Celina High School
Student Handbook 2024-2025

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Danielle.Hirschfeld@Celinaschools.org
Mr. Ethan Knopp (Underclassmen with last names L-Z)
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Secretaries
Athletics - Ext. 1500
Attendance - Ext. 1505
Office - Ext. 1501

715 East Wayne Street
Celina, Ohio 45822
Telephone: (419) 586-8300
Fax: (419) 584-0307

This handbook belongs to:

Name_____

Student Number _____ Computer Username _____

Locker Number _____ Computer Password _____

Locker Combination _____ _____ _____

Approved by the Celina Board of Education on June 24, 2024.

Changes to this handbook may be found on the CHS website.

This Handbook replaces all prior handbooks and other written material on the same subject. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board of Education's policies and Celina High School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the Celina City School District's website.

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DAILY BELL SCHEDULE

1	7:25-8:12
2	8:15-8:59
3	9:02-9:46
4	9:49-10:33
A Lunch-I/E	10:33-11:03
B Lunch-I/E	11:03-11:33
5	11:36-12:20
6	12:23-1:07
7	1:10-1:55
Academic Success	1:55-2:20

2:10 - Bus Riders Released & Escorted to CMS

2:20 - Walkers & Car Riders Released to CHS East Parking Lot

*****All Freshmen & Sophomores are required to attend AS period Mondays-Thursdays***

2-HOUR DELAY SCHEDULE*

1	9:25-9:59
2	10:02-10:32
3	10:35-11:05
A Lunch-I/E	11:08-11:38
B Lunch-I/E	11:38-12:08
4	12:11-12:41
5	12:44-1:14
6	1:17-1:47
7	1:50-2:20

*NO ACADEMIC SUCCESS PERIOD

3-HOUR DELAY SCHEDULE*

1	10:25-10:33
A Lunch-I/E	10:33-11:03
B Lunch-I/E	11:03-11:33
1	11:36-12:02
2	12:05-12:25
3	12:28-12:48
4	12:51-1:11
5	1:14-1:34
6	1:37-1:57
7	2:00-2:20

*NO ACADEMIC SUCCESS PERIOD

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WELCOME

ADMINISTRATION WELCOME LETTER

Dear Students,

On behalf of the faculty and staff, we extend to you a warm and sincere "welcome" as you begin a new school year or enter our school as a new student! The beginning of each year holds the promise of a fresh start and renewed success. The teachers, administrators, and staff of Celina High School would like to welcome you as you begin this next stage in your journey to success. We encourage you to take this opportunity to begin the school year with enthusiasm and a positive outlook.

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

This handbook has been prepared to serve as a resource to assist you in establishing the correct procedures, attitudes, and conduct necessary for good citizenship at school. This handbook has been approved by the Celina City Schools Board of Education.

We wish you the best of luck throughout this school year and the many years to follow.

GO DOGS!!

Sincerely,

Mrs. Renee Kramer and Mrs. Kristy Nelson
Principal *Assistant Principal*

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STUDENT RIGHTS TO AN EDUCATION

A. Students attending the Celina City School are entitled to the basic rights guaranteed to all citizens.

B. According to Ohio Law, the Board of Education of the Celina City Schools is the legal governing body for the operation of its schools.

"The Board of Education shall make or adopt such rules and regulations as are necessary for its pupils or its schools and all other persons entering upon its school grounds or premises. Such rules and regulations are to be reasonable and valid." It is the responsibility of the employees of the Board of Education to carry out the rules and regulations of the Board of Education.

C. Students between the ages of five and twenty-one who are legal residents of the Celina City School District have the right to attend the Celina City Schools tuition free until they receive a high school diploma. Along with this right to an education, each student has a responsibility to act in such a way as not to interfere with the rights of other students to an education.

D. Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the Celina High School.

E. It is the responsibility of students, teachers, and administrators to maintain an appropriate educational climate that allows teachers to communicate effectively with all students and for all students in all classes to have the opportunity to learn.

F. It is the responsibility of a student to obey the rules and regulations and reasonable requests of the Board of Education as carried out by teachers, principals, and other employees of the Board.

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EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, disability, age, religion, sex, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

Any person who believes that the school or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the school district's Superintendent, Brooke Gessler at: Celina City Schools, 585 East Livingston Street, Celina, Ohio 45822. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

CHILD FIND - HELP CELINA CITY SCHOOLS IDENTIFY CHILDREN WITH DISABILITIES, INCLUDING STUDENTS ELIGIBLE FOR PROTECTION UNDER SECTION 504

Child Find is the process of locating, evaluating and identifying children with disabilities who may be in need of special education and related services and/or may be entitled to protection from discrimination based on his/her disability. Parents, relatives, public and private agency employees, childcare providers, physicians, and concerned citizens are encouraged to help the school district find any child, age birth - 21, who may have a disability and is in need of special education and related services. If you suspect a child may have a disability, help is available. Contact Special Education Coordinator, Tracey Dammeyer, at 585 East Livingston Street, Celina, Ohio 45822, phone 419-586-8300 ext. 1009.

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators".) Contact Special Education Coordinator, Tracey Dammeyer, at 585 East Livingston Street, Celina, Ohio 45822, phone 419-586-8300 ext. 1009 or Vaughn Ray, Curriculum Director, 585 East Livingston Street, Celina, Ohio 45822, phone 419-586-8300 ext. 1003. The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency and receive meals under school nutrition programs. Homeless students will not be denied enrollment based

on lack of proof of residency. For additional information, contact the Curriculum Director, Vaughn Ray, at 419-586-8300 ext. 1003.

NATIONAL HONOR SOCIETY SELECTION STANDARDS

The National Honor Society is an organization of students who are selected for membership on the basis of high academics, character, leadership and community service. Second semester sophomores, juniors, and seniors are eligible to make an application for selection by a high school faculty committee. To maintain membership after induction into the organization, students are expected to maintain both a GPA of 3.5 or greater and all other standards of membership. NHS members are also subject to rules/guidelines set forth in the extracurricular conduct code of the student handbook.

ALMA MATER AND FIGHT SONG

Alma Mater

We sing to the school of the green and the white,
The school with the spirit true;
We'll ever keep thy honor bright,
And pure as crystal dew.

Chorus: So raise your joyful voices high,
And Alma Mater sing;
Thy name we'll ever glorify;
As fruits from thy labor we bring.

Fight Song

On Celina, on Celina, play your best today.
Hit 'em high and hit 'em low,
Oh, make that scoreboard sway. Rah! Rah! Rah!
On Celina, on Celina, fight on for your fame,
Fight fellows fight and we will win the game.

STUDENT SERVICES

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident-reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization form

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completed and signed by a parent or guardian on file in the School office. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injury/injuries is/are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parent/guardian.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

CONCERNS/COMPLAINTS

The following guidelines are established so that students and parents may bring their concerns to the attention of the most appropriate party and have some means by which their concerns may be expressed and considered fairly. We suggest that the following procedure be followed:

1. If a concern emanates from a school situation, students and/or parents should first discuss it with the teacher/advisor most directly involved.
2. If the parties concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the principal and/or assistant principal in an attempt to reach a solution.
3. Concerns about administrative actions may be addressed directly to the principal or assistant principal.

HEALTH SERVICES/ADMINISTRATION OF MEDICATION

1. The school nurse is in the building or on call during the school hours.
2. To leave school due to illness, a student must obtain permission from the school nurse or office staff.
3. A student must obtain the permission of the teacher in charge of the class to leave the classroom to report to the clinic.
4. Any student, who is on medication, whether taken during school hours or not, should make the school nurse and administration aware of this through Final Forms.
5. The procedure for administration of medications to students is as follows:
   A. Prior to the administration of prescription and/or over the counter medications, the appropriate form must be completed and signed by a physician and the student's parent/guardian.

