

CELINA MIDDLE SCHOOL STUDENT HANDBOOK

Mr. Andy Mikesell

TABLE OF CONTENTS

Attendance Requirements.....	2-3
Inoculations of Students & Administration of Medications.....	3
General Information.....	4
Chromebooks.....	4
Cell Phone Policy.....	5-6
Grading Scale.....	7
FitnessGram.....	7
Honor Roll.....	7
Extracurricular Eligibility.....	8
Bus Regulations.....	8
Cafeteria Rules.....	9
Student Conduct Code.....	9-14
Due Process in Suspensions/Expulsions.....	9-10
Student Dress Code.....	15-16
Co-Curricular/Extra-Curricular Activities...	16
Interscholastic Athletic Policy.....	17-19
Interrogations & Searches.....	19
Security Cameras.....	19
PRIDE Program.....	20
Daily Schedules.....	20

My Information

Name: _____

Email Address: _____

Locker #: _____

Locker Combination: _____ - _____ - _____

Class Schedule

Period Room#	Class	Teacher
1st _____	_____	_____
2nd _____	_____	_____
3rd _____	_____	_____
4th _____	_____	_____
5th	Lunch _____	DawgTime Room#
6th _____	_____	_____
7th _____	_____	_____
8th _____	_____	_____

Dear Celina Middle School Students,

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

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

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

Sincerely,

- i. The ability of manage one's time – scheduled and unscheduled.
- j. The tenets of good physical, mental, and emotional health.
- k. Respect for rules and appropriate behavior in school, in various social situations, and at all extracurricular activities.

REFS: Board Policy: JA
ORC 3313.48

Attendance Policy

PURPOSE

Ohio Revised Code Sec. 3321.01, states that a person between the ages of 6 and 18 is of “compulsory school age,” which means they are required to attend school. Ohio’s Missing Child Law requires schools to make every effort to contact parents of absent students. It’s the duty of the CMS administration & staff to enforce laws of compulsory school attendance. Determinations of excused or unexcused are made by the administration. For cases not addressed below, the building principal or designee has full authority to handle each according to his/her best judgment. It is the responsibility of students and parents to ensure punctual and satisfactory attendance is maintained. School administration and staff assume the responsibility of keeping accurate records while upholding policy as appropriate. **NOTIFICATION Attendance: (419) 586-8300, and then dial ext. 2001. Emails can be sent to nancy.boohar@celinaschools.org.**

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

EXCUSED ABSENCE

Excused absences are allowed for students due to illness, emergency travel, quarantine of the home, death in the family, celebrating bonafide religious holidays, professional appointments, other emergency circumstances or other good cause as determined by the superintendent. (JWB1) Students are responsible for obtaining,

CELINA MIDDLE SCHOOL PHILOSOPHY

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

Our building is arranged in interdisciplinary teaching teams that allow common planning time and collaboration among our teachers. Core subjects include language arts, science, math, and American/world history; core classes last for the entire school year. Encore subjects include health, physical education, art, computer technology, leadership and life skills, and STEM.

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

- a. Academic achievement commensurate with his/her ability.
- b. Mastery of the basic “tools” to aid and/or enhance the learning as well as a zeal for continuous learning and self-improvement.
- c. The ability to communicate ideas thoughtfully.
- d. An acceptance of responsibilities of citizenship and appreciation of our democratic heritage.
- e. An appreciation of the courage, creativity, and diligence of past generations.
- f. Deep respect for the dignity of the individual and commitment of service to others in the continual forming of values.
- g. Economic competence as a consumer.
- h. Respect for rightful authority through disciplined self-responsibility and knowledge of one’s obligation to society, self, and school.

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 parent & student responsibility to communicate & receive prior approval for foreseen absences. Each student is limited to **10 excused absences** per academic year.

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

UNEXCUSED ABSENCE

Unexcused student absences are detrimental to any student's education. By being absent excessively or without justification, students miss valuable classroom instruction and educational activities. **Class work, including homework and tests, missed due to unexcused absence (including out-of-school suspensions, will be eligible to receive a maximum score of 60% of the completed work.** Consequences for unexcused absences may include: Juvenile Court referral pursuant to ORC 3321.01, In-school assignment to allow the student to catch up on work, detention, or other consequences as deemed appropriate by the Principal.

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.

TARDINESS

A student is tardy to school if he/she arrives after 7:25 a.m. Repeated tardiness will result in disciplinary action such as red slips, detentions, assigned seat at lunch, standing at lunch, etc.

TRUANCY

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

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

ATTENDANCE AND EXTRA-CURRICULARS: When students are absent from school, they **ARE NOT** allowed to attend school activities in the evening – i.e. Fun Nights, football games, etc.. In addition, faltering attendance can also result in the student being unable to attend field trips or other functions during the school day.

MAKE-UP WORK

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

INOCULATIONS OF STUDENTS AND ADMINISTRATION OF MEDICATIONS

1. Students entering the seventh grade must have a Tdap booster AND A MENINGOCOCCAL (MCV-4) VACCINE. Students failing to complete these immunizations will not be permitted to return to school 14 days after entering school.
2. Prior to the administration of prescription medications, Form JHCD-E, "Statement of Physician to Administer Medication", must be completed and signed by a physician and the student's parent/guardian.

3. **No medications, prescribed or over-the-counter, will be administered by school personnel unless by physician's order.** (ORC.3313.746)
4. Prescription and over-the-counter medications must be in their original container when received by school personnel.
5. Medications are not to be transferred from one container to another by school personnel.
6. Medications are to be kept in a locked area within the building office or clinic at all times.
7. Identification of the student and the medication shall be made before, during, and immediately after the administration of the medication.
8. Medications are to be given only by persons authorized by the building principal.
9. Medications are to be recorded on the "Medication Administration Record" at the time given. Personnel giving the medication shall initial the square for the appropriate date. Any employee whose initials appear on the form must initial and sign the form in the appropriate space at the bottom of the form.
10. When any error in administration of medication is discovered, the building nurse must be notified immediately.

