools.org) to **link to the Celina Schools app.** ~~sign up for One Call Now.~~

Parents are encouraged to have emergency procedures ready for each family member in the event of delays or early dismissals. Care or assistance for your children must be planned in advance, and children should also be aware of this plan. Avoid tying up the school phones with calls regarding school closings; delays and cancellations are announced on the radio several times as well as through **our other means of communication** ~~One Call Now notifications.~~ In case of an early dismissal, your plan should not include your child using a school phone.

## EMERGENCY COMMUNICATION

In the event of an emergency or threat to the safety of our students, Celina City Schools will use available communication resources to keep parents informed and up-to-date. The sources may include, but are not limited to: ~~One-Call-Now~~, Celina City Schools website, **social media accounts and app** and local (radio) news media.

## HOMEWORK

As a guide, the average student in grades K-2 may have about 30 minutes of homework per night. The homework will generally be assigned on an individual basis. It may be for enrichment, reinforcement of newly introduced skills or for an area where more practice is needed. Parents are asked to provide a quiet time and place for working at home. Your child's teacher will provide specific information regarding homework expectations and requirements.

## LIBRARY-MEDIA CENTER

The library is a place where a student may read, do research or check out books. A fine will be charged for overdue books. If a book is lost or damaged, the student must pay for a replacement; the cost will be considered a school fee.

## FUNDRAISERS

School sponsored fundraiser(s) will take place each year. Students are under no obligation to participate. Students must follow all rules, timelines and procedures of the sale. Money owed that is not turned in will become a school fee.

## INTERIM/REPORT CARDS

Interim reports may be sent home at the midpoint of each quarter. Report cards are sent home with the children approximately a week after the end of the quarter. Reports are issued four times a year for grades K-2. Specialized evaluation reports are inserted inside the report card for those in special programs.

## GRADES

All subject areas will receive a grade of some sort. The exceptions to this would be students who transfer in from another school close to the end of a grading period.

Grading Scale for Grades K-2:

O – Outstanding

S – Satisfactory

U – Needs Improvement

1 - Student demonstrates an understanding of the knowledge and skills expected at this level.

2 - Student demonstrates partial understanding of the knowledge and skills expected at this level. Support and guidance are still needed.

3 - Student experiences difficulty and requires consistent practice and support with the skills expected at this level. May not be developmentally ready for these grade-level expectations.

Absence of mark indicates not evaluated at this time.

## INTERNET ACCESS

1. Students may use supervised Internet Access for school-related purposes in the school during regular hours or with special permission. A board-approved Acceptable Use Policy AND an A-site Acceptable Use and Internet Safety Policy, must be signed by parent and student, must be one

file and approved by the network administrator and/or the technology coordinator before access will be permitted.

2. Students must adhere to the rules outlined in the document or suffer the same consequences outlined therein.

#### DISASTER DRILLS

All school drills are conducted in accordance with state law. Fire drills are held an average of one a month. Tornado drills are conducted each month during tornado season. A lockdown drill / school safety drill will be conducted at least one time each school year.

#### COMPLIANCE OFFICER FOR TITLE IX

The Board of Education hereby designates and makes it known to all parties that the Director of Special Education, Tracey Dammeyer, will be its Compliance Officer to coordinate efforts to comply with and carry out its responsibilities under Title IX.

#### STATE TESTING

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

1. All test questions and all other materials that are considered part of state required 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 shall be responsible for ensuring that all security provisions are met while test materials remain in the district.
3. During test administration, building test examiners shall be responsible for ensuring that all test security provisions are met.
4. No person shall release, cause to be released, reproduce, or cause to be reproduced any secure materials.
5. No unauthorized person shall be permitted in the 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 the Celina Board of Education Policy IL-2-R.