



# Celina Elementary School

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

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Welcome to the Celina Elementary School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age child(ren). Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact our office!

- Mr. Ahrens

## **CELINA CITY SCHOOLS VISION**

The vision of Celina City Schools is to serve the evolving educational needs of the individual in partnership with the community.

## **CELINA CITY SCHOOLS MISSION**

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

## **CELINA ELEMENTARY MISSION**

At Celina Elementary, we are a community of leaders. We recognize, honor, and celebrate the leaders within us.

### **We LEAD.....**

Love Learning  
Excel In All We Do  
Achieve Goals Together  
Do What is Right

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## **DAILY TIME SCHEDULE**

8:25	Doors open for student to enter
8:40	School Day begins
12:00-1:00	Lunch/Recess for 3/4
3:20	Walkers/Parent Pickup/ Bike riders dismissed
3:25	Bus riders dismissed

## **ARRIVAL TIME AT SCHOOL**

Students who walk, ride bicycles, or come by car should arrive **NO EARLIER THAN 8:25** unless special arrangements with the teacher or principal have been made. The district cannot be held responsible for problems/injuries occurring before scheduled arrival times. The doors will not be unlocked until 8:15. Non-bus riders are to enter through the front main doors only. **Students must be IN their homeroom at 8:40 or they will be considered tardy.**

## **PASSENGER CAR PICKUP AND DROP-OFF**

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

## **ENROLLING or WITHDRAWING A STUDENT**

Begin in the 2016-17 school year; all enrollment will be handled at the District's Central Office. When enrolling, parents or guardians must provide: birth certificate, SS number, court papers (if applicable), proof of residency, and proof of immunizations. When withdrawing a student, parents must notify the office of plans to transfer. School records will be sent to the new school within 14 days of the parent's request.



## **ATTENDANCE**

State Law requires prompt and regular attendance of school-age children. There are seven acceptable reasons for an excused absence:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative
5. Observance of religious holidays
6. Emergency or a set of circumstances which, in the judgment of the superintendent of schools, or his designee, constitutes a good and sufficient cause for absence from school

## **ATTENDANCE POLICY**

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

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

## **ABSENCE NOTIFICATION POLICY**

A parent/guardian **MUST** notify the school before **9:00** of any type of absence. The telephone number to call is

- West: 419-586-8300 Ex. 3502.

Before 7:30 you may call and leave a message with the following information:

1. Student's name, grade, and room number;
2. Your name and relationship to the student;
3. Reason why student will be absent;
4. Request homework.

**A call must be made EACH DAY that the student is absent.** The Celina School District is responsible by State Statute to account daily for each child as a result of the Missing Child Act. Therefore, should you not call by 9:00 a.m. and the student is not in attendance, the school shall:

1. Call the home to notify the parent.
2. If no answer, call the work place of the parents (or other contact numbers listed on the student's emergency card).

3. Send attendance officer to the home.

In most cases, if a parent note and/or a doctor's excuse is not returned to school within 3 days following an absence, the absence will be considered unexcused. Further, after a third absence, without the required parent initiated contact, all-future absences that occur without a call or face-to-face communication will be considered **UNEXCUSED**.

## **TARDINESS**

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

## **APPOINTMENTS/LEAVING SCHOOL EARLY**

Doctor, dental and other appointments should be scheduled for out-of-school times. However, if it is unavoidable, a student must bring a note. The note must state the child's name, reason for leaving early, time of expected departure, and parent or guardian signature. The child will be called down to the office upon the parent's arrival at school; the child will be dismissed after the office has the proper signature. Appointments scheduled during school hours will be included in the child's attendance record.