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B. Medications are not to be transferred from one container to another by school personnel.
C. All medications must be in their original container when received by school personnel.
D. Medications, prescriptions or over-the-counter, are not permitted to be carried by the student, or kept in one's locker, with the exception of asthma inhalers and emergency medications, ***once the appropriate forms are completed and turned in***.
E. Medications are to be kept in a locked area in the clinic at all times.
F. Identification of the student and the medication shall be made before, during, and immediately after the administration of the medication.
G. Medications are to be given only by persons authorized by the building principal.
H. 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.
I. When any error in administration of medication is discovered, the building nurse must be notified immediately.

IMMUNIZATION REQUIREMENTS

Prior to entering 9th-11th grade, all students must be up to date on the following vaccines: Dtap/Tdap (Diphtheria, Tetanus, Pertussis), Polio, MMR (Measles, Mumps, Rubella), Hepatitis B, Varicella, & 1 dose of Meningococcal A, C, W, & Y.

Prior to entering 12th grade, all students must be up to date on the following vaccines: Dtap/Tdap (Diphtheria, Tetanus, Pertussis), Polio, MMR (Measles, Mumps, Rubella), Hepatitis B, Varicella, & 1 dose of Meningococcal A, C, W, & Y on or after their 16th birthday.

The vaccines can be administered at your doctor's office, pharmacy, or local health department.

SERVICE DIRECTORY FOR STUDENTS AND PARENTS

Celina City Schools has provided this Mercer County Resource Handbook directory as a community service. The numbers listed are not to be considered a complete list of services available, nor does the school district endorse any particular business/agency listed.

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GUIDANCE

All students are welcome to visit the guidance department as needed for academic, social, and professional inquiries. The three CHS counselors are assigned to specific portions of the student body.

Counselors are available to meet with students to discuss issues relating to classes, college and career planning, graduation requirements and course criteria, graduation point systems concerning the End-of-Course tests, personal issues, and any other concerns as needed. Students may request to meet with a counselor by emailing his/her counselor: Wendy.Gabes@Celinaschools.org, Ethan.Knopp@Celinaschools.org, or Danielle.Hirschfeld@Celinaschools.org. Appointments will primarily be scheduled during the I/E or AS period.

FINANCIAL AID/SCHOLARSHIPS/GRANTS

Planning for college expenses must start early. Students planning on higher education need to consider alternatives for finding and getting the money to pay for such things as tuition, room & board, books, transportation, and miscellaneous expenses.

Starting Point: Start by consulting with your parents/guardians and School counselor. Share with them your thoughts and plans. Be prepared to discuss your college/technical school choices. Do your homework by collecting information about each choice (cost, location, telephone, application, financial aid assistance, and admittance requirements). Select your top three school choices. Remember, there is often an application-processing fee to apply to each school. Keeping your list to a few choices will keep processing fees to a minimum.

When to start: The earlier you apply the better. Most grant money available from individual schools is spent early. The earlier you apply, the better your chances for receiving "FREE" money. Remember, grants do not have to be paid back. Financial-aid mania hits its peak season in January, February, and March. Many colleges recommend completing the federal student-aid application (FAFSA) by March 1 for students interested in a FALL enrollment.

Websites:

- **www.finaid.org -** The financial aid information page sponsored by the National Association of Student Financial Aid Administrators.
- **www.ed.gov -** The home page for the US Department of Education.
- **www.collegeboard.org -** Home page for college board, includes a scholarship search.
- **www.mapping-your-future.org -** A site with resources on college and career planning, formed by a consortium of the country's largest student loan guarantors.
- **www.ed.gov/money.html -** The Education Department's site allows students

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to download the software that will allow them to fill out and file the "Free Application for Federal Student Aid" (FAFSA). This is the first step necessary to determine the need of a family applying for financial aid. Using this method may reduce processing time by as much as four weeks. Call 1-800-801-0576 to request this free software.

CAFETERIA

The lunch period is closed to the student body which means students may not leave nor have commercially prepared food delivered to them. Students who violate the closed lunch policy are subject to reasonable disciplinary action at the discretion of the disciplinary official. This disciplinary action can include detention, Wednesday School, In-School Assignment, and/or Out of School Suspension for repeat offenders.

The cafeteria environment and services have been upgraded and improved to include a variety of popular items from area businesses as well as the usual school lunch. Costs vary depending upon each student's selections. A computerized debit system will be used which will allow advance payment for meals and a la carte items as well as paying cash on a daily basis. All students will be required to enter their PIN number regardless of meal status or payment method, thus ensuring your child's privacy. When a negative balance is reached, food services will send an email notifying you. If a student is over the maximum charge, they will be served a cheese sandwich and milk or PBJ sandwich and milk.

SCHOOL LIBRARY/MEDIA CENTER

Philosophy

To assist learners to grow in their ability to find, generate, evaluate and apply information in an information-rich environment.

Purpose

The School Library/Media Center provides centralized print and non-print materials in a variety of forms including online resources, and media equipment at a variety of learning levels and styles to support the curricular and personal needs of students and staff.

Objectives

1. To provide a selection of comprehensive instructional materials based upon the board selection policy.
2. To provide print and non-print materials supportive of the curriculum in a variety of learning levels and styles.
3. To provide a diversified collection reflecting many ideas and beliefs.

Student Access Policy

The School Library/Media Center is open school days 7:10 a.m. until 2:35 p.m. Students who wish to use the School Library/Media Center may go directly to the

School Library/Media Center or use a pass signed by a teacher or staff member. Attendance will be taken and verified.

School Library/Media Center Rules

Failure to follow School Library/Media Center rules will result in loss of privileges for the semester or longer, detention, and/or referral to the principal or assistant principal for disciplinary action.

1. Food, drinks, candy and chewing gum are not permitted.
2. Cell phone use is not permitted.
3. Books pulled from the shelves should be left at the circulation desk for the media specialist to reshelf.
4. Students should come to the School Library/Media Center prepared to study, read, or do research.
5. A quiet atmosphere is expected. Students needing to study together or confer should ask the media specialist for permission.
6. All chairs should be pushed under each table at the end of each period.
7. Feet should be on the floor. No sitting on tabletops, etc.
8. To leave the School Library/Media Center, a student must sign out in the media specialist's office. Permission is granted only for a specific area and legitimate errands. A hall pass must be carried by the person signed out. No loitering is permitted. The pass must be returned within 5 minutes.
9. All materials must be checked out from the School Library/Media Center.

Checking Out Materials

Take materials to the circulation desk for check out. Do not take materials out of the School Library/Media Center without checking them out.

1. Books may be checked out for two weeks.
2. Loaner Chromebooks may be checked out during the school day, and must be returned by the end of the day.
3. Chromebooks loaned to students while theirs are being repaired may be kept until the repaired Chromebook is returned.

Overdue and Lost Materials, Fees, and Charges

1. Students are notified before the end of the semester that material(s) are overdue. See the media specialist immediately to return the item(s). No daily fines are charged.
2. Any lost or damaged materials must be paid for at the current replacement or repair prices. A hold will be placed on the student's account until the replacement cost is received.

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GRADES, GPA, AND CLASS RANK

A. Grades

- Students are given grades at the end of each 9-week grading period.
- Freshmen and Sophomore students are required to stay for Academic Success, Monday-Thursday.
- Juniors and Seniors may be required to stay for Academic Success due to poor grades and/or missing assignments as assigned by their teacher. Students will be notified twice a month via email if they are required to attend AS until the next grade check or the assigning teacher recommends the student is no longer required to attend.
- At the end of the semester (two 9-week grading periods) students receive a semester grade. This grade will be reported on the transcript and used to calculate the student's "grade point average."
- Semester Grades are calculated as follows:
    - 40% for each of the 2 grading periods
    - 20% for a semester exam or project*

*** An exam or project will be given in ALL classes. Failure to take a semester exam in a class (without prior teacher & administrative approval) may result in NO CREDIT for that semester of the course.**

B. Grading Scales

The classroom grading scale:

A	=	95 – 100	C	=	73 – 76
A-	=	90 – 94	C-	=	70 – 72
B+	=	87 – 89	D+	=	67 – 69
B	=	83 – 86	D	=	63 – 66
B-	=	80 – 82	D-	=	60 – 62
C+	=	77 – 79	F	=	0 – 59

The 4-point grading scale:

A	=	4.00	C	=	2.00
A–	=	3.67	C–	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B–	=	2.67	D–	=	0.67
C+	=	2.33	F	=	0.00

The Honor Roll will be established for all students earning a 3.00 or better Semester Grade Point Average using the 4-point grading scale.

