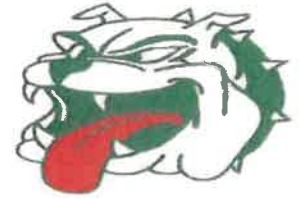




Celina Intermediate Schools



This handbook has been designed to give students and parents helpful information about the basic procedures and expectations of CIS. 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 Web site and may be accessed via <http://www.neola.com/celina-oh/>.

Dear CIS Students,

Welcome back to a new school year! The teachers, administrators, and staff of Celina Intermediate School would like to welcome you as you embark on another year filled with the promise of success. One of the wonderful things about being a Celina Bulldog Student is the opportunity for a fresh start each August. Take this opportunity to begin the school year with enthusiasm and a positive outlook.

CIS has a proud tradition of excellence both in the classroom and through our many school activities. We challenge you to enrich your CIS experience by becoming involved in extracurricular activities and cheering on your Bulldogs!

We wish you the best of luck throughout this school year.
GO DOGS!!

Sincerely,

Ms. Birney, CIS Principal

DAILY TIME SCHEDULE

8:25	Buses and walkers/bikers arrive
8:35	Warning tone
8:40	Classes begin
11:46-12:20	Lunch/Recreation for 5
12:22-12:56	Lunch/Recreation for 6
3:16	Dismissal: Walkers/ Bike riders dismissed
3:25	Bus riders dismissed

ARRIVAL TIME AT SCHOOL

Students who walk, ride bicycles, or come by car should arrive **NO EARLIER THAN 8:20** unless special arrangements with the teacher or principal have been made. The district cannot be held responsible for problems/injuries occurring before scheduled arrival times. The automatic doors will not be unlocked until 8:20. Non-bus riders are to enter through the front main doors only. **Students must be IN their homeroom at 8:40 or they will be considered tardy.**

PASSENGER CAR PICKUP AND DROP-OFF

Passenger cars are to use the drive at the front of the building for loading and unloading children. **Supervision for walker/car rider dismissal is only provided at the front of the building.** Do NOT park in the fire lane, please use visitors' spaces.

ENROLLING or WITHDRAWING A STUDENT

When enrolling, parents or guardians must provide: birth certificate, SS number, court papers (if applicable), proof of residency, and proof of immunizations. When withdrawing a student, parents must notify the office of plans to transfer. School records will be sent to the new school within 14 days of the parent's request.

ATTENDANCE

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 CIS 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 office: (419) 586-8300 ext. 3003

Parents must notify the CIS attendance office by 9:00AM 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 their 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 parent of students with attendance concerns.

EXCUSED ABSENCE

Excused absences are allowed for students due to illness, emergency travel, quarantine of the home, death in the family, celebrating bona fide religious holidays, professional appointments, other emergency circumstances or other good cause as determined by the superintendent. (JWB1) 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** (JWB2) in a school year. When contacting the attendance office, you must provide a reason for missing school. It is a parent & student responsibility to communicate & receive prior approval for foreseen absences. Each student is limited to **10 excused absences** per academic year.

*Restrictions

-Student vacation cannot occur during State Testing weeks.

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. Consequences for

unexcused absence may include: an intervention team, Juvenile Court referral pursuant to ORC 332.01, in school suspension (ISS) to allow students to catch up on necessary learning, detention, or other consequences as deemed appropriate by administration.

Absences in excess of the 65 hours 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 in the Mercer County Juvenile Court in accordance with state law.

ATTENDANCE POLICY

In an effort to support attendance and academic success while avoiding truancy, please be advised of the following student designations and accompanying actions taken as needed by Celina Intermediate School. (O.R.C.)

Habitually Truant

- 30 consecutive hours without a doctor's note
- 42 hours in a school month
- 72 or more hours in a school year

Excessively Absent

- 38 hours of excused & unexcused absences combined per month
- 65 hours of excused & unexcused absences combined per year

Chronically Absent

- 10% of the total hours in a school year
- 92 hours of excused and unexcused absences combined per year

Absences in excess of the 10 days 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.

ATTENDANCE POLICY

It is the responsibility of a child's parent or guardian to ensure that they attend school on a consistent basis. Within a quarterly period, the child will be limited to three (3) days of absence without physician's signed excuse. When a child exceeds three (3) days, he/she will be considered unexcused and consequences may occur. Such consequences could include after-school detention, or in-school suspension. Should the absences or tardiness (excused or unexcused) seem questionable, and/or become habitual or chronic, the principal will recommend to the school attendance officer that a complaint be filed in juvenile court as required by ORC 3321.01.