## **FAMILY VACATION POLICY**

Travel can be educational for children, and some parents may not be able to choose their vacation dates. **However, we urge parents to make every effort to arrange vacations when school is not in session.** If you must take your child out for vacation time, a permission form needs to be turned into the office for the principal's signature at least three days before the absence. Family vacation days are not to exceed five (5) days per school year. Days beyond this will be unexcused and work will not be allowed to be made up. Do not ask teachers to provide work ahead; it may be made up (up to 5 days) upon the student's return. (Forms are available in the office.) **No permission forms will be approved during the week(s) of state testing.**

## **TRANSPORTATION**

Any time your child is to depart from school in a manner different from his or her normal way, the student **MUST** have a signed, written explanation so that the teacher will know it is authorized. School policy requires that parents designate a permanent address where bus students are to be both picked up in the morning and

dropped off after school all 5 days of the week. **NO PASSES WILL BE ISSUED FOR A STUDENT TO RIDE ON A DIFFERENT BUS or for non-bus students to ride with someone.**

### ***VISITORS/STUDENT PICK-UP***

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

### ***GENERAL HEALTH***

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

### ***EMERGENCY MEDICAL CARE***

At the start of the school year, a medical emergency form is sent home requesting necessary information which permits the school to get in touch with someone in case of an accident or emergency. Minor first aid is given to a child unless parental instructions do not permit. Parents are notified in case of a serious accident or injury. **Two alternate names should be available on the emergency medical form in case the parent/guardian cannot be reached.**

### ***MEDICATION***

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

### ***VISION AND HEARING SCREENING***

All 3<sup>rd</sup> and 5<sup>th</sup> graders have their hearing and vision screened. Any 4<sup>th</sup> and 6<sup>th</sup> grader may be screened at parent or teacher request. The school nurse completes these evaluations and will notify the parents if any problems are detected.

### ***TUTORING***

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

### ***SPECIALIZED EDUCATIONAL SERVICES***

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

### ***COMPLIANCE OFFICER FOR TITLE IX***

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

### ***PHYSICAL EDUCATION DRESS/EXCUSES***

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

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

All grade levels will be completing a health-enhancing personal fitness assessment using FITNESSGRAM. There are five basic components: Aerobic Capacity, Muscular Endurance, Muscular Strength, Flexibility, and Body Composition. Physical fitness testing is a requirement by the state of Ohio. Parents may obtain an opt out form via the Celina Schools website.

The goal for each student is to be able to learn different ways to play and have fun while still taking care of their health and wellness. Learning various activities at school will allow each student to bring home what they learned and share it with their family. Each child should be physically active 60 minutes each day.

### ***CODE OF CONDUCT/ DISCIPLINE***

#### **RESPECT yourself (and the rest is just details):**

- Attendance – be here on time every day
- Practice work – do it well and on time
- Get enough sleep



- Eat a healthy breakfast and lunch
- Use good manners at all times
- Dress appropriately
- Have good hygiene
- In class – participate, listen, and use time wisely
- Try to do your best – all the time- in every way
- Act your age wherever you are!
- Remember: you represent CIS wherever you go!
- A student does his/her own work.

**RESPECT others (and they will respect you):**

- Keep hands, feet and objects to yourself
- Speak kindly to ALL people
- Don't interfere with anyone's education
- No weapons on school property
- No form of violence: spoken, written or physical
- Bad language is not acceptable at any time
- Bullying and harassing are not allowed
- Leave others' personal belongings alone

**RESPECT your environment (YOU make the difference):**

- If you drop it – Pick it up
- If you open it – Close it
- If you spill it – Clean it up
- School is a drug, tobacco and alcohol free area
- Vandalism or graffiti of any kind is not allowed
- Keep locker and desks organized
- Take care of school materials
- Use equipment properly
- WALK – don't run (unless you're in PE or Rec)
- Use an appropriate voice
- "Good Neighbor" policy is practiced at all times
- No loitering or littering anywhere
- Enter and leave school appropriately
- Use the recycle bins appropriately
- No skateboards, roller blades/roller shoes
- No spitting – inside or outside

***Consequences for not following the Code of Conduct may take the form of: conduct reports, loss of privileges, loss of field trips, phone calls home, counseling, conferences, office isolation, detention, in or out-of-school suspension, alternative school, creation of a behavior plan, restitution for property damages, recommendation for expulsion, filing of unruly or criminal charges.***

**ZERO TOLERANCE POLICIES FOR STUDENT BEHAVIOR**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school regulations and accept directions from authorized school personnel. The Board

has "zero tolerance" of violent, disruptive or inappropriate behavior.