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C. Weighted Grades Scales

To encourage students to strive for academic excellence and to take the challenging coursework, Honors and Advanced Placement courses will be given additional grade points. The following classes are "weighted':

Honors Grade Point Values:

Honors English 9	A	=	4.165	C	=	2.165
Honors English 10	A–	=	3.835	C–	=	1.835
Honors English 11	B+	=	3.50	D+	=	1.50
Honors Biology	B	=	3.165	D	=	1.165
Honors Geometry	B–	=	2.835	D–	=	0.835
Honors Algebra 2	C+	=	2.50	F	=	0.00
Honors Pre-Calculus						
Honors Spanish 3 & 4						

AP Grade Point Values:

AP Biology	A	=	4.33	C	=	2.33
AP Calculus AB	A–	=	4.00	C–	=	2.00
AP Statistics	B+	=	3.67	D+	=	1.67
AP Government &	B	=	3.33	D	=	1.33
Politics US	B–	=	3.00	D–	=	1.00
AP English Literature	C+	=	2.67	F	=	0.00
& Composition						

AP courses follow the prescribed curriculum of the Advanced Placement Program. An AP exam is offered at the end of the school year and college credits may be awarded based upon the score earned on the AP examination. Students must have teacher approval to register for an AP Class. Each AP course will include a $40 non-refundable exam fee to cover the cost of AP testing.

D. Class Rank

Celina High School (CHS) uses a Custom Rank formula to rank all students within a graduating class after completion of 7 semesters of coursework. To account for the possibility that College Credit Plus students may earn more credits, and take more weighted classes in a school year, the maximum number used in the rank calculator can be not greater than what can be earned by a traditional student at CHS. These maximums may fluctuate from year to year based on courses offered during the cohort's 7 semesters at CHS. All students will earn a Rank Value out of a possible 1.00000 and will then be ranked accordingly.

The formula is as follows:

Unweighted GPA = 50%	Number of Total Credits = 10%
*ACT score = 25%	Number of Honors classes = 15%

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***ACT score taken from the composite score from ONE test date. Superscores will not be used for calculating rank.**
****Due to the number of factors used to determine rank, students do not receive a rank on their transcripts until the completion of the 5th semester (middle of the junior year).**

CELINA VIRTUAL LEARNING ACADEMY (CVLA)

The Celina Virtual Academy is an online program designed for students who may have unique educational needs such as: credit deficiency or other extenuating educational, personal or social issues. Due to limited space and resources, enrollment in CVLA will be restricted to those students with extreme educational needs. Placement in the Virtual Academy is determined by the school administration and/or counselors. Students should contact their counselor or a principal for additional information.

COLLEGE CREDIT PLUS (CCP)

Ohio's College Credit Plus program allows qualifying students the opportunity to earn college credits while still attending high school. The following are provisions of this program:

- The student must meet the admission requirements of the post-secondary institution. Students must apply and be accepted to the post-secondary institution.
- Students and parents must attend a mandatory orientation meeting at the high school prior to enrolling in CCP.
- Once enrolled in the post-secondary institution students will be assigned a counselor at the college. All scheduling and questions relating to college courses will be handled by the college counselor.
- The number of courses a student may take at the college will vary depending on the number of classes the student is taking at the high school. Students may not take more than 30 semester hours of classes during one academic year.
- For additional information about College Credit Plus contact Wendy Gabes. Wendy.Gabes@celinaschools.org

CELINA SCHOOL POLICY regarding CCP

- Classes taken through CCP will be weighed equal to a corresponding course at the high school.
    - Example: A freshman opts to take English through CCP rather than Honors English 9 at the high school. This course would be weighed as an honors course.
    - Example: A sophomore opts to take World History 1500-1900

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through CCP rather than World Studies at the high school. The course would not be weighed, as World Studies is NOT a weighted/honors course at the high school.

- Every effort will be made by the CHS counselors to meet with students and set up a schedule for High School courses BEFORE students schedule with their college. **Pease note: Students MAY NOT leave a CHS class early or arrive late to accommodate classes at the college.**
- **Per state regulations: Students will be required to pay for any class that a student fails or drops after the "no fault" deadline given by the college.**
- **Athletes will be required to submit a "mid-term" grade report to the Athletic Office at the end of a 9-week grading period if that are actively participating in a sport. Foms may be picked up in the Athletic office and will need to be signed by the professor of each college course. Athletes will be considered "ineligible" until this form has been received and verified by the Athletic Director.**
- For additional questions regarding CCP please contact Wendy Gabes Wendy.Gabes@celinaschools.org.

COURSE CHANGES

Courses dropped after the start of the semester will result in a WF (Withdraw Fail). Exceptions may be made at the discretion of a counselor or principal.

GRADUATION REQUIREMENTS

A. The requirements of the State Board of Education must be met or exceeded for graduation from Celina High School.

B. Refer to the annual course description book for information regarding End-of-Course Assessments, local minimum graduation requirements, State Board awarded college preparatory and honors vocational diplomas and Senate Bill 55 curriculum changes, etc.

C. No diploma shall be delivered to a graduating senior nor shall any transcripts be made available to any student, graduate or to anyone requesting it on his/her behalf until all fees and fines for that student have been paid in full. Students will be prohibited from participating in commencement exercises unless full payment has been received.

D. Honors Diploma

- Refer to Ohio Department of Education & Workforce Honors Diploma Requirements.

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CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES & ATHLETICS

TITLE IX COMPLIANCE

In compliance with Title IX, the Celina City School District has affirmed that no person shall, on the basis of sex, be excluded from participation in any of its educational programs or activities. If a student feels s/he has been discriminated against, s/he should report immediately to the building principal.

INTERSCHOLASTIC ATHLETIC POLICY

Section 9.01 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 City Schools 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 the right to expect reasonable behavior from student athletes, managers, cheerleaders, dancers, and statisticians. 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 and Celina City Schools Board of Education.

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

Rule 3 - An athlete shall not possess, handle, transmit, conceal, or use drugs, narcotics, tobacco, e cigarettes or alcoholic beverages/liquor. See Part IV Consequences.
Rule 4 - The athlete shall comply with directions of the coaches, advisor, athletic director, or principal.
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 - Athletes must have ALL forms completed in their FinalForms account **prior to beginning practice. Until these forms are signed by both parent and athlete, individuals cannot participate.**

Rule 7 - The athlete shall not participate in any acts that violate the student conduct code (see school handbook) as set forth by the Celina City Schools Board of Education.

Rule 8 - The athlete 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 to receive any award unless prior approval is given by the coach or athletic director.

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

Rule 11 – Student athletes' GPAs will be monitored twice a month. When an athlete is in season and his/her GPA falls below a 2.0, the athlete will be required to attend academic success period .

All head coaches have the right to make rules and regulations beyond these stated rules with the exception of Rule #3. Infractions of this rule are specified in Part IV of the Student Athletic Conduct Code. Student athletes who violate the Athletic

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Conduct Code or the rules and regulations established by the coach will be denied the privilege of participation. By signing this bulletin, all participants and their parents are aware of the rules/regulations and consequences of any infractions of these rules and regulations prior to participation.

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

PART III. ATHLETIC TRAINING RULE POLICY

Once a student has been a member of or tried out for an athletic team at Celina City Schools (7-12) he/she will be considered an athlete and must abide by all rules and regulations. 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 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.