GENERAL INFORMATION

ANNOUNCEMENTS

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

LOST AND FOUND

Check in the office for lost items.

PENCILS & BOOK COVERS

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

STUDENT USE TELEPHONE

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

VISITORS

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

TRANSPORTATION

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

1. Moped information: A student who wishes to ride a moped to school must have a written permission slip from his/her parent as well as a copy of the moped registration and license all of which will be kept on file in the school office.
2. Students walking to and from school are to stay on the sidewalks and cross at cross walks for their safety. Students are not to loiter after school.
3. Students riding bicycles to school should park them back by the soccer field. Bikes **NEED TO BE LOCKED!!!**
4. Between 7:00-8:00 a.m. and 2:00-3:00 p.m. the parking lot is for buses only. Students are to have their ride drop them off on Johnson St. or Holly St., **NOT IN THE BUS LANE!**
5. Skateboards must be carried on school property at all times.
6. Students ARE NOT to cut across Celina Primary School's playground when leaving school.

SCHOOL DAY OPERATIONS & RELATED ACTIVITIES

1. Students are expected to be courteous in classrooms, the halls and at lockers. At times spaces are crowded and must be shared.
2. Students are not permitted to carry book bags throughout the school day.
3. Students are expected to be in their seats when class begins. Red slips will be issued for being tardy.
4. Students are expected to be on time to start the day. Doors open at 7:10; announcements begin at 7:20. This means students should arrive by 7:15 to get to their locker and then to first period on time. To be excused from being tardy to school, the student must have a note from his/her parent with the reason for being tardy. Students will be excused for tardiness once each 9-weeks. **After one tardy per 9-weeks students will be issued red slips for arriving late. Repeated tardiness will result in further consequences.**

7. All students will enter through the front doors of the building unless permission is given from a teacher to do otherwise. At dismissal, students may exit from any door.
8. Students are not allowed to cut through classrooms.
9. Students **MUST ALWAYS** have permission from a teacher/staff member to leave a class.
10. A student must report to his/her designated class prior to going to any other part of the building. Also, if a student is sent to another teacher, guidance counselor, the principal or other school personnel, and that person is not in his/her room/office, the student must return to class immediately.
11. **Improper use of computers or other equipment will not be tolerated and will result in loss of use/privilege.**
12. A student will be issued one agenda which contains the student's hall passes. These are not to be shared or traded and when all passes have been used, the student will not be permitted to leave his/her classes. Also, the agenda is to be kept in good condition throughout the school year.

GENERAL CONSIDERATIONS

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

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

BASIC BEHAVIOR INFORMATION

1. Students shall stand for the *National Anthem* and Pledge of Allegiance. Students are expected to remain quiet during the *National Anthem* and participate in the pledge.
2. If a student is in the hall during the National Anthem and Pledge, he or she shall stop all motion and talking and stand respectfully.
3. If a student is involved in an after school activity, he or she shall report immediately to that designated area. He or she will not be permitted to go back into the classroom areas or lockers at the close of the activity.
4. After school a student shall leave the school grounds unless involved in an after school activity.
5. No student shall be in an area of the building unless scheduled to be there at that time.
6. The library shall be used as a resource area and not for social purposes.

CELL PHONES/ELECTRONIC DEVICES

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type. PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the Principal. Personal communication devices, i.e. ***cell phones or other means of electronic communication etc. are to remain off and in the student's locker during the entirety of the school day (when the students enter the building to when they leave for the day) including detention and study tables.*** Smart watches and similar items may also be restricted at certain times at the discretion of the teacher.

Students may not use PCDs on school property or

at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.)

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening,

obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Any contact with a cell phone, smart watch, or any other electronic device with communication capability during a test, quiz, or in-class assignment will be considered cheating and will be addressed by the academic dishonesty policy found in this handbook. Teachers and administrators may also ask that phones be left under the teacher's or administrator's supervision whenever the student leaves the room.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Failure to comply with a school official's request to relinquish an electronic device will result in immediate disciplinary action for failure to follow instructions (Insubordination).

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A

confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Board Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office at (419) 586-8300 ext. 2001.

Violation of any portion of the above will result in:

- a. First offense:** PCD will be confiscated and returned at the end of the school day with parent contact being made (provided there are no concerns with the contents of the items).
- b. Second offense:** PCD will be confiscated and returned at the end of the school day with parent contact being made. Students will be required to turn-in their PCD to the office during the school day for 5 consecutive school days (provided there are no concerns with the contents of the items).
- c. Third offense:** PCD will be confiscated for the remainder of the school day and returned only to the parent/guardian. Students will be required to turn-in their PCD to the office during the school day for 5 consecutive school days. Students will serve 1 day of in-school. (provided there are no concerns with the contents of the items).
- d. Additional or repeated offense(s):** PCD will be confiscated and returned only to the parent/guardian (provided there are no concerns

with the contents of the items). Students will be required to turn-in their PCD to the office during the school day for 5 consecutive school days. Students will serve a 1 day out-of-School Suspension.

Chromebooks

Each 7th & 8th grader will be issued a Chromebook after the Chromebook Contract has been signed by both student and parent.

As previously stated, any violation of the Celia City Schools' Acceptable Use Policy will result in consequences being issued including loss of Chromebook for a period of time. **This includes accessing or attempting to access another student's or staff member's school or private google account.**

EMERGENCY DRILLS

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

LEAVING SCHOOL GROUNDS

Leaving the school building or school grounds during the school day is forbidden unless written permission has been obtained from the principal's office prior to a student leaving. Students must be signed out properly in the office.