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

Violations of this policy or the code of conduct should be reported to the principal. Administration cooperates in any prosecution pursuant to the criminal laws of the State and local ordinances.

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

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

**DETENTION**

A student's inappropriate action or failure to complete classroom assignments may be cause for detention after school. Parents will be notified in advance for after-school detention, and they will be responsible for picking up the student. Failure to report shall cause additional detention assignments and/or more serious disciplinary action.

**SUSPENSION**

Suspension is used for serious or ongoing disciplinary cases. Persistent conduct violations, continually interfering with other's education, persistent insubordination or disrespect, smoking, drinking, using drugs or look-alike drugs/tobacco products, verbal or physical assault, harassment, verbal or written threats, or bringing weapons to school will necessitate suspension. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever,

including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

If a violation is of a serious nature, suspension can be imposed after the first offense and/or could result in an expulsion.

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

Within 24 hours, the parents will be notified of the suspension with the reasons for the disciplinary action, the length, the type, (in-school or out-of-school) the rights of the parents and students, and appeal procedures. Students will receive zero credit for all assignments missed during an out-of-school suspension.

### ***REMOVAL FROM CLASS/BUILDING***

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

### ***EXPULSION***

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

### ***FEES***

In order to participate in field trips, ALL fees, lunch charges, and fines must be paid in full - past and current. The fees for the 2016-17 school years is \$75.

### ***UNACCEPTABLE ITEMS/CELL PHONES***

Rollerblades, cameras, skateboards, electronic devices, games, toys, and CD players should not be brought to school. Further, the following will be confiscated and not returned: pocket knives, chains, laser pointers, whiteout, tobacco products, squirt guns, pornographic materials, lighters, or any other type of disruptive/dangerous item. Cell Phones are not to be used at school from the time the student arrives on school grounds until he/she is out of the building. Bus students must keep cell phones off and in a book bag/purse at all times while on the bus. Cell phones must be kept in the student's backpack and turned off. Having a cell phone on one's person and/or using a cell phone at anytime during the school day will result in the following consequences: **First violation:** Cell phone will be confiscated and returned only to the parent or guardian after a meeting with the building administration. **Further violations:** Any further violation will result in detention, in-school suspension and out-of-school suspension. For each violation, the cell phone will be confiscated and returned only to the parent or guardian. Note: Contents of phones used during school hours, on school property, are subject to review by school authorities. Refusal to turn over a phone will be cause for an out-of-school suspension.

### ***DRESS AND GROOMING***

School dress should be such that it ensures the health, welfare and safety of the student body and enhances a positive image of our school. Any form of dress or grooming that attracts undue attention or violates the previous statement is unacceptable. School officials reserve the right to make recommendations the day it is noticed for changes in the dress, hair, and grooming of any student who violates the following:

1. Dress, footwear, hair and grooming will be clean and in keeping with health, instructional, sanitary and safety requirements.
2. Student dress and grooming will not disrupt or inhibit his/her performance or that of other students, constitute a health threat or disrupt teaching and learning. Pants will be pulled up at the waist.
3. Skirts or shorts must fall below the fingertips as well as any hole in the garment, very low-cut hip-huggers and low cut and/or very tight tops are not acceptable.
4. Tight fitting legwear (leggings, compression pants, leggings, tights, and yoga pants/athletic wear) must have a shirt or shorts over them that fall to one's fingertips.) Also: no pajamas unless it is a designated special student council day.
5. No exposed bellies or backs. No uncovered, very thin-strap type shirts, camisole or tank, tube tops or muscle shirts with large, long armholes. Undergarments should never be visible.
6. No hats: unless it is a special day.



7. No clothing with foul language or obscene language/images, tobacco, alcohol, drug-related logos, sexual, vulgar and/or violent innuendoes.
8. No chains dangling from one's body or clothing.
9. No distractive styles, bangs that cover the eyes, mohawks, shaved in printing, painted, spiked, or odd colored hair. (No color a human can't grow.)
10. No painted faces.