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 prohibit students from displaying obscenities, vulgarity or promotion of drug and alcohol usage, or bring embarrassment to the coach, team or school.

The program is in effect for grades 7-12 and all violations will be held cumulatively through graduation.

PART IV. CONSEQUENCES FOR VIOLATIONS OF RULE 3

First Offense

A student athlete found to be in violation of Rule 3, will result in denial of participation for no less that 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 four (4) hours of substance abuse programming from Restoration or similar agency for evaluation and counseling. Parental attendance will be required as per the request of Restoration personnel. 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 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 Restoration 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 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 Restoration 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 Notice******

-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

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code requirements. Consequences of the violation then must be served during the next season of participation.

- Violations of the Athletic Code of Conduct may carry over to the student-athlete's next season/school year to fully reach the percent of contests lost. Violations of the Athletic Code of Conduct are cumulative, which means any violation of the Athletic Code of Conduct will remain with the student-athlete during their time in junior high (grades 7-8) or high school (grades 9-12). For example, if a student-athlete incurs a "1st Violation" of Rule A during his/her 9th grade year, a subsequent violation in his/her 10th grade year would advance the student-athlete to the consequences listed under "2nd Violation." A student-athlete will begin 7th grade and 9th grade with no violations.

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 twenty-four (24) hours from receipt of this notice. Copy of notice will be sent to the Superintendent.
4) The student athlete will be given the right to appeal the decision to an appeals board within twenty-four (24) hours of the official notice. This appeal hearing must be held within seventy-two (72) hours of the appeal request.
5) The appeals board will consist of the Celina City 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.

ELIGIBILITY

Do not change your course schedule or drop a course without first consulting your school principal or athletic administrator to determine whether it will affect your eligibility.

Eligibility for each grading period is determined by grades received during their preceding grading period.

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FINAL SEMESTER GRADES HAVE NO EFFECT ON ELIGIBILITY

A. Academics

1) Students in grades 9-12 must receive passing grades in a minimum of **FIVE (5)** one-credit courses ***OR THE EQUIVALENT***, which counts toward graduation, in the immediately preceding grading period.
2) A student enrolling in the seventh grade for the first time is fully eligible for the first grading period regardless of previous academic achievement.
3) All students in grades 7-12 must comply with all requirements set by the Ohio High School Athletic Association.
4) **Students enrolled in College Credit Plus, Virtual, or Home-School programs MUST have their Eligibility Verification form (available in the Athletic Office or school webpage) completed & submitted to the Athletic Dept. EVERY 9 weeks to determine eligibility. Failure to submit verification will result in the student being INELIGIBLE for sports.**

   The minimum academic standards prescribed by the OHSAA and the Celina Local School Board are:

5) All students in grades 7-8 who wish to participate in interscholastic athletics must pass five (5) courses in the preceding grading period.
6) All students must receive a GPA of 1.5 or higher on a 4.0 grading scale in the immediately preceding grading period.
7) A student in grades 7-12 receiving two or more failing grades (F's) in the immediately preceding grading period is deemed ineligible for the grading period following those grades.

   *****If a student athlete fails to satisfy both Celina High School requirements (1.5 GPA & two or more failing grades (F's)), the student will be ineligible for the next nine (9) weeks period. If the student satisfies one (1) of the two (2) Celina High School requirements the student will be a partial qualifier and will be ineligible for a period of four (4) weeks. If at the end of the four (4) weeks the student athlete meets the requirements (minimum of a 1.5 GPA and/or no more than 1 failing grade), the student athlete may appeal the ineligibility by meeting with the Athletic Director and may be reinstated as long as all OHSAA requirements are met .***

8) Individual student-athlete grades will be monitored/checked twice per month (on the 10th & 25th). Any student-athlete that is below a 2.00 grade point average for that grading period will be required to attend academic success period.

9) Both head coach and student athletes will be notified by the Athletic Office, in a timely manner, of the dates and times that the athlete is required to attend academic success period along with any consequences from failure to attend.
10) The following consequences will be cumulative per season and apply from failure to attend academic success period:
    a) Only an EXCUSED absence from school or a doctor's note will excuse a student-athlete from academic success period. The first time a student-athlete fails to attend academic success period, they will be issued a warning.
    b) The second unexcused absence will result in being denied participation in a scheduled practice.
    c) The third unexcused absence will result in being denied participation in one-half of the next scheduled contest.
    d) A fourth unexcused absence will result in being denied participation for the entirety of the next scheduled contest.
    e) Consequences for additional unexcused absences shall be determined by the Principal/Assistant Principal and Athletic Director.
    f) If you fail to attend any academic success period, your attendance will be required at a Friday makeup session.

B. Miscellaneous

1) A high school student athlete becomes ineligible the day that they turn 20 years old, and a middle school athlete must not have attained the age of 15 before August 1, to be eligible for the current school year.
2) A member of a school team may not participate in a contest as a member of a non-interscholastic team, or as an individual, in the same sport during the school's varsity season.
3) Dual participation in the same sports season for OHSAA sanctioned sports is not allowed at Celina City Schools.
4) If a student is denied participation in a sport for disciplinary reasons, he/she is ineligible to participate in any other sport during that same season.
5) Insurance: Celina City School District does not carry medical insurance for students involved in extracurricular activities. The student's parent/guardian bears the sole responsibility to pay for medical care, which may result from the student's participation in athletics.
6) Due process guidelines for extracurricular and co-curricular activities as set forth in the student handbook are applicable to students who are facing ineligibility under this policy.

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SCHEDULE CONFLICTS

Many students have multiple talents and interests they wish to develop or pursue through participation in District-sponsored activities and groups. Since the District's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one (1) activity.

A. Each staff member in charge of a credit course, co-curricular, or extra-curricular activity is to prepare a schedule for any practices, performances, or other after-school obligations involved in participation.

B. By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations. Each staff-member-in-charge is to determine which, if any, students will have conflicts with other activities in which they wish to participate.

C. If such conflicts exist, the staff-members-in-charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in both activities.

D. If it is not possible to resolve the conflict without seriously undermining the integrity of the activity program, the following procedure is to be followed:

1. If one of the activities provides the student with credit and the other one doesn't, the student and his/her parents are to be made aware of the possible consequences of not enrolling in each activity and of not meeting the obligations for participation.
2. If both activities are credit activities, the student is to be advised to contact the principal or his/her counselor to work out a solution that does not penalize the student.
3. If one of the activities is an after-school, off-shoot of a credit activity but is not, itself, a credit activity, e.g., jazz band from concert band, the requirements for the credit activity may not be imposed as a condition for participating in the noncredit, after-school activity.

E. When the activity or program begins, the students are to be informed of the following:

1. If a student encounters a previously-unforeseen conflict during the semester or season, s/he should inform both staff members in charge as soon as possible in order to increase the likelihood that an accommodation can be worked out.
2. If, during the year, an ad-hoc situation develops which creates a conflict in schedule for a student, s/he should discuss the conflict with principal/counselor who, in turn, will work with the staff members in charge to try to reach an

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accommodation that is most advantageous to the student and least disadvantageous for the activities involved.

3. If a student is experiencing difficulty in deciding between activities, s/he should make contact with the principal/counselor to discuss the alternatives rather than discuss it with the staff members in charge.

4. Under no circumstances is the student to be intimidated while making a decision by threats of penalties or future consequences.

PARENT/COACH RELATIONSHIP

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach.

1) Philosophy of the coach.
2) Expectations the coach has for your child as well as the rest of the team, etc.
3) Locations and times of all practices and contests.
4) Team requirements, i.e. fees, special equipment, off-season conditioning, etc.
5) Procedure should your child be injured during participation.
6) Discipline that results in the denial of participation.

Communication coaches expect from parents.

1) Concerns expressed directly to the coach.
2) Notification of any schedule conflicts well in advance.
3) Specific concern in regards to a coach's philosophy and/or expectations.