HOMEWORK

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

In addition to no or partial credit (maximum of 60% of completed, late assignments) for missed assignments, the individual teacher can issue a red slip and/or request the building principal to assign a detention or suspension to a student who regularly or repeatedly fails to submit homework completely and satisfactorily. The teacher will determine if partial or full credit will be given for work.

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

Curriculum: Language Arts, Math, Science, World History (7th), American History (8th), Computer Tech., Art, Health, Phys. Ed., STEM, Leadership & Life Skills, Band, Choir, Academic Intervention

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

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

EXTRACURRICULAR ELIGIBILITY

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

GRADE FAILURE POLICY

A student who fails 2 core subjects will be retained at that grade level.

SCHOOL ACTIVITIES

During all activities sponsored by the school, school rules are in effect.

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

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

OPEN GYM POLICY

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

GRADING SCALE

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

HONOR ROLL

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

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

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

1st offense: red slip, 0 on assignment, inform parents.

2nd offense: same as first plus a detention and no reward day.

3rd offense: same as 1st plus an In-School Suspension & loss of privileges.

FITNESSGRAM

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

MIDDLE SCHOOL MEDIA CENTER

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

1. A student should come to the Media Center with his/her agenda properly signed by a teacher and be prepared to check out a novel/AR book, study, read, do research, complete make-up work, take a test or work on a computer project.
2. Books pulled from the shelves should be returned to their appropriate spot prior to the student leaving the library.
3. All materials need to be taken to the circulation desk to be properly checked out. Do not take materials out of the Media Center without checking them out.
4. Books will be issued for two weeks circulation.
Books may be renewed.
5. Reference books must remain in the Media Center.
6. Students are notified of books that are overdue. Please see the librarian immediately to return or to renew the books. Students may lose privileges if overdue materials are not returned.
7. Any lost or damaged materials must be paid for at the current replacement or repair prices.
8. Computers are available for student use.

INTERNET ACCESS

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

STUDENT BUS REGULATIONS

Although the Celina City School District furnishes transportation in accordance with state law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards a bus, s/he becomes the responsibility of the District. Such responsibility will end when the student is delivered to the regular

bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

Video security cameras are installed in the district's school buses. Appropriate disciplinary action will be taken if a student is videotaped and determined to be in violation of any of the bus safety rules.

Student Bus Conduct Reporting Procedures: Steps Of Discipline By Principal or designee (for bus-related infractions):

1. Documented Violations #1: Driver conferences with the student. Driver re-assigns the student's seat. Driver/Transportation Supervisor, Greg Amspaugh contacts the parent/guardian. Driver completes written report.
2. Documented Violations #2 through #5: Driver completes written report, confers with Transportation Supervisor, and shares report with Principal/Assistant Principal. Discipline issued by Principal/Assistant Principal may range from a warning, detention (during or after school), or other consequences up to and including suspension from the bus for 10 days. Recommendation for additional bus suspension/expulsion shall be submitted to the Superintendent.
*At all times, the Principal or Assistant Principal have the authority to remove a student immediately and/or permanently if a student engages in extremely dangerous or illegal conduct.

CAFETERIA RULES

1. Students are to pay on their lunch accounts before the start of the school day.
2. Students may choose their seats/tables – six chairs per round table. Students may not move chairs.
****Students can be assigned seats in café.**
3. Students are to clean up their eating area.

4. No jumping/butting in the lunch line – single file.
5. Absolutely no food is to be taken out of the cafeteria.
6. Students are to stay in the cafeteria unless they have received permission to go elsewhere.
7. Students are not to loiter in hallway outside of the cafeteria.
8. **Students can charge a maximum of two lunches and two breakfasts or no more than \$8.40. Charges are to be paid promptly. Students who have maxed out on charging will be given a cheese sandwich and milk.**

DUE PROCESS IN DISCIPLINARY PROCEEDINGS

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

Students may be suspended out-of-school by the Assistant Principal, Principal, Tri-Star Director, Tri-Star Assistant Director or Superintendent, in accordance with Section 3313.66 of the Ohio Revised Code, from one to ten days which may require the student to participate in a community service program or alternative consequence for the number of hours equal to the remaining portion of the period of the suspension.

No student is to be suspended without an informal, preliminary hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such hearing (e.g., the student intentionally makes himself/herself unavailable). In such instances, the necessary written notice and hearing shall follow as soon as practicable.

The principal or assistant principal shall provide the student with a written notice of the charge(s) against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. The student's parents may be informed of the charges and the preliminary hearing if the principal/assistant principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if an emergency prohibits an immediate hearing.

Within one (1) school day after the suspension, the principal or assistant principal shall notify, in writing, both the parents and the Treasurer. Such notification is to include the reason for the suspension, and the right of the student or the

student's parent or guardian to appeal the suspension to the Board or its designee.

B. Due Process in Expulsion

Expulsion is the removal of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gave rise to the expulsion takes place. If at the time of the expulsion, there are fewer school days than the number of days of expulsion, the Superintendent has the option to apply the remaining period of expulsion to the following school year.

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act would be a criminal offense if committed by an adult; and results in serious physical harm to person(s) or to the property, the Superintendent may expel the student for a period of up to one (1) year.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year.

The Superintendent will provide notice of the reason(s) for the intended expulsion; notification of

the opportunity of the student and the student's parent or guardian or representative to appear before the Superintendent or his/her designee to challenge the reason(s) for the intended expulsion or otherwise to explain the student's actions; and the time and place for the hearing.

Within one (1) school day after the student's expulsion, the Superintendent shall notify, in writing, the student's parents and the Treasurer of the reasons for the expulsion, the right of the student or the student's parent or guardian to appeal the expulsion to the Board or its designee.