Excessive absences, excused or unexcused, that affect academic performance, may lead to retention or the need for after-school tutoring. Non-health related tutoring shall be paid for by the parent.

TARDINESS

After 8:40, students must report to the office for an admit slip. The student will be counted present but tardy. Being late due to parent verified illness, weather or late busses would not be counted tardy. Students with unexcused tardiness may face the following consequences: detention, or suspension. Excessive excused or unexcused tardiness may cause the district attendance officer to file a complaint in juvenile court.

1st tardy - results in a WARNING

2nd tardy - results in OFFICE VISIT

3rd tardy - results in a LETTER HOME & PINK SLIP

4th tardy - results in AFTER SCHOOL DETENTION

Additional or repeated offense(s): Disciplinary action at the discretion of administration.

APPOINTMENTS/LEAVING SCHOOL EARLY

Doctor, dental and other appointments should be scheduled for out-of-school times. However, if it is unavoidable, a student must bring a note. The note must state the child's name, reason for leaving early, time of expected departure, and parent or guardian signature. Call 419-586-8300X3000 when you arrive to pick up your student and student will be sent to you. Appointments scheduled during school hours will be included in the child's attendance record.

FAMILY VACATION POLICY

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.** If you must take your child out for vacation time, a permission form needs to be turned into the office for the principal's signature at least three days before the absence. Family vacation days are not to exceed five (5) days per school year. Do not ask teachers to provide work ahead; it may be made up (up to 5 days) upon the student's return. (Forms are available in the office.)

TRANSPORTATION

Any time your child is to depart from school in a manner different from his or her normal way, the student **MUST** have a signed, written explanation so that the teacher will know it is authorized by a parent. School policy requires that parents designate a permanent address where bus students are to be both picked up in the morning and dropped off after school all 5 days of the week. **NO PASSES WILL BE ISSUED FOR A STUDENT TO RIDE ON A DIFFERENT BUS or for non-bus students to ride with someone.**

VISITORS/STUDENT PICK-UP

Visitors and parents must report to the school office immediately upon entry into the building. If a person picking up a student is unknown to the office staff, a picture ID will need to be presented in order for the child to be released.

GENERAL HEALTH

Children who show the following symptoms should not come to school: severe headache, watery and inflamed eyes and nose, cough, fever, nits, lice, skin eruptions, vomiting and/or sore throat.

EMERGENCY MEDICAL CARE

At the start of the school year, a medical emergency form is in Final Forms 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 unless parental instructions do not permit. Parents are notified in case of a serious accident or injury. **Two alternate names should be available on the emergency medical form in case the parent/guardian cannot be reached.**

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.

VISION AND HEARING SCREENING

All 5th graders will have their hearing and vision screened. Any 6th grader may be screened at parent or teacher request. The school nurse completes these evaluations and will notify the parents if any problems are detected.

TUTORING

Tutoring will be available, without cost to the family, for students who are unable to attend school due to a serious illness, accident, or continuing medical problems. The request and arrangements should be handled through the building and district administration. A physician's statement of necessity shall be required.

SPECIALIZED EDUCATIONAL SERVICES

The District provides for the needs of those children who have hearing impairments, learning disabilities, or developmental handicaps. The school works with parents in evaluating children and placing them in suitable programs. Appropriate programs could include full-time or part-time special class placement or special tutoring programs.

COMPLIANCE OFFICER FOR TITLE IX

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

PHYSICAL EDUCATION DRESS/EXCUSES

Physical education classes are required by state standards. Programs are modified for children with physical problems. For children to be excused from physical education due to sickness or some other short-term problem, a note from the parent must be sent to the PE instructor. A doctor's excuse is needed for a child to miss more than two consecutive classes.

All students must have sneakers or tennis shoes for physical education class. Students are advised to wear comfortable clothing on PE days.

All grade levels will be completing a health-enhancing personal fitness assessment using FITNESSGRAM. There are five basic components: Aerobic Capacity, Muscular Endurance, Muscular Strength, Flexibility, and Body Composition. Physical fitness testing is a requirement by the state of Ohio. Parents may obtain an opt out form via the Celina 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 allow each student to bring home what they learned and share it with their family. Each child should be physically active 60 minutes each day.