As your children become involved in the athletic programs at Celina City Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach may be appropriate.

Appropriate concerns to discuss with coaches.

1) The treatment of your child, mentally and physically.
2) Ways to help your child improve.
3) Concerns about your child's behavior.
4) How they are performing.

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Issues not appropriate to discuss with coaches.

1) Playing time.
2) Team strategy.
3) Play calling.
4) Other student-athletes.

If you have a concern to discuss with a coach, you should:

1) Call to set up an appointment.
2) The Celina High School telephone number is 419-586-8300.
3) If the coach cannot be reached, call the Athletic Director at ext. 1504. He will set up the meeting for you.
4) Please DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The Next Step

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1) Call and make an appointment with the Athletic Director to discuss the situation.
2) At this meeting the appropriate next step, if there is one, can be determined.

Since research indicates that a student involved in co-curricular activities has a greater chance for success in life, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this bulletin makes both your child's and your experience with the Celina Athletic Program less stressful and more enjoyable.

STUDENT DRUG TESTING FOR EXTRACURRICULAR ACTIVITIES

Pursuant to Board Policy and Administrative Guideline 2430.03, students participating in any high school extra-curricular program and/or contests under the control and jurisdiction of the District and/or the Ohio High School Athletic Association (OHSAA), or any person who holds a District parking pass, must comply with the Celina High School drug testing policy. Parents and students must sign a consent form online via Final Forms allowing for their students to be drug tested as a condition of their participation. Refusal of consent will result in the non-participation of that student for the respective activity.

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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 creates a substantial risk of causing mental or physical harm. 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. 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. **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.

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POLICIES AND PROCEDURES

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 is the duty of CHS administration & staff to enforce laws of compulsory school attendance. Determinations of excused or unexcused absences are made by the administration. For cases not addressed below, the building principal or designee has full authority to handle each according to his/her best judgment. It is the responsibility of students and parents to ensure punctual and satisfactory attendance is maintained. School administration and staff assume the responsibility of keeping accurate records while upholding policy as appropriate.

NOTIFICATION **Attendance office: (419) 586-8300 ext. 1505**

Parents must notify the attendance office by 7:25 AM the day of an absence. All student or self-calls are unexcused unless a note from a parent validates the absence & is received upon the student's return to school. If a student is absent and there is no contact received from a parent, the school will call in an effort to identify the student's whereabouts and ensure their safety. *Students requiring a call from the school will be marked as an unexcused absence for that entire day*. If a parent cannot be reached, the Truancy Officer may be notified to help locate the child. The school will send periodic attendance reports to parents of students with attendance concerns. Excessive unexcused absences are grounds for Absence Intervention and Juvenile Court referral.

EXCUSED

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

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student's responsibility to communicate and receive prior approval for foreseen absences. Each student is limited to **65-hours of excused absences** per academic year. College visits will not count against the 65-hour allowance when approved by the building Principal and/or Assistant Principal (see below).

RESTRICTIONS (Excused days)

- Student vacation cannot occur during the last week in a semester due to final exams without prior approval from Principal or Assistant Principal and Teachers. Unexcused absences during final exams will result in no credit for the exam.

College Visits:

- An appointment must be made with a representative of the college/university and verified to the Principal, Assistant Principal, or guidance counselor.
- College visitation form must be completed and returned to a guidance counselor 3 days prior to the absence/visit
- A parent or adult over 21 years of age must accompany the students on the visitation & sign the visitation forms.
- Visits to WSU-LC should be made after hours. Lima schools, unless dictated by appointment times, should require only half-day absences.

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 65-hour allowance or as an unexcused absence if no allowance remains. Absences in excess of the 65-hours outlined above will be designated as unexcused.

UNEXCUSED

Unexcused student absences are detrimental to any student's education. By being absent excessively or without justification, students miss valuable classroom instruction and educational activities. ~~*Students will earn up to 60% credit on all class work missed due to an unexcused absence.*~~ The length of time for make-up work is commensurate with the length of the absence. Consequences for unexcused absences may include: an intervention team, Juvenile Court referral pursuant to ORC 3321.01, in-school assignment to allow for students to catch up on necessary learning, detention, Lunch detention, Wednesday School, or other consequences as deemed appropriate by the Principal or Assistant Principal. Because online courses are self-paced, a lack of progress may be considered an unexcused absence until adequate progress is demonstrated. Students over the age of 18 may be withdrawn

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should unexcused absences become excessive or detrimental to the educational environment. Lastly, disregard for attendance and excessive unexcused absences may impact a student's participation in graduation ceremonies, homecoming, prom, field trips, or parking on school property.

Student absences are tracked by hours. Partial absences and tardies will be tracked and accumulated toward the absence thresholds and consequences listed below. In an effort to support attendance and academic success while avoiding truancy, please be advised of the following student designations and accompanying actions taken as needed by Celina High School.

- Habitually Truant
    - 30 consecutive hours without a legitimate excuse (i.e. doctor's note)
    - 42 hours in a school month without a legitimate excuse
    - 72 or more hours in school year without a legitimate excuse
- Excessively Absent
    - 38 hours of excused and unexcused absences combined per month
    - 65 hours of excused and unexcused absences combined per year
- Chronically Absent
    - 10% of the total hours in a school year

Should these thresholds of absence occur, a student under 18 years of age may have formal complaints made against them in the Mercer County Juvenile Court in accordance with state law.

TARDY POLICIES

Tardy to School/Class/Lunch: Students are expected to be at school, in class and to lunch on time.

Tardies to a class during the school day will be handled by the individual teacher. Habitual tardiness to a class should be reported to the school administration.

The attendance secretary will handle tardiness to school or first period. Students should sign in with the attendance secretary upon arrival and then report to class.

Students tardy to school (per 9-weeks grading period) may receive the following:

4th-6th-8th tardy - results in Wednesday School

10 or more tardies - results in In-School Assignment, conference with the parent to find a solution to the tardiness problem or filing charges with Juvenile Court.

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MISCELLANEOUS ATTENDANCE POLICIES

Note: After arriving at school, "Failure to attend" (unexcused) will be entered when students miss more than 10 minutes of Lunch, I/E, AS or any academic class.

1. Failure to attend one or more Academic Class, Lunch, IE or AS Period

a. First offense: 1- hour lunch detention in Lecture Hall on the day of the offense or at the earliest convenience of administration

b. Second offense: 2-hour Wednesday School

c. Additional or repeated offense(s): Disciplinary action at the discretion of the Principal and/or Assistant Principal.

d. Repeated offenses: students under the age of 18 may be referred to the local juvenile court system.

2. Failure to Sign Out or Signing Out without Principal's Permission

a. First offense: 1-hour Wednesday School

b. Repeat offense: Disciplinary action at the discretion of the Principal or Assistant Principal.

3. Student Vacation Days

Vacation days will be subtracted from the 65-hour allowance granted to each student, as outlined above. Prior approval and documentation from teachers & the building principal are requested in order to facilitate student progress. Assignments received before the vacation are expected to be completed & submitted upon return. Please request a Vacation Form from office staff at least 3 days prior to your scheduled vacation.

4. Homework requests

Students should email their homework requests via email to each individual teacher as listed on the students' schedule requesting homework by 10:00 AM on the day of the request. Students can also find missing assignments on Google Classroom.

WITHDRAWAL

A high school education is necessary for every student. Any student experiencing difficulty in graduating from high school should consult school counselors to work through conflicts.

Public law and Celina City Schools Board policy require that any student less than eighteen years of age is not eligible to withdraw without written permission from the Superintendent.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held hearings or made the decision to expel the student.