C. Due Process for Privileged Activities

Participation and attendance may be revoked from school dances, prom, homecoming, field trips, extracurricular activities (sports, band, choir, clubs, theatrical performances, etc.), parking on school property, and graduation ceremonies for any student recommended for expulsion, ten days out of school suspension with a recommendation for expulsion, or expulsion from Celina Middle School.

STUDENT CONDUCT AND DISCIPLINE

This Code of Conduct is in effect while the students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Infractions of the following rules may subject a student to a written or verbal reprimand, referral to School counselor, parental contact or conference, detention, Lunch Detention, In-School Assignment, emergency removal, referral to law enforcement agencies, Out-of-School Suspension, or expulsion as deemed appropriate by the Principal or Assistant 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 or Assistant 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 be detrimental to 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 location, the effects of which disrupt the educational environment.
6. In order to participate in field trips, ALL fees, lunch charges, and fines must be paid in full - past and current.

DISCIPLINE REFERRAL/RED SLIP

These are issued for a variety of violations including being tardy to school/class, not having homework completed, having gum/candy in class, inappropriate attire/dress code violation, not having textbook covered, annoying/disturbing others/class, insubordination, or "other" violations of a classroom/school building rule. The first red slip a student receives is, in effect, a warning. The

second red slip is a 2nd warning. When a student receives his/her third red slip, he/she will be issued a detention. (See next definition)

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

DETENTION

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

IN-SCHOOL ASSIGNMENT

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 that is completed. Failure to comply with in-school guidelines, may result in an Out-of-School Suspension, expulsion recommendation and/or referral to local law enforcement. There is no appeal process for In-School Assignment.

ALTERNATIVE SCHOOL

Students are placed in an alternative setting where they will have no interaction with other students. They are closely monitored by school personnel in a highly structured environment. Credit is given for all homework that is completed. Failure to comply with alternative school guidelines, may result in an Out-of-School Suspension, expulsion recommendation and/or referral to local law enforcement. There is no appeal process for In-School Assignment.

OUT-OF-SCHOOL SUSPENSION (OSS)

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 via emailing the teachers. All assignments and classwork is due the student's first day back to school. Students are responsible for arrange a mutually agreed upon time with his/her teachers to within 3 days of the students return

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. 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.

PERMANENT EXCLUSION

Permanent exclusion and/or expulsion from school are now permissible under state law for certain crimes and are authorized by the State Superintendent of Public Instruction. Crimes or serious offenses for which permanent exclusion may be sought include: weapon-related; drug-related; serious injury or death-related; sexually-related; and complicity in any of these unlawful acts.

*******SKIPPING DETENTION*******

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

****1st SKIPPED DETENTION = 5 detentions.**

****2nd, 3rd SKIPPED DETENTIONS = 5 detentions plus suspension.**

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

In the event that the student has a legitimate excuse for needing to reschedule a detention (missing practice is not an acceptable excuse), he/she must have his/her parent contact CMS prior to 2:20 on the day of the detention to reschedule. Detentions will be issued for the accumulation of 3 red slips as well as a variety of other offenses.

During a 9-week period, when a student is issued:

3rd detention = parents contacted/student is put on the PRIDE Program.

6th detention = mandatory study tables.

9th detention = in-school suspension.

12thdetention = alternative school suspension.

1)When a student's behavior is deemed inappropriate, unacceptable, disruptive, dishonest and/or unsafe to self or others, **(even if such behavior is not specifically addressed in this**

handbook), appropriate discipline will be issued/assigned by CMS staff and/or the Principal/Dean of Students.

2)When a student's disciplinary history becomes "expanded and/or persistent" throughout the course of a school year, that student is subject to Alternative School, out-of-school suspension, expulsion, and/or charges being filed with the Celina Police or the Mercer County Juvenile Court.

3)This code of student conduct applies while school is in session, at school activities and while traveling/walking to or from school. In addition, a student may be subject to school disciplinary action under this code for harassment, vandalism, physical abuse or other disruptive behavior toward school personnel during non-school hours. Such action is deemed appropriate by the Board of Education because disrespectful acts could negatively affect student behavior at school and thereby cause deterioration in the learning environment.

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

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

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

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

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

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

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

Rule 5B. Alcoholic Beverages, Electronic Cigarettes, Narcotics, & Drugs:

A student shall not possess, use, transmit or conceal any alcoholic beverage, electronic cigarette/vape/JUUL/etc., cartridge, electronic cigarette charger or other accessory, dangerous drug, narcotic, pill or capsule, mind-altering substance, or drug paraphernalia (including, but not limited to a dab pen, marijuana vape pen, cartridges, and chargers.) These prohibitions apply at any time the student is under the jurisdiction of the school, and the possession or use of "look-alike" drugs may also result in suspension. The administration reserves the right to request a student to take a breathalyzer test or drug test if there is reasonable suspicion that the student shows evidence of consumption of alcohol or drugs. Refusal to

participate in the test may result in disciplinary action as indicated below.

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

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

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

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

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

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

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

Rule 5C – Distributing drugs / 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 directives of school staff – i.e. teachers (including student teachers and substitutes), teacher assistants, custodians, cafeteria workers, librarian, secretaries, principal, bus driver or any other authorized school personnel during any time when the student is properly under the authority of the school personnel.

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

Rule 8 - Violations of the Law: A student shall not violate any state or federal law when the

student is properly under the authority of school personnel.

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

a. Further, **students shall not possess, record, or transmit pictures or video containing nudity, violence or other inappropriate behavior anywhere on school property.** Violators are subject to discipline by 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, staff member, visitor or employee of the District.

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

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

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

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

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

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

1. **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 to parent

2nd Offense: suspension and meeting with parents

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

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

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

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

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

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

Rule 22 - Hazardous Materials: A student who brings a hazardous material to school or who

participates in its release into a school building or on school property is considered to have committed an act that inflicts serious physical harm to persons or property and may be expelled for up to one year.