STUDENT CONDUCT AND DISCIPLINE

DEFINITIONS OF DISCIPLINARY ACTIONS

Detention: Being detained after school usually for 1 hour. Failure to serve an assigned detention may result in additional detentions, and/or In-School Suspension at the discretion of the principal, or staff personnel who assigned the original detention.

In-School Suspension: This disciplinary action may be assigned from 1 – 10 days. Students are placed in an alternative setting where they are closely monitored by

school personnel in a highly structured environment. Credit is given for all homework completed. Failure to comply with in-school guidelines may result in an Out-of-School suspension, expulsion recommendation and/or referral to the local law enforcement agency. **There is no appeal process for an assignment to in-school suspension.**

Out of School Suspension: Being removed from school property and not allowed to reenter until the end of the suspension. 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.

Expulsion: Being removed from school and school functions and not allowed to re-enter. 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 one-hundred eighty school days. Students may be expelled for a period of up to one year for firearm-related or knife-related incident while at an interscholastic competition, extracurricular event or other school-sponsored activity. Students under expulsion shall not participate in: a) extracurricular events; b) after-school events; c) athletic practices or contests, or d) return to school premises.

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 must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive, or inappropriate behavior.

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.

Violations of this policy or the code of conduct should be reported to the principal. Administration

cooperates in any prosecution pursuant to the criminal laws of the State and local ordinances.

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

STUDENT CODE OF CONDUCT

Infractions of the following rules could subject a student to Detention, In-School Suspension, Out-of-School Suspension, or expulsion as deemed appropriate by the principal. Students who violate the district approved Acceptable Use Policy (computers & Internet) are also subject to the aforementioned as well as termination of computer privileges. These rules will be enforced on all school property, in school vehicles and at any extracurricular activity. However, the student must understand clearly:

1. When his/her behavior is deemed inappropriate, disrespectful, disruptive and/or unsafe to self or others, and if this behavior is not addressed in this handbook, that behavior can be deemed as insubordinate and appropriate discipline assigned by the principal.
2. When a student's disciplinary history becomes "expanded or persistent", throughout the course of a school year, that student is subject to Out of School Suspension and/or expulsion for the current semester of attendance.
3. This code of student conduct applies while school is in session, at school activities and while traveling to or from school. In addition, a student may be subject to school disciplinary action under this code for harassment, vandalism, physical abuse, disrespect to staff members 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 affect student behavior at school and thereby cause deterioration in the learning environment.
4. Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, including suspension, removal, expulsion, filing a complaint with Mercer County Juvenile Court and/or contacting local law enforcement. Parents will be notified when any such action is used.
5. Students may be disciplined for any misconduct which occurs off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property owned

or controlled by the board of education, or (2) the misconduct, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or (3) the misconduct, regardless of where it occurs, the effects of which disrupts the educational environment.

- 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 defacement to property (public or private) including building, grounds, equipment or materials. A student shall not tamper with school or private property. Students guilty of vandalism, *including any release of mercury by a student*, on school shall be required to pay in full for damage. Notice of such damage should be sent to the parent or guardian by administration. Any failure to settle promptly on the part of the parents should be reported to the Superintendent who may take the necessary legal steps in Juvenile Court to enforce this policy.
- Rule 3. Assault/Inappropriate/Unauthorized Physical Contact:** A student shall not cause physical injury or behave in such a way, which could threaten to 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, lighters, knives and pocketknives*. This includes "look alike" weapons. Students are not to bring laser pens/pointers to school at any time; improper use of these devices may cause physical harm to others.
- Rule 5A. Tobacco:** A student shall not possess, use, transmit or conceal any tobacco or tobacco products (including snuff, cigarette or smokeless tobacco). This prohibition applies to "Look Alike Products" as well 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 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, 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 offenses:

First offense: Ten (10) days Out of School Suspension with recommendation for expulsion.

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 / paraphernalia – 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 commands of teachers (including student teachers and substitute teachers), 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 directions given by school 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 or disgrace anyone by written, verbal or gestured means. 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 the Celina Police Department, the Mercer County Juvenile Court and the school.

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, visitor or employee of the District.