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STUDENT DRIVING/PARKING PRIVILEGES

1. Whenever a student is suspended, expelled, removed or permanently excluded for misconduct involving a firearm, knife or other weapon as defined in the adopted board policy, the superintendent shall notify the registrar and the county juvenile judge in writing within two weeks of the disciplinary action. The registrar shall temporarily suspend the student's temporary instruction permit or driver's license or prohibit the student from obtaining one until the student turns 18 or the registrar is notified by the superintendent that the pupil has satisfied any terms or conditions established by the school.
2. Any expulsion, or recommendation for expulsion, will constitute proceedings for loss of driving privileges.
3. Habitual truancy will constitute proceedings for loss of driving privileges.

Applications for parking passes for juniors and seniors will only be taken during student registration in August. ***(Fees must be paid to be eligible for a parking pass*)**. If there are extra parking spaces available after registration, Sophomores (holding a current driver's license) can apply for a parking permit. ***Fines may be assessed for parking on school property without a pass.***

Parking fines of $10 will be assessed for students who commit the following school parking violations. Repeat offenders are subject to successively doubled fines ($10, $20, $40, $80, etc.). Unpaid parking fines will be assessed to student fee statements.

A. Parking in a designated staff area
B. Driving in a reckless and unsafe manner
C. Parking in a designated handicapped space or fire zone
D. Violating this or any other section of the school disciplinary code while parking a vehicle will also be subject to:
    1. Lunch Detention, Wednesday School, or In-School Assignment.
    2. Suspension of school-issued driving permit.
    3. Suspension of driving privileges to and from school.
    4. Vehicle towed at owner's expense.
    5. Referral to local law enforcement agency.

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, smart watches, 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,

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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 out of sight whenever the student is within the classroom (from bell to bell)***. Smart watches and similar items may also be restricted at certain times at the discretion of the teacher. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

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.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

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. ***Teachers or administrators may request that phones be placed on the student desk, on the floor, on the teacher's desk, or other designated area at any time during the school day or class period, especially during tests and quizzes to assure that no cheating is taking place.*** 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. 1501.

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 (provided there are no concerns with the contents of the items).

b. Second and Third offense: PCD will be confiscated and returned at the end of the school day (provided there are no concerns with the contents of the items) and the student will serve a 1- hour Lunch Detention on the day of the infraction or on an assigned day chosen by administration.

c. Fourth and Fifth offense: PCD will be confiscated and returned only to the parent/guardian after the student serves a 1 or 2 hour after school detention on the day of the infraction (provided there are no concerns with the contents of the items).

d. Subsequent offense(s):

PCD will be confiscated and returned only to the parent/guardian with additional disciplinary action at the discretion of the Principal or Assistant Principal which may include the cell phone being held in the office during the school day and/or Out-of-School Suspension.

LOCKERS

1. Hall lockers are available for all CHS 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.

EVACUATION AND SHELTER DRILL

Fire and tornado drills will be conducted throughout the year. They will be signaled by the sounding of an automatically controlled tone system which is sounded throughout the building. Lockdown drills will be conducted quarterly. Signs posted in the classrooms will advise the student of the proper exits or shelter areas.The main rules to follow during the drills are: remain quiet, move quickly, but do not run, or push. Return to the room when the proper signal is given from faculty or school administrators.

SCHOOL DANCES

School dances are a privilege not a right. The school administration reserves the right to prohibit a student from attending a school dance as a disciplinary measure. No outside guest will be allowed into a dance without a current guest form on file (forms are available in the Main Office). Guest forms must be on file three days prior to the date of the dance. Students must arrive by the designated time or they may not be admitted. Once students leave a school dance, they may not return. Students will be subject to random breathalyzer tests. Students are expected to use good judgment with attire and are expected to conduct themselves in a decent and acceptable manner while in attendance. Students who behave poorly will be warned once and dismissed from the dance thereafter. *Prom is open to students who have earned enough credits to be promoted to grades 11 & 12 only-including any out-of-town dates.*

RANDOM ALCOHOL CHECKS AT SCHOOL FUNCTIONS

Celina City Schools will institute a random alcohol/liquor screen using a breathalyzer machine at school functions. The purpose of the alcohol/liquor screen is to help ensure that all students enter the school-sponsored functions while not under the influence or having consumed alcohol and/or liquor. Any student having

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an alcoholic substance in, on, or about their person or in their vehicle is in violation of this policy. The policy includes any school-sponsored event including any pre and post-activities. This policy applies to all school-sponsored functions regardless of location.

The particulars of the screens are as follows:

A. Individuals who have been trained in the use of the instrument or have a background in law enforcement may conduct screens on a random basis.

B. The individuals conducting the screens, the function sponsors, and the administrators in attendance prior to the function will establish the random selection process. Additional students may be screened based on visual observations.

C. Students found to be positive may be subject to a police citation as well as a school code of conduct violation. This may also include an athletic or extracurricular violation if the student is involved in athletics or extracurricular activities.

D. Parents/Guardians of students found to be positive will be called to come to the function location and transport the student home. At that time, they (parents) may have an independent screen completed at the local hospital, if desired, at their own cost. If there is a challenge to the results of the screen at the function, the official hospital report must be submitted to the high school principal no later than two days after the event. The independent screen must have been conducted no later than two hours after leaving the event location.

E. Law enforcement officers will remove the student from the event site if parents cannot be reached.

F. Students who refuse to be screened will be denied admittance to the function. Students and/or recent graduates attending the function who are currently not students at Celina City Schools are subject to the screens. If the attendee is currently a student at another school, their school will be notified of the screen test results if positive.

Any questions concerning this procedure or the application of the process should be directed to the high school Principal.

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

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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, book 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 and conducted with an administrator.

SUBSTANCE-FREE ENVIRONMENT

The Board believes that tobacco smoke and all forms of tobacco in the school and work environments are not conducive to good health. As an educational organization, the District should provide both effective educational programs and a positive example to students concerning the use of tobacco.

Recognizing the negative impact on nonsmokers or others smoking, the Board

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declares all public buildings operated by the Board, and all spaces within them, to be officially designated smoke-free as well as free of the use of all tobacco/vape products. Staff, students, and members of the public are expected to observe this restriction at all times.

The Board will not permit any student or employee to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; or in other situations under the authority of the District or in school-owned or school-approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products/vapes, and drug paraphernalia.

ZERO TOLERANCE OF VIOLENT BEHAVIOR TO INCLUDE VIOLENCE IN A DATING RELATIONSHIP

The Board of Education has established a policy for absolutely no tolerance of any behavior that is considered violent in nature and that has the potential to cause harm to students or staff members. Offenders who commit an act that inflicts serious physical harm to persons or property—at school, on other school property, or at a school activity, event or program, may be expelled for up to one year.

SEXUAL HARASSMENT

All persons associated with the school district including, but not limited to the Board of Education; the administration; the staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment whether verbal or physical, or occurring in or out of a district-owned building, or at school-sponsored social functions or activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of Board policy.

The Board has developed complaint procedures, which are available to victims of sexual harassment (INCLUDING STUDENTS). The Board has also identified disciplinary penalties, which could be imposed for the offenders.
Non-exhaustive examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal or written commentary relating to an individual's body; sexual prowess or sexually obscene comments or gestures; or displays in the workplace or school environment of sexually suggestive or obscene objects or pictures.

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The Board appointed the following Title IX Coordinator who is responsible for sexual harassment complaints in accordance with the grievance procedure: Brooke Gessler, Superintendent, 585 East Livingston Street, Celina, Ohio 45822, (419) 586-8300 ext. 1002.

Students must understand that this type of inappropriate behavior is serious and will not be tolerated. Offenders could be subject to suspension and/or expulsion and referral to local law enforcement officials.

Students who are victims of this type of behavior should report immediately to a school counselor, the building principal, of the Title IX Coordinator to receive assistance and/or to initiate the grievance process.

STUDENT CONDUCT AND DISCIPLINE

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.

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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.

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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 High School.

DEFINITIONS OF DISCIPLINARY ACTIONS

Detention: Being detained after school usually for up to 2 hours. Failure to serve an assigned detention will result in additional detentions, and/or Wednesday School at the discretion of the Principal, Assistant Principal, or staff.