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

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

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

Rule 26 - 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.

Rule 27 - Gambling: No student may gamble for money or valuables on school property, including on buses, or at any school activity.

Rule 28 - Attempt: Any attempts to engage in prohibited conduct.

Rule 29 - Collusion or Complicity: Collusion, complicity, or aiding and abetting anyone in the commission of prohibited conduct.

Rule 30: Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration as outlined in this handbook or established by Board policy.

HAZING

This policy has been adopted by Celina High School to maintain a safe learning environment for students that is free from hazing. The Celina High School shall not tolerate any hazing of students and prohibits hazing at all times.

1. **Definition:** Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm[JWB1] . Such conduct includes, but is not limited to, whipping; beating; branding; forced consumption of any food, liquor, beverage, drug, or other substance; or any physical health or safety of any student or other person, or that subjects such student or other person to substantial mental stress, including deprivation of sleep or rest, or extended isolation.

2. **Staff's responsibilities:** Teachers, administrators, volunteers, contractors, and other district employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately[JWB2] . Teachers, administrators, volunteers, contractors, and other district employees shall not plan, direct,

encourage, aid, engage in, permit, condone, or tolerate hazing.

3. **Where and when policy applies:** This policy applies to behavior that occurs on or off school property and during and after school hours.

4. **Formal reporting procedure:** Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal or the Superintendent.

5. **Informal reporting:** Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with a principal, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy and are required to report the incident to the Principal, Assistant Principal, or Athletic Director. Staff members who have concerns about possible hazing behavior are encouraged to talk with a principal, teacher, coach, or advisor.

6. **School District Investigation:** Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as practicable and a report will be filed with the superintendent within fifteen (15) days of completion of the investigation.

7. **Discipline:** The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other district employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

STUDENT HYGIENE & DRESS CODE

A student's hygiene and school dress should be such that it enhances as opposed to distracts from the educational process, contributes to a positive image of our students and school, and ensures the health and safety of the members of our student body. **Any form of dress or hygiene/grooming that attracts undue attention, indicates promiscuous behavior (i.e. hickeys) or violates**

the previous statement is obviously unacceptable. School officials have the right to issue disciplinary referrals and/or OTHER DISCIPLINARY action as well as require the student to shower, change clothes, pin hair back, wear a belt, et al., when A STUDENT's dress and/or hygiene/grooming interferes with the learning process, is unacceptable, creates disturbances, attracts undue attention, or where the health and safety of the student & STUDENT BODY is involved. These rules apply to extra-curricular activities, too.

1) Clothing is to be clean and maintain general health, hygiene, sanitation, and safety requirements and not disrupt the teaching-learning process or attract undue attention to the student. The same is true for one's general body hygiene. This means students should bathe, wash hair and apply deodorant daily.

2) Each student's choice in clothing must comply with the following:

a. Pants are to be pulled up at the waist.

b. **Shorts/skirts are to fall to or below the tips of the student's thumbs when arms are down by their sides.**

c. Tops are to be respectable and non-revealing. They must comply with the "ARMPIT RULE" (when elbows are parallel to one's shoulders, thumbs are placed in the armpits and index fingers are extended across the chest, one's top should not fall below the index fingers).

d. Midribs, sides, and backs are to be covered.

e. No exposed undergarments including **bra and cami straps.**

f. Shoulders are to be covered; tops are to extend to the shoulders; no racerback shirts; no spaghetti strap shirts, **crop-tops, see-through shirts, halter tops** or tube tops; no muscle shirts with large, long armholes.

g. **Customized or homemade clothing by individuals or groups/organizations is only permitted with prior permission from the administration.**

h. Cuts/open sores/wounds are to be covered with clothing or bandages.

3) Clothing with the following **IS NOT ALLOWED**: foul, obscene, disrespectful

and/or derogatory language, gestures or innuendoes (violent, sexual, etc.).

4) **Hats, bandannas, hoods, or any article that covers the head,** sunglasses, chains, studded bracelets/necklaces, dog collars are not permitted.

5) **Headphones, earbuds or any other technical accessory are not to be worn unless being utilized in the classroom.**

6) **The following types of clothing are not permitted:** "Hooters" shirts, ~~bandanas, fingerless gloves, pajama pants, slippers,~~ and/or clothing with tobacco, alcohol or drug-related logos or designs as well as sexual, violent, or offensive innuendoes as well anything with wording or graphics that are offensive as determined by CMS staff.

7) Chains and/or spikes on jewelry or clothing are not permitted.

~~7) Unnatural hair colors (pink, blue, green, et al.) are not permitted.~~

8) Multiple or unusual body piercings (tongue, ~~eyebrow, nose, chin, et al.~~) designed to call undue attention, that create problems of health and sanitation, or that obstruct vision to the individual are NOT ACCEPTABLE.

Body piercing jewelry is limited to the ears.

9) **Hair must be out of the eyes at all times!**

~~10) Excessively large, baggy clothing is not allowed.~~

11) Clothing considered "outerwear / winter" (jackets, coats, etc.) must be kept in the student's locker during the day.

12) Faux facial hair, actual or fictitious animal-like tails/body parts are not permitted.

13) **Students are NOT to wear jeans/pants/shorts with excessive holes/fraying ABOVE the student's thumb tips.**

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

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

LEGAL REFS: ORC 3313.66; 3313.661

Procedures for Implementing Co-Curricular and Extracurricular Activity Code

1. All activity advisors are to publish those specific rules and regulations that are unique to their programs and are not covered by these general

rules. This published set of rules is to be filed with the principal.