Rule 11. Profanity, Disrespect, and/or Obscene Language: A student shall not be disrespectful, use profanity or obscene language either written or verbal during any curricular or extracurricular activity. Included in this prohibition is 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. Tampering with any emergency warning system is subject to suspension or expulsion.

Rule 14. Fighting: 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 not threaten to cause bodily harm to or personal property damage of another person.

Rule 15. Loitering: A student may not loiter or willingly be present in unauthorized or unsupervised areas. She/he may not enter closets, offices, rooms and other areas that are to be locked or otherwise restricted. This includes parking lots, playgrounds and other district owned structures.

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.

Forgery: falsifying documents, signatures, or other imitation of an object of value with the intent to deceive will conform to the following consequences:

1st Offense: suspension and contact made with parents

2nd Offense: suspension and meeting with parents

3rd Offense: charges being filed with the Mercer County Juvenile Court

Rule 17. Acceptable Use Policy (Computers & Internet)
A student shall not violate the Acceptable Use Policy as printed under the Media Center section of the Student Handbook.

Rule 18. 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 19. 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 school environment of sexually suggestive or obscene objects or pictures.

Rule 20. 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 21. Bullying, Cyberbullying, and Other Aggressive Forms of Behavior to include Violence Within a Dating Relationship: Bullying means any intentional written, verbal, graphic, electronically transmitted or physical act that a student or group of students exhibits toward another student that causes mental or

physical harm to the other student. Students shall not, through verbal, written, technological, or any other means, make statements that physical or emotional harm may come to another person or commit a physical act of violence against a person. This category also applies to remarks or actions of any nature that are deemed offensive with the intent of emotional 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 22 - 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 CIS Code of Conduct. Additionally, such conduct will be reported to the appropriate law enforcement agencies.

Rule 23. Inappropriate Displays of Affection: Students shall refrain from inappropriate displays of affection before, during, and after school.

Rule 24. Cheating & Plagiarism: 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 assignments, quiz or test answers, and plagiarizing. Giving one's own work to another student also makes them a guilty party. Plagiarism is defined as unknowingly or deliberately using another's work (author, critic, or peer) and passing it off as one's own work. School officials will adhere to following actions when dealing with Cheating and/or Plagiarism:

First offense: Student receives a zero for the assignment, parents are notified, and disciplinary action at the discretion of the administration or assigned personnel.

Repeat offense(s): Student receives a zero for the assignment, parents are notified, and further disciplinary action at the discretion of the administration or assigned personnel.

Rule 25. Arson, Attempted Arson, and Related Offenses: A student shall not create harm, or a risk of harm, to any property or person, through the use of fire, fireworks, or other explosives.

CIS PINK SLIPS/CONDUCT REPORTS

Pink Slips will be issued for violating the CIS Code of Conduct listed (but not limited to) on pages 4, 5, 6 & 7 of the student handbook. In the event where a student's action is severe, a teacher/aide may pass over warning slips for a more severe consequence as listed on page 4 of the CIS Student Handbook.

How does it work? Teacher/Aide issues a Warning Slip to a misbehaving student and the student signs it. Slips are given to homeroom teachers daily to record in a file to determine if a Conduct Report is to be issued. When a student accumulates 3 pink slips, a team meeting of the teachers will be held with the student followed by a note via email sent to the parent by the team. In the event where a student accumulates five Pink Slips within a nine-weeks, the homeroom teacher will give notice to the student that they will receive a Conduct Report.

1st Conduct Report (5 Pink Slips): 60 Minutes after school detention

2nd Conduct Report: 60 minutes after school detention with a parent meeting

You as a parent will be contacted via the Conduct Report or phone call in timely manner prior to the assigned Detention.

**The administration has the right to suspend extra-curricular privileges such as (but not limited to) field trips and assemblies, these activities can also be suspended immediately for behaviors deemed severe.

FIELD TRIP PARTICIPATION

Students will be permitted to participate in the field trip, **UNLESS** a student receives **6** or more points based on the following scale.

1. **After School Detentions** = 1 Point
2. **In-School Suspensions** = 1 Point/per day
3. **Out-School Suspension** = 2 Points/per day
4. **Recommendation for expulsion** = 6 Points

A warning letter will be sent home after the 3 Points have been accumulated. This will serve as a notice that improvements need to be made, and that the student's trip is in jeopardy of being terminated. *These guidelines are subject to the discretion of the cluster teachers and principal.*

FEES

In order for students to participate in field day, fieldtrips, Book Fair, or Glen Helen, lunch charges or

finest/fees totaling more than \$2.00 must be paid in full, and AT 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%. *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.