Lunch Detention: This disciplinary action may be assigned from 1 day – the remainder of the semester. Students will report directly to the Lecture Hall to sign-in, eat their lunch after being escorted to the cafeteria, and work on school assignments for 1- hour. Failure to serve an assigned Lunch Detention or follow Lunch Detention expectations will result in additional discipline at the discretion of the Principal or Assistant Principal.

Wednesday School: Wednesday School (a two hour session after the close of the school day) is used as an effective disciplinary tool. Failure to serve an assigned, disciplinary Wednesday School will result in additional discipline at the discretion of the Principal or Assistant 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 completed. Failure to comply with in-school guidelines may result in assignment to Alternative School, an Out-of-School suspension, expulsion recommendation and/or referral to the local law enforcement agency. **There is no appeal process for an In-School Assignment.**

Alternative School: Students are placed in a highly structured setting, will have no interaction with other students and will be closely monitored by school personnel. Failure to comply with Alternative School rules will result in Out-of-School Suspension, expulsion recommendation and/or and referral to the local law enforcement agency. **There is no appeal process for an assignment to Alternative School.**

Out-of-School Suspension: 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 email to teachers. All assignments/classwork are due on student's first day back to school. Students must arrange a mutually agreeable time with his/her teachers within 3 days of return to take any assessments. Students will not receive a failing grade due to suspension, but may receive failing marks due to incomplete/poor quality work, as graded by their instructor. Students on their first OSS violation may earn up to 75% credit on assignments. Subsequent OSS incidents will result in the maximum of 60% credit on assignments. Students under suspension shall not participate in: a) extracurricular events; b) after-school events; c) athletic practices or contests, or d) return to school premises.

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.

STUDENT CODE OF CONDUCT

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

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a district official or employee or the property of an official or employee.

The Tri Star Career Compact is an extension of our school program; therefore, students who elect to attend Tri Star are subject to disciplinary action based upon the Student Code of Conduct of either Celina High School and/or Tri Star Career Compact. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

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, Wednesday School, In-School Assignment, emergency removal, referral to law enforcement agencies, Out-of-School Suspension, or recommendation for 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

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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.

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

Rule 2. Damage to Property/Tampering: A student shall not cause or attempt to cause damage, destruction or defacement to property (public or private) including building, grounds, equipment or materials. A student shall not tamper with school or private property.
Students guilty of vandalism, *including any release of mercury by a student,* on school grounds shall be required to pay in full for damage. Notice of such damage should be sent to the parent or guardian by the high school Principal or Assistant Principal. Any failure to settle promptly on the part of the parents should be reported to the Superintendent who may take the necessary legal steps in Juvenile Court to enforce this policy.

Rule 3. Inappropriate/Unauthorized physical contact: A student shall not cause physical injury or behave in such a way, which could threaten to cause physical injury to school employees, other students or visitors. A student shall not touch any person without the consent of said person in any manner.

Rule 4. Dangerous Weapons, Instruments: A student shall not possess, use, transmit, conceal or handle any object, which might be considered a dangerous weapon or instrument that could cause injury or damage. These include but are not limited to ***smoke bombs, fireworks or explosives of any kind, firearms, lighters, knives and pocket knives*.** This includes “look alike" weapons. Students are not to bring laser pens/pointers to school at any time; improper use of these devices may cause physical harm to others.

Rule 5. Tobacco/Vape Device: A student shall not possess, use, transmit or conceal any tobacco or tobacco products (including cigarettes, snuff, smokeless tobacco or lighter) and/or vape device of any kind including vape device accessories. This prohibition applies at any time the student is under the

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jurisdiction of the school.

School officials will adhere to following actions when dealing with student tobacco and/or vape device offenses:
First offense: Three (3) days In-School Assignment and completion of substance abuse cessation program as assigned by school officials with cost to be assumed by parents/guardians.
Second offense: Three (3) days Out-of-School School Suspension and completion of substance abuse cessation program as assigned by school officials including a summary presentation of the substance abuse cessation program with cost to be assumed by parents/guardians.
Third 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.

Ohio Revised Code Section 2927.02 makes it illegal for anyone to sell, furnish or give cigarettes, cigars, alternative nicotine product, or tobacco of any kind to a person under 21. Any cigarettes, other tobacco products, alternative nicotine products, or papers used to roll cigarettes that are given, sold, or otherwise distributed to a person under twenty-one years of age in violation of this section and that are used, possessed, purchased, or received by a person under twenty-one years of age in violation of section 2151.87 of the Revised Code are subject to seizure and forfeiture as contraband under Chapter 2981 of the Revised Code.

Rule 6. Alcoholic Beverages, ~~Electronic Cigarettes~~, Narcotics, & Drugs: A student shall not possess, use, transmit, conceal, consume or be under the influence of any alcoholic beverage, ~~electronic cigarette/vape/JUUL/etc., cartridge, electronic cigarette charger or other accessory~~, dangerous drug, narcotic, pill or capsule, mind-altering substance, controlled substances under federal law and any form of marijuana, 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, drug, and drug paraphernalia 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.
Subsequent 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 7. Repeated Violations: A student shall not repeatedly fail to comply with rules, direction or commands of teachers (including student teachers and substitute teachers), principal, bus driver or any other authorized school personnel during any time when the student is properly under the authority of the school personnel.

Rule 8. Insubordination: A student shall not disregard or refuse to obey reasonable directions given by school personnel.

Rule 9. 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 10. Frightening, Degrading or Disgraceful Acts: A student shall not engage in any act which frightens, degrades, disgraces or tends to frighten, degrade or disgrace anyone by written, verbal, electronic, or gestured means.
Students shall not possess, record, or transmit pictures or videos containing violence that has occurred or is occurring anywhere on school property. Violators are subject to discipline. School officials may file a complaint with Celina Police Department and/or Mercer County Juvenile Court.

Rule 11. Theft: A student shall not take or attempt to take into his/her possession public property or equipment of the District or the personal property of another student, teacher, visitor or employee of the District with the purpose to deprive the owner of said property or without consent from the owner.

Rule 12. Profanity, Disrespect, and/or Obscene Language: A student shall not be disrespectful, use profanity or obscene language either written or verbal during any curricular or extracurricular activity. Included in this prohibition is the use of obscene signs, pictures, publications or gestures.

Rule 13. False Alarms: A student shall not initiate any false report of an impending emergency situation. Tampering with any emergency warning system is subject to suspension or expulsion.

Rule 14. 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.

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Rule 15. Fighting: A student shall not engage in hostile body contact or cause potential injury to another person or to another person's clothing. A student shall not threaten to cause bodily harm to or personal property damage of another person.

Rule 16. Hazing: A student shall not cause or behave in such a way which would cause mental or physical harm to other students.

Rule 17. Loitering: A student may not loiter or willingly be present in unauthorized or unsupervised areas. She/he may not enter closets, offices, rooms and other areas that are to be locked or otherwise restricted. This includes parking lots, playgrounds and other district owned structures.

Rule 18. False Reports/Forgery: A student may not falsely report incidents, make false accusations or give false testimony.

Forgery: Falsifying documents, signatures, or other imitation of an object of value with the intent to deceive.

Rule 19. Motor Vehicles: A student shall properly register his/her motor vehicle, park at the proper location, not speed on school grounds or drive carelessly or recklessly.

Rule 20. Acceptable Use Policy (computers & internet) A student shall not violate the Celina City School Board of Education Acceptable Use Policy and/or District Technology Agreement found in Final Forms.

Rule 21. Inappropriate Displays of Affection: Students shall refrain from inappropriate displays of affection before, during, and after school.