2. Advisors must follow due process procedures when participation is denied from the organization. The following standards are to be observed:

- A. All participants have been given previous notice of the rules and regulations under which they are operating.
- B. The advisor will (if it is deemed possible) conduct a conference with a student who violates the rules.
- C. When it becomes necessary to deny a student participation in an activity, a student is to be given written notice of this action and the reason(s) thereof. This notice shall include the "rights of appeal" information. A copy must be given to the principal within 24 hours.
- D. The student or parent has the right to appeal the decision of the advisor to an appeal board within one week of the notice of action. The appeal board shall consist of assistant principal, student council advisor, and a designated faculty representative. This three-person board will make a recommendation to the principal. This board will be known as the Extracurricular Appeals Board.
- E. The decisions of the advisors and recommendations of the appeals board are subject to the final decision of the principal. The final authority to deny participation in any school activities rests with the principal
- F. A student will not be permitted to participate in the extracurricular or co-curricular activity during the appeals process.

3. Students may be removed from extracurricular activities when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in such a setting. If a student is removed from extracurricular activities, such removal may include all extracurricular activities.

4. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, Principal, Assistant Principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

INTERSCHOLASTIC ATHLETIC POLICY

Purpose of the Interscholastic Athletic Program of

the Celina City Schools:

A. The athletic program of the Celina City Schools, in its entirety, intends to offer the students of the Celina City Schools the opportunity to develop their individual skills, abilities, and knowledge to the fullest possible extent in the various areas of athletic competition. It is intended to instill and encourage self-discipline, cooperation, and a positive competitive attitude within and among team members. It is intended to function with the interest and support of both participant and observer and of both the student body and the community in general.

B. The opportunities provided by the athletic program will be available to students without regard to race, creed, color, sex, national origin, and socio-economic station in life.

C. Federal and State regulations related to the availability of athletic opportunities will be adhered to in accordance with policies of the Celina Board of Education.

STUDENT ATHLETIC CONDUCT CODE

Part I: Rights and Responsibilities

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

Part II: Rules

Rule 1. All athletes must meet the eligibility requirements as determined by the Ohio High School Athletic Association.

Rule 2. An athlete will not behave in such unsportsmanlike manner that could cause physical injury or damage to other athletes, other students, school personnel, or school property.

Rule 3. An athlete will not possess, handle, transmit, conceal, or use drugs, narcotics, tobacco, or alcoholic beverages. See Part IV Consequences

Rule 4. The athlete shall comply with directions of the coaches, advisor, athletic director, or principal during the sports season.

Rule 5. All athletes shall ride the bus to and from athletic events unless otherwise specified procedures have been set up by the coach/advisor, athletic director, or principal.

Rule 6. All athletes must have the following forms in the office prior to beginning practice: 1) Physical

Evaluation Form signed by the doctor, parents, and student; 2) Emergency Medical Form; 3) signed Parents' Consent Form; 4) signed Insurance Waiver form; 5) signed Warning of Potential Injury form. Until these forms are submitted, individuals cannot participate.

Rule 7. The athlete shall not participate in any acts that violate the student conduct code as set forth by the Celina City School Board of Education.

Rule 8. The athlete shall not participate in any act, criminal or otherwise, that may violate civil law. School officials will work with the Juvenile Court system when situations arise.

Rule 9. Sports Banquets: All student athletes are required to attend their specific sports banquet/assembly in order to receive any award unless the coach or athletic director gives prior approval.

Rule 10. School Attendance: A student must attend at least one-half of a school day to be eligible unless he/she is excused by the principal. Prior administrative approval must be received to arrive late the day following any extracurricular activity.

All head coaches have the right to make rules and regulations beyond these stated rules. The consequences of Rule #3 cannot be reduced or minimized in any way but may be increased at the discretion of the coach. Infractions of this rule are specified in Part IV of the Student Athletic Conduct Code. Student-athletes who violate the Athletic Conduct Code or the rules and regulations established by the coach will be denied the privilege of participation. All participants and their parents are to be made aware of the rules/regulations and consequences of any infractions of these rules and regulations prior to participation.

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

Part III. Length of Season

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

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

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

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

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

This program is in effect for grades 7-12 and all violations will be held cumulatively through graduation or upon departure from Celina City Schools.

Part IV. Consequences

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

Rule #3 (Tobacco, Alcohol, etc)

First Offense: A student athlete found to be in violation of Rule 3 will result in denial of participation for no less than 20% of the scheduled contests and the student athlete must complete the season. Also he/she will be required to complete a period of not less than 4 hours of substance abuse programming from the CHS Counselors, Foundations, or similar agency for evaluation and counseling. Parental attendance will be required as per the request of Foundations personnel. Any fees assessed by the agency for this service will be the responsibility of the athlete.

FAILURE TO COMPLY WITH THESE

CONSEQUENCES WILL RESULT IN AN AUTOMATIC DENIAL OF PARTICIPATION FOR THE REMAINDER OF THE SEASON OR THE NEXT SEASON OF PARTICIPATION.

Second Offense: A second offense will result in denial of participation for no less than 50% of the scheduled contests and the student athlete must complete the season. Also he/she will be required to be assigned to the Gateway Outreach Center or similar agency for evaluation and counseling. Any fees assessed by the agency for this service will be the responsibility of the athlete.

FAILURE TO COMPLY WITH THE ABOVE CONSEQUENCE WILL RESULT IN AN AUTOMATIC DENIAL OF PARTICIPATION FROM ALL ATHLETIC PROGRAMS FOR A PERIOD OF NOT LESS THAN ONE (1) YEAR.

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

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

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

*****Special Note*****

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

Part V. Due Process Procedure

1. When an infraction occurs, the coach has the responsibility to discipline the student athlete.
2. The coach will meet with the student athlete being disciplined and present him/her with the charges. The student athlete will have an opportunity to explain his/her position.
3. If disciplinary action results in denial of participation, the student athlete will be informed in

writing of the intended removal and the reasons for the proposed action. Denial of participation will begin 24 hours from receipt of this notice. Copy of the notice will be sent to the Superintendent.