UNACCEPTABLE ITEMS/CELL PHONES

Rollerblades, cameras, skateboards, electronic devices, games, toys, and CD players should not be brought to school. Further, the following will be confiscated and not returned: pocket knives, chains, laser pointers, whiteout, tobacco products, squirt guns, pornographic materials, lighters, or any other type of disruptive/dangerous item. **Cell Phones are not to be used at school from the time the student arrives on school grounds until he/she is out of the building following the final tone.** Bus students must keep cell phones off and in a book bag/purse at all times while on the bus. Cell phones must be kept in the student's locker and turned off. Having a cell phone on one's person and/or using a cell phone at anytime during the school day will result in the following consequences:

First violation: Cell phone will be confiscated and returned only to the parent or guardian after a meeting with the building administration. **Further violations:** Any further violation may result in after-school detention, in-school suspension or out-of-school suspension. For each violation, the cell phone will be confiscated and returned only to the parent or guardian. Note: Contents of phones used during school hours, on school property, are subject to review by school authorities. Refusal to turn over a phone will be cause for an out-of-school suspension.

DRESS AND GROOMING

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 make recommendations the day it is noticed for changes in the dress, hair, and grooming of any student who violates the following:

1. Dress, footwear, hair and grooming will be clean and in keeping with health, instructional, sanitary and safety requirements.
2. Student dress and grooming will not disrupt or inhibit his/her performance or that of other students, constitute a health threat or disrupt teaching and learning. Pants will be pulled up at the waist.

3. Skirts or shorts must fall below the fingertips as well as any hole in the garment, very low-cut hip-huggers and low cut and/or very tight tops are not acceptable.
4. Tight fitting legwear (compression pants, leggings, tights, and yoga pants/athletic wear) must have a shirt or shorts over them that fall to one's fingertips. Also: no pajamas unless it is a designated special day.
5. No exposed bellies or backs. No uncovered, very thin-strap type shirts, camisole or tank, tube tops or muscle shirts with large, long armholes. Undergarments should never be visible.
6. No hats: unless it is a special day.
7. No clothing with foul language or obscene language/images, tobacco, alcohol, drug-related logos, sexual, vulgar and/or violent innuendoes.
8. No chains dangling from one's body or clothing.
9. **No distractive styles, bangs that cover the eyes, mohawks, shaved in printing, painted, spiked, or odd colored hair. (No color a human can't grow.)**
10. No painted faces.
11. No multiple or unusual body piercing (tongue, eyebrow, nose, chin) designed to cause undue attention and/or create problems of health and sanitation or obstruct vision.

CAFETERIA GUIDELINES AND RULES

Code of Conduct plus the following:

1. Students may talk to those close to them.
2. No throwing, blowing, flipping food.
3. No items/food taken out of the Commons.
4. Students are to purchase a lunch or bring a lunch from home. The only exceptions are by a note from the parent or doctor.
5. Students may use the restroom after taking their tray to the dish return.
6. Once seated, students may leave their seat only to return their tray to the dish room window. Students must return to the same seat/table.
7. NO table-hopping.
8. Raise hands for assistance.
9. Pick up on, around and under the table.
10. Extra items should be ordered in the morning. No extras if a charge is owed.
11. Charges and payments into student accounts are to be completed in the morning or at lunch time.
12. If a student is over the maximum charge, they will be served a cheese sandwich and milk *or* PBJ sandwich and milk.
13. Maximum Daily Charge =
(CIS) \$3.75 (1 lunch and 1 breakfast)

BUS SAFETY AND RULES

Bus transportation is provided to students as a convenience and is a privilege. **Transportation Dept. and Handbook Policies are in force while riding a school bus.** Any action, item/object, inappropriate behavior or noise that distracts the driver or creates a safety violation is cause for an immediate bus suspension. Drivers will instruct students on specific rules. General guidelines:

- Bus drivers have the authority to assign seats.
- Students must ride their assigned bus.
- Pupils will not move while the bus is in motion.
- Large items or band instruments and other objects of a hazardous nature are not allowed.
- Pupils are not to be discharged at any place other than their regular destination without written permission from the principal's office. Parents must contact the Principal or Bus Supervisor to obtain permission.
- Absolute quiet at all railroad crossings.
- Pupils will not put head, arms or other objects outside the bus windows.
- No student will interfere with a bus driver's correction of another student's conduct.
- No improper use of emergency exits.
- **Parents are responsible for the child's conduct at the bus stops.**
- NO pushing while loading/unloading.
- Each student shall wait for the driver's signal before crossing in front of the bus.