Rule 22. Bullying, Cyberbullying, and Other Aggressive Forms of Behavior to include Violence Within a Dating Relationship: Bullying means any intentional and persistent written, verbal, graphic, electronically transmitted or physical act that a student or group of students exhibits toward another student that causes mental or physical harm to the other student. Students shall not, through verbal, written, technological, or any other means, make statements that physical or emotional harm may come to another person or commit a physical act of violence against a person. This category also applies to remarks or actions of any nature that are deemed offensive with the intent of emotional harm. Any student who engages in bullying while acting as a member of the school community will be in violation of Celina City School Board Policy 5517.01.

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Rule 23. **Cheating & Plagiarism**: Cheating is defined as presenting someone else's work as one's own in order to obtain a grade or credit. This includes, but is not limited to, using a cheat sheet, copying other's assignments, quiz or test answers, and plagiarizing. Giving one's own work to another student also makes them a guilty party. Plagiarism is defined as unknowingly or deliberately using another's work (author, critic, or peer) and passing it off as one's own work. Images possessed or transmitted containing another student's work are considered cheating & plagiarism.

School officials will adhere to following actions when dealing with Cheating and/or Plagiarism:
First offense: Student receives a zero for the assignment, parents are notified, and disciplinary action at the discretion of the Principal or Assistant Principal.
Subsequent offense: Student receives a zero for the assignment, parents are notified, and further disciplinary action at the discretion of the Principal or Assistant Principal.

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 texting, emailing or sexting, etc.) or any other medium may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

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

Rule 26. Gambling: No student may gamble for money or valuables on school property, including on buses, or at any school activity.

Rule 27. Attempt: Any attempts to engage in prohibited conduct.

Rule 28. Collusion or Complicity: Collusion, complicity, or aiding and abetting anyone in the commission of prohibited conduct.

Rule 29: 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 Celina City School Board Policy.

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STUDENT DRESS CODE

In general, school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

1. Dress and grooming will be clean and keeping with health, sanitary, and safety requirements and will not be such as to disrupt the teaching-learning process.
2. Pants, Dresses/Skirts, Shorts: Pants should be pulled up to the waist. Appropriate dresses/skirts and shorts may be worn if they are to fall to or below the tips of the students' thumbs when standing up with arms at one's sides. Holes and tears in pants/shorts/skirts must be at or below the students' thumbs length. Holes and tears in clothing anywhere on the body that are excessive are not acceptable. Fitted legwear (leggings, jeggings, tights, yoga pants/athletic wear, etc.) is acceptable, provided it is covered by a skirt/dress, sweater, and/or top which are at least fingertip in length.
3. Tops: Tops should be respectable and non-revealing. Backs, midriffs, and sides should all be covered. Spaghetti straps, crop-tops, see-through tops, and halter tops are not acceptable. All bra and cami straps must be concealed. Clothing which contains sexually suggestive language, pictures, inappropriate language, or gestures or clothing that promotes the use of tobacco, alcohol, or drugs shall not be permitted. Only commercially produced tops will be permitted. Any groups/organizations wanting to create their own design(s) must be pre-approved by the administration.
4. Hats, head coverings, sweatshirt/hoods, bandanas, sunglasses, chains, studded bracelets or dog collars will not be permitted.
5. Clothing considered "outerwear/winter" (coats, jackets, etc.) are not permitted in the classroom unless approved by the Principal or Assistant Principal.

School officials reserve the right to require the student to change clothes, pin hair back, remove the item etc. when his/her dress or grooming is unacceptable, creates disturbances, attracts undue attention, interferes with the educational process, or when the health or safety of the student or others is involved.

Disciplinary Procedure for Violations of the Dress Code:

First offense – Warning and/or change of clothing.
Second offense – Change of clothing and a 1-hour Lunch detention.
Third offense – Change of clothing and a 2-hour Wednesday School.
Repeated offense(s) – Disciplinary action at the discretion of the principal and/or assistant principal.

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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.

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2024-2025 1st Nine Weeks

Student Name_____

Number	Date	Destination	Time Out	Teacher
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2024-2025 2nd Nine Weeks

Student Name_____

Number	Date	Destination	Time Out	Teacher
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2024-2025 3rd Nine Weeks

Student Name_____

Number	Date	Destination	Time Out	Teacher
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2024-2025 4th Nine Weeks

Student Name_____

Number	Date	Destination	Time Out	Teacher
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CHS BEHAVIOR MATRIX

	CAMPUS	CAFETERIA	HALLWAY	RESTROOM	OFFICE	GYM	CLASSROOM	DISTANCE LEARNING
BE RESPECTFUL	• Comply with adult directions the first time given • Use school appropriate language • Honor others' personal space and belongings • Respect school property • Follow event procedures	• Wait your turn in line • Use conversational voice • Use school appropriate language, such as "Please" and "Thank You" to EVERYONE	• Keep hands to yourself • Use conversational voice • Use school appropriate language, such as "Excuse me" and no foul language. • PDA is limited to hand holding and hugging • Greet others with a smile and "Hello!"	• Keep the restrooms clean and vandalism free • Use conversational voice • Use school appropriate language • Keep the bathrooms vape and smoke free • Place all trash in the trash can	• Be patient and wait your turn • Use kind language, such as "Please" and "Thank You" to EVERYONE • Use school appropriate language	• Comply with adult directions the first time given • Use school appropriate language • Honor others' personal space and belongings • Respect school property • Keep all food and drinks out of the gym	• Cell phones and headphones are off and out of sight • Don't talk while others are talking • Use school appropriate language • Respect school and the teacher's property • Keep the aisles clear and clean • Comply with adult directions the first time given	• Video on at all times • Audio on • One speaker at a time: wait or use chat to respond when others are talking • Respect others' cultures, opinions, and viewpoints • Leave appropriate comments
BE RESPONSIBLE	• Follow parking regulations • Make transportation arrangements • Clean up after yourself • Leave campus immediately at the end of the school day or event • Use good judgment when using social media (Could this affect someone else?)	• Keep personal belongings near • Leave with what you came • Clean your area/table • Clear tray and place in the appropriate location • Clean or report spills	• Keep property in lockers and lockers closed • Throw all trash in garbage • Recycle when appropriate • Clean or report spills	• Clean up after yourself • Use closest possible bathroom • Return promptly	• Use conversational voice • Take signed pass back to class	• Put equipment back where it belongs • Stay in the designated areas	• Take notes • Follow along with the discussion • Study • Honor others' personal space and belongings • Allow others the best opportunity to learn • Wear proper attire	• Ask questions and report problems when you have them • Try your best • Be present – avoid multitasking • Know when assignments are due
BE SAFE	• Maintain personal space • Follow parking and driving regulations • Leave campus immediately at the end of the school day or event • Know emergency exit procedures	• Be in a seat or in line • Remain in seat until dismissed • Keep volume low	• Walk/keep moving • Stay to the right • Only one earbud • Keep hands to yourself	• Report any problems to an adult • Use restroom for intended purpose • Wash hands with soap and water before leaving	• If waiting stay seated quietly • Report emergencies to an adult	• No PDA • Report any problems to an adult • Maintain personal space • Comply with adult directions the first time given	• Keep the aisles clear and clean • Know and understand what to do in an emergency • Sit in the seat, facing forward with legs out of the walkways • Get permission prior to leaving the classroom	• Keeping login, passwords, and private information private. • Create a safe, quiet environment to create your best work
BE HERE	• Be your best self and a proud Bulldog	• Get in line quickly and quietly • Be aware of your surroundings • Make healthy choices	• Be aware of your surroundings • Gather you belongs, shut your locker and get where you need to be on time	• Do your business and return to class quickly and quietly • Remember...time in restroom is time away from learning	• Enter through the dog pound • If you will be absent, notify the office • Request homework, pick it up, and return it completed	• Be aware of your surroundings	• Awake • Well rested • Make Eye Contact • Arrive on time • Come prepared to learn with appropriate materials • Know what the learning target is for the day	• Check your email every day. • Turn in assignments on time and participate in discussions • Do your own work, in your own words

#BEABULLDOG