4. The student athlete will be given the right to appeal the decision to an appeals board within twenty-four (24) hours of the official notice. This appeal hearing must be held within seventy-two (72) hours of the appeal request.
5. The appeals board will consist of the Celina Schools Athletic Director, building Student Council Advisor, and a building faculty member.
6. The appeals board will be responsible to make a recommendation relative to the appeal to the building principal. During the appeal process the participant WILL NOT BE PERMITTED to participate in the activity.
7. The final authority to accept or deny the appeal will be the responsibility of the building principal.

LOCKERS

1. Hall lockers are available for all CMS students. The lockers are the property of the school board and are subject to inspection and search by school officials.
2. Students are expected to maintain lockers in good condition and to report any damages to the office. Marks or vandalism can result in disciplinary action.
3. The lockers are constructed with a built-in combination lock. Please do not place personal padlocks or combination locks on any lockers.
4. The combination will be given to the student when s/he is assigned a locker at registration. To prevent theft, these combinations should not be given to friends.
5. Students requiring provision of a duplicate combination may be fined.
6. Students who set their combinations so that the locker will remain unlocked are subject to appropriate disciplinary action.

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.

INTERROGATIONS AND SEARCHES

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

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

School personnel must have "reason to believe" that the items actually exist in the area to be searched. They are also permitted to search personal property (purse, 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.

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

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

STATE TEST SECURITY PROVISIONS

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

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

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

PRIDE PROGRAM

The PRIDE program (Promoting Responsibility In Daily Effort) is a very effective intervention tool put in place for students who are struggling with organization and/or to complete assignments on a daily basis. This intervention tool incorporates parent/guardian involvement and puts requirements on students that fosters organizational habits and builds executive function skills.

Students on the PRIDE program are required to write down all homework assignments, for every class period, everyday on their PRIDE paper. Each teacher will then sign-off, confirming the assignments and leave any additional information they feel a parent/guardian should know. When a student then goes home for the day, they are required to show their PRIDE paper to their parent/guardian and obtain their signature. Each student will check-in during their lunch to review their PRIDE paper and receive a new PRIDE paper. Failure to meet these requirements will result in additional consequences. Criteria and Consequences for the PRIDE Program:

- 3 Detentions in a 9 weeks = Place on PRIDE program
- 6 Detentions in a 9 weeks = Mandatory Study Tables
(Study Tables: Monday-Thursday 2:30-3:30PM)
- Failure to Obtain all Teacher and/or Parent Signature = Assigned Seat at Lunch
- 3 x Failure to Check-In = Detention
- 3 x Skipping Study Tables = Detention
- **5 Perfect Days in a Row = Removed from PRIDE**
(Perfect Day = All Signatures & No Red Slips)

2021-22: Daily Bell Schedule

7:00AM - 7:15AM	Breakfast
7:20AM - 7:25AM	Announcements
7:25AM - 8:09AM	1st
8:11AM - 8:55AM	2nd
8:57AM - 9:41AM	3rd
9:43AM - 10:27AM	4th
	Lunch / Dawg Time
10:29AM - 10:59AM	5A
10:59AM - 11:29AM	5B
11:29AM - 11:59AM	5C
12:01PM - 12:45PM	6th
12:47PM - 1:31PM	7th
1:33PM - 2:17PM	8th
2:17PM - 2:20PM	Announcements

9:25AM - 9:52AM	1st
9:54AM - 10:21AM	2nd
10:23AM - 10:50AM	3rd
	Lunch / Dawg Time
10:52AM - 11:22AM	5A
11:22AM - 11:52AM	5B
11:52AM - 12:22PM	5C
12:24PM - 12:51PM	4th
12:53PM - 1:20PM	6th
1:22PM - 1:49PM	7th
1:51PM - 2:18PM	8th
2:18PM - 2:20PM	Announcements