1st report = Warning or Bus suspension (1-3 days)

2nd report = Bus suspension (3-5 days)

3rd report = Bus suspension (5-10 days)

4th report = Bus suspension remainder of school year

BABY SITTER RULE – WITH REGARDS TO BUS TRANSPORTATION

If you prefer to have your child transported to and from a baby sitter, the student must be picked up and delivered to the same address, five days a week.

RECREATION/FITNESS RECREATION

Educational aides supervise recreation time, and they will instruct students in guidelines and rules. Activities, games, or actions that pose a danger to others or potentially could cause damage to school or personal property will not be tolerated. Students who fail to follow the rules/guidelines and the Code of Conduct will be removed from or not allowed into the recreation area.

A child will be excused from recreation only for a serious reason. Parents are 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 for an extended period of time, a

doctor's note should be provided to the child's teacher stating the reason.

BICYCLE SAFETY

We ask parents to review basic bike safety rules with their children. A bicycle rack is provided. **Bikes/scooters are to be walked while on school property.** Continued abuse of bicycle safety rules will result in removal of bicycle/scooter riding privileges. Scooters are to be placed in the bike rack. A lock is recommended. The district is not responsible for stolen bikes or scooters.

SCHOOL PICTURES

School pictures are usually taken early in the school year and may also be taken in the spring. Pictures are taken for the yearbook and school records. There is absolutely no obligation on the part of the parents to purchase pictures.

PROPERTY IDENTIFICATION

Parents are urged to mark all of their child's property and belongings with their name.

SOLICITING AT SCHOOL

Students are not permitted to sell materials or advertise events at school unless it is school related.

WEATHER DISMISSALS, DELAYS, CLOSINGS, EMERGENCIES

WCSM-1350 AM (or 96.7 FM); WKKI-94.3 FM; WOWO-1190 AM, or via our school website at celinaschools.org. The District also uses the **Celina City Schools App** automated phone service. To activate your account, please visit our website. Have emergency procedures ready for each family member. Care or assistance for your children must be planned in advance, and students must be aware of this plan. 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: the Celina City Schools Communication App, Celina City Schools website and local (radio) news media.

GRADE CARDS

Grade cards are sent with the student approximately one week after the end of the nine-week grading period.

GRADING SCALE

A = 100-95	C = 76-73
A- = 94-90	C- = 72-70
B+ = 89-87	D+ = 69-67
B = 86-83	D = 66-63
B- = 82-80	D- = 62-60
C+ = 79-77	F = 59-00

HOMEWORK POLICY

Homework is to be completed and turned in on the assigned date. A percentage will be taken off the earned grade for late work. Your child's teacher will provide specific information regarding homework expectations and requirements. If a student is unable to come to school, and the absence is excused, the student will be allowed one day to make-up work for each day they are absent. Our staff understands that sometimes emergencies or extenuating circumstances arise that prevent on-time completion of homework. If an unforeseen event occurs, please contact your child's teacher immediately.

RETENTION

Students failing two or more academic subjects may be retained. School officials and parents will make this decision after careful review of grades, test scores, maturity level of the child, exhibits of student work, and student attitude and abilities.

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 over-due books. If the book is lost or damaged, the student must pay for a replacement; the cost will be considered a school fee.

COMPUTER LAB/COMPUTERS/INTERNET ACCESS/PERSONAL ELECTRONIC DEVICES

Computers for educational purposes are available to staff and students during regular school hours and before and after hours by permission only. The school retains the ownership of all hardware and software. The school reserves the right to inspect, retain, copy and/or delete all files and records created or stored on school owned computers and disks. Personal Electronic Devices may be used to access appropriate previously downloaded books. Board-approved "Acceptable Use Policies," for both school and personal devices signed by the parents and students in Final Forms and approved by the Technology Coordinator before access will be permitted.

The following guidelines must be observed or a student loses computer/computer lab/Internet privileges for the entire nine weeks, or a time specifically determined by the teacher, technology coordinator, and/or the network administrator; and a student may be

referred to the principal for disciplinary action. An incident report, filled out by the person in charge and the technology coordinator, will be kept on file with the technology coordinator and may become part of the permanent record:

1. Files stored on school computers/servers are restricted to school related assignments only; personal files may not be stored.
2. Students shall not copy or load and/or damage or alter any hardware or software.
3. Personal software/hardware is not permitted.
4. Network password security is the responsibility of the student. No password should ever be given to another person.
5. Students shall not use, copy or alter another person's password, files, or directories regardless where they are stored.
6. Students assisting teachers/staff are restricted to using only the program selected by the teacher, with prior approval of the technology coordinator.
7. No personal disks/flash drives may be used.
8. Use of all telecommunications is restricted to school-related projects. (See section on Internet Access below.)
9. No student shall attempt to establish computer contact into school district restricted computer networks or any other unauthorized databases.

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 (See section: Computer Lab/Computers/Internet Access above) and an A-site Acceptable Use Policy, must be signed by a parent and student in Final Forms, and approved by the network administrator and/or the technology coordinator before access will be permitted.
2. Students must adhere to the rules as outlined in the section above on Computer Lab/Computers/Internet Access or suffer the same consequences outlined therein.

LOCKERS AND DESKS

Lockers and desks are the property of the school and subject to search or inspection at any time. **LOCKERS ARE NOT PERMITTED TO BE DECORATED.** Tape, hanging pictures, stickers or mirrors are not permitted in lockers. Removable shelving is permitted in a student's locker.

SEARCH AND SEIZURE

Administrators may search a student or his/her property, with or without the student's consent, if there is "reasonable" suspicion that a search will lead to the discovery of evidence of a violation of law or school rules. Dangerous or unacceptable items will be confiscated.

DISASTER DRILLS

Fire drills are held an average of one a month as weather permits. Tornado drills are conducted during tornado season. A lockdown drill will be held one time at the beginning of the year.

WORKBOOKS/TEXTBOOKS/SUPPLIES

Each child is responsible for the care of textbooks loaned to him or her. A workbook and supply fee list will be provided upon request.

FUND RAISERS

School sponsored fund raiser(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.

STATE REQUIRED TESTS

The State of Ohio requires that all students be notified regarding the use and abuse of State Tests and related material or information. The provisions:

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 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 the Celina Board of Education Policy II-2-R.

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 District employees and other persons. 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, and 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.

Parents & Students

We have read and agree to abide by the Student Handbook and Conduct Code along with the Celina School Board Bylaws and Policies. We understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a loss of Celina Intermediate School privileges. I also agree as a user of the Board's computers/network/iPads and the Internet, to use in an appropriate manner, honoring all relevant laws, restrictions, and guidelines.

We have read and reviewed the policies and procedures contained within this handbook.

Parent or Guardian Signature _____ *Date* _____

Student Signature _____ *Date* _____

Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

* By Signing above, we agree to have read the content in the Celina Intermediate School Student Handbook. We understand the rules and expectations as well as the consequences for violations.