HALL PASS - 1st 9 WEEKS

Teacher	Destination	Date	Time
Out			
_____	_____	_____	

_____	_____	_____	

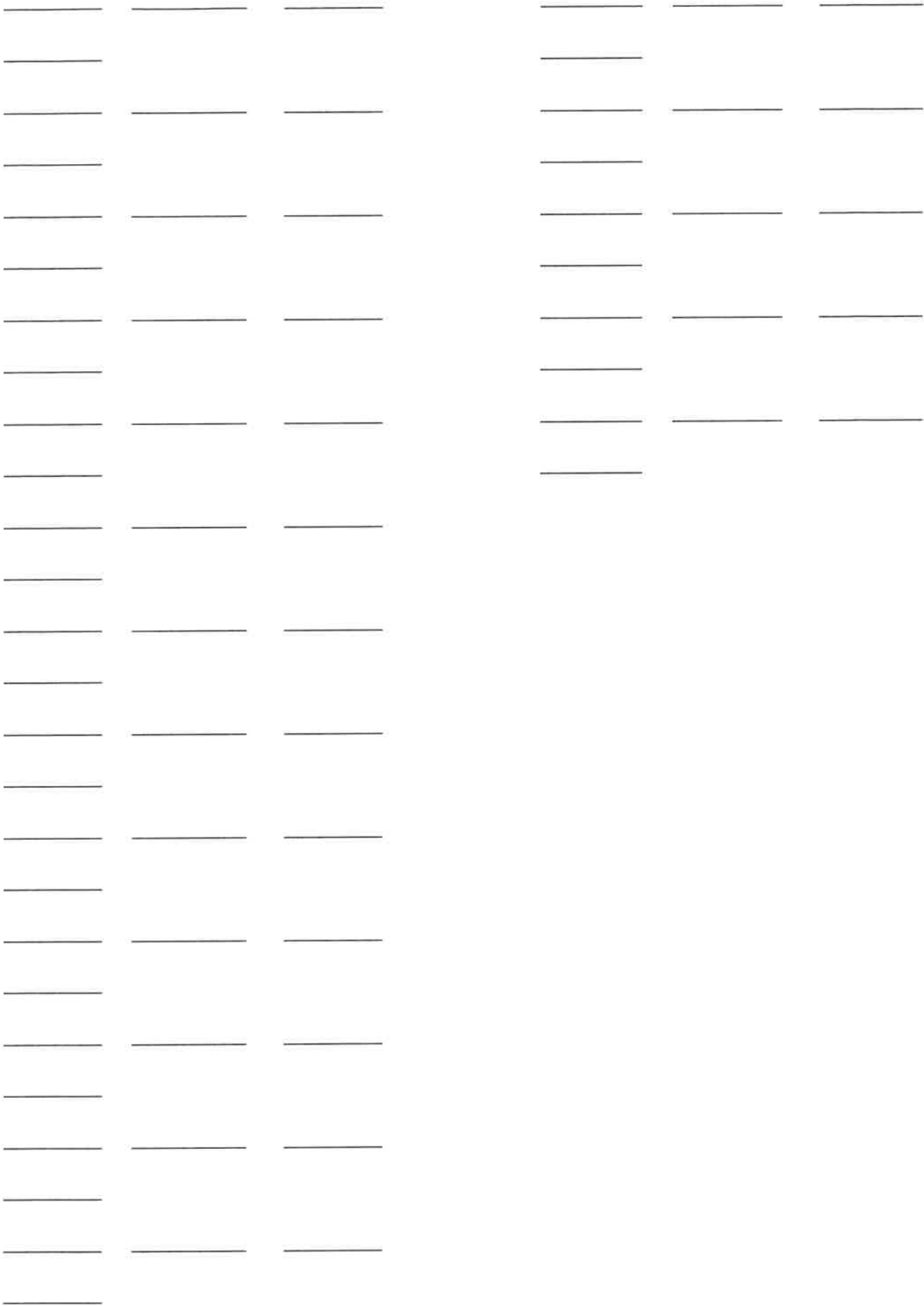
_____	_____	_____	

2021-22: 2hr Delay Bell Schedule

9:00AM - 9:15AM	Breakfast
9:20AM - 9:25AM	Announcements

HALL PASS - 3rd 9 WEEKS

Teacher Out	Destination	Date	Time
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	



Please retain this portion for your records!

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

Student Signature _____ Date

Parent Signature _____ Date

Parent Signature _____ Date

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

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

Student Signature _____ Date

Parent Signature _____ Date

Parent Signature _____ Date

CELINA MIDDLE SCHOOL BEHAVIOR MATRIX

BE A BULLDOGGI

	Arrival / Departure	Hallway	Classroom	Restroom	Cafeteria	Bus / Bus Stop	After School Events	Distance Learning
Be Safe	<p>I use sidewalks & crosswalks. I keep my electronics in my backpack.</p>	<p>I keep my things off of the floor. I keep my hands to myself.</p>	<p>I arrive to class on-time. I keep my things neatly in an appropriate space. I follow classroom rules.</p>	<p>I get in and out in a timely manner. I wash my hands and clean up after myself.</p>	<p>I follow staff instructions. I keep my hands to myself. I remain seated.</p>	<p>I am appropriate at my bus stop. I follow all bus rules. I keep my hands to myself.</p>	<p>I follow all school rules.</p>	<p>I communicate with only people I know. I only visit appropriate websites.</p>
Be Responsible	<p>I arrive at school on-time. I eat my breakfast in a timely manner. I go directly to my locker and classroom. I arrive to class on-time.</p>	<p>I use my time wisely. I go directly to my locker and classroom. I arrive to class on-time.</p>	<p>I arrive to class on-time. I attend class regularly. I complete my assignments to the best of my ability and on-time. I use my time wisely.</p>	<p>I use my time wisely. I only go when needed. I utilize the restroom appropriately.</p>	<p>I clean up after myself. I plan ahead.</p>	<p>I arrive at the bus stop on time. I follow all bus rules. I keep all of my items with me.</p>	<p>I plan ahead. I follow all school rules.</p>	<p>I only use my school device for school work. I keep track of deadlines and do my work daily. I go to bed and wake-up early. I bathe, eat, and exercise daily.</p>
Be Respectful	<p>I use appropriate volume & words. I am mindful of personal space.</p>	<p>I use appropriate volume & words. I am mindful of personal space.</p>	<p>I am an engaged learner. I am considerate of my teachers and classmates. I use my time wisely.</p>	<p>I use appropriate volume & words. I am mindful of personal space. I am considerate of others.</p>	<p>I am considerate of staff and students. I use appropriate volume & words. I am mindful of personal space.</p>	<p>I am respectful of my bus driver and other riders. I use appropriate volume & words. I am mindful of personal space.</p>	<p>I use appropriate volume & words. I am mindful of personal space. I dress appropriately.</p>	<p>I listen to my parents. I respond to my teacher's emails and messages. I complete the work my teachers assign.</p>
Be Here	<p>I arrive on-time.</p>	<p>I get to class on time. I go from class to class only stopping</p>	<p>I use active listening skills. I remain on task.</p>	<p>I use time wisely (get in, do your business, get out).</p>	<p>I go straight to lunch. I line up or sit. I listen to staff.</p>	<p>I arrive on time. I listen to the driver's instructions.</p>	<p>I show school pride. I listen to the adults in</p>	<p>I check in daily. I ask questions as needed.</p>

at my locker.

charge.