Expectations → Settings ↓	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE HERE
ARRIVAL/DEPARTURE	<ul style="list-style-type: none"> I use all crosswalks and sidewalks I keep my hands, feet, objects to myself. 	<ul style="list-style-type: none"> I will greet others with phrases such as, "Good Morning" I will respond when someone talks to me. I talk quietly to those around me. I am friendly with my words and actions. 	<ul style="list-style-type: none"> I arrive at school on time. I have the necessary materials. I eat my breakfast in a timely manner. I walk straight to my destination(classroom bus, car-rider area). I am my best self and a proud Bulldog. 	<ul style="list-style-type: none"> I arrive at school on time. I am on time to the car/bus stop. I talk quietly to those around me. I am my best self and a proud Bulldog.
HALLWAY	<ul style="list-style-type: none"> I keep my eyes forward. I will use self-control. I will walk in a single file 	<ul style="list-style-type: none"> I keep my hands, feet, objects to myself I will remain quiet in the hallways 	<ul style="list-style-type: none"> I will walk on the right side of the hallway on my assigned line. I will greet others with a smile. 	<ul style="list-style-type: none"> I am aware of my surroundings. I greet others with a smile.
RESTROOM	<ul style="list-style-type: none"> I will enter my own stall and close the door nicely. I will keep my hands, feet, and eyes to myself. I will wash my hands with soap and water for 20 seconds. 	<ul style="list-style-type: none"> I will flush the toilet and turn the water off when I am done. I will treat the restroom and everything in it with respect. I will use kind words and whisper in the restroom. 	<ul style="list-style-type: none"> I will do my business and return to class quickly and quietly. I will help to keep the restroom clean by picking up after myself. 	<ul style="list-style-type: none"> I do my business (and mind my own business) and return to class quickly and quietly.
LUNCH/COMMONS	<ul style="list-style-type: none"> I will keep my hands to myself, my feet on the floor, and will use my utensils appropriately. I will walk at all times. I will eat my own food and will not share any food with others. I will not touch others' food. 	<ul style="list-style-type: none"> I will use good manners (please, thank you). I will use a soft voice by whispering in line and at the table. I will use kind words towards others. I will not play with my food. 	<ul style="list-style-type: none"> I will get what I need before I sit down (condiments, utensils). I will sit in my assigned area. I will raise my hand if I need something. I will stay in my seat until I'm dismissed. 	<ul style="list-style-type: none"> I am aware of my surroundings. I get what I need before I sit down I line up quickly and quietly. I use an indoor voice by whispering in line and at the table.
RECREATION	<ul style="list-style-type: none"> I keep my hands and feet to myself. I play in a way that no one gets hurt. I use the playground equipment appropriately. I stay within the playground boundaries. 	<ul style="list-style-type: none"> I treat others the way I want to be treated. I treat the school's equipment as if it is my own I am friendly with my words and actions. I include everyone in games or activities. I take turns and share equipment. 	<ul style="list-style-type: none"> When the whistle blows or the bell rings, I stop playing immediately and line up on my designated line. I play with the equipment in the manner it is meant to be used. 	<ul style="list-style-type: none"> I am aware of my surroundings. I play with others and make others feel welcome.
BUS	<ul style="list-style-type: none"> I keep my hands, feet, and objects to myself and out of the aisle. I sit on my bottom and face the front of the bus. I am silent at all railroad crossings. 	<ul style="list-style-type: none"> I am friendly with my words and actions. I talk quietly to those around me. I help others when needed. 	<ul style="list-style-type: none"> I follow all bus safety procedures. I obey the bus driver. I take care of the bus and my seat. 	<ul style="list-style-type: none"> I am aware of my surroundings. I keep my belongings close to me.

Expectations → Settings ↓	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	BE HERE
ARRIVAL/DEPARTURE	<ul style="list-style-type: none"> • I use all crosswalks and sidewalks • I keep my hands, feet, objects to myself. 	<ul style="list-style-type: none"> • I will greet others with phrases such as, "Good Morning" • I will respond when someone talks to me. • I talk quietly to those around me. • I am friendly with my words and actions. 	<ul style="list-style-type: none"> • I arrive at school on time. • I have the necessary materials. • I eat my breakfast in a timely manner. • I walk straight to my destination(classroom bus, car-rider area). • I am my best self and a proud Bulldog. 	<ul style="list-style-type: none"> • I arrive at school on time. • I am on time to the car/bus stop. • I talk quietly to those around me. • I am my best self and a proud Bulldog.
HALLWAY	<ul style="list-style-type: none"> • I keep my eyes forward. • I will use self-control. • I will walk in a single file 	<ul style="list-style-type: none"> • I keep my hands, feet, objects to myself • I will remain quiet in the hallways 	<ul style="list-style-type: none"> • I will walk on the right side of the hallway on my assigned line. • I will greet others with a smile. 	<ul style="list-style-type: none"> • I am aware of my surroundings. • I greet others with a smile.
RESTROOM	<ul style="list-style-type: none"> • I will enter my own stall and close the door nicely. • I will keep my hands, feet, and eyes to myself. • I will wash my hands with soap and water for 20 seconds. 	<ul style="list-style-type: none"> • I will flush the toilet and turn the water off when I am done. • I will treat the restroom and everything in it with respect. • I will use kind words and whisper in the restroom. 	<ul style="list-style-type: none"> • I will do my business and return to class quickly and quietly. • I will help to keep the restroom clean by picking up after myself. 	<ul style="list-style-type: none"> • I do my business (and mind my own business) and return to class quickly and quietly.