### **CAFETERIA GUIDELINES AND RULES**

Code of Conduct plus the following:

1. Students may talk to those close to them.
2. No throwing, blowing, flipping food.
3. No items/food taken out of the Commons.
4. Students are to purchase a lunch or bring a lunch from home. The only exceptions are by a note from the parent or doctor.
5. Students may use the restroom after taking their tray to the dish return.
6. Once seated, students may leave their seat only to return their tray to the dish room window. Students must return to the same seat/table.
7. NO table-hopping.
8. Raise hands for assistance.
9. Pick up on, around and under the table.
10. Extra items should be ordered in the morning. No extras if a charge is owed.
11. Charges and payments into student accounts are to be completed in the morning or at lunchtime.
12. If a student is over the maximum charge (\$14.60), they will be served a cheese sandwich and milk *or* PBJ sandwich and milk.
13. Maximum Daily Charge = \$3.65  
(1 lunch \$2.40 and 1 breakfast \$1.25)

### **BUS SAFETY AND RULES**

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

- Bus drivers have the authority to assign seats.
- Students must ride their assigned bus.
- Pupils will not move while the bus is in motion.
- Large items or band instruments and other objects of a hazardous nature are not allowed.
- Pupils are not to be discharged at any place other than their regular destination without written permission from the principal's office. Parents must contact the Principal or Bus Supervisor to obtain permission.
- Absolute quiet at all railroad crossings.

- Pupils will not put head, arms or other objects outside the bus windows.
  - No student will interfere with a bus driver's correction of another student's conduct.
  - No improper use of emergency exits.
  - **Parents are responsible for the child's conduct at the bus stops.**
  - NO pushing while loading/unloading.
  - Each student shall wait for the driver's signal before crossing in front of the bus.
- 1<sup>st</sup> report = Warning or Lunch Detention  
 2<sup>nd</sup> report = Bus suspension (1-3 days)  
 3<sup>rd</sup> report = Bus suspension (5-10 days)  
 4<sup>th</sup> report = Bus suspension remainder of school year

### **BABY SITTER RULE – WITH REGARDS TO BUS TRANSPORTATION**

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

### **FITNESS RECREATION**

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

A child will be excused from recreation only for a serious reason. Parents are to send a note to the child's homeroom teacher stating the reason and how long the child is to be excused. Children who are so excused will be expected to work quietly in an assigned area. If a child needs to stay in for an extended period of time, a doctor's note should be provided to the child's teacher stating the reason.

### **BICYCLE SAFETY**

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

### **SCHOOL PICTURES**

School pictures are usually taken early in the school year and may also be taken in the spring. Pictures are



taken for the yearbook and school records. There is absolutely no obligation on the part of the parents to purchase pictures.

### **PROPERTY IDENTIFICATION**

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

### **SOLICITING AT SCHOOL**

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

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

WCSM-1350 AM (or 96.7 FM); WKKI-94.3 FM; WOWO-1190 AM, or via our school website at [celinaschools.org](http://celinaschools.org). The school also uses the One Call Now automated phone service. To activate your account, please visit our website! Have emergency procedures ready for each family member. Care or assistance for your children must be planned in advance, and students must be aware of this plan. In case of an early dismissal, your plan should **not** include your child using a school phone.

### **EMERGENCY COMMUNICATION**

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

### **GRADE CARDS**

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

### **GRADING SCALE**

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

### **HOMEWORK POLICY**

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

prevent on-time completion of homework. If an unforeseen event occurs, please contact your child's teacher immediately.

### **RETENTION**

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

### **CHEATING**

Any type of cheating (Examples: copying someone else's homework, looking at another student's test answers, plagiarism, taking someone else's AR test) is considered a violation of the "Code of Conduct" and will result in a "0" for the work and possible disciplinary action as listed on page 3.

### **LIBRARY-MEDIA CENTER**

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

### **COMPUTER LAB/COMPUTERS/INTERNET ACCESS/PERSONAL ELECTRONIC DEVICES**

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

The following guidelines must be observed or a student loses computer/computer lab/Internet privileges for the entire nine weeks, or a time specifically determined by the teacher, technology coordinator, and/or the network administrator; and a student may be referred to the principal for disciplinary action. An incident report, filled out by the person in charge and the technology coordinator, will be kept on file with the technology coordinator and may become part of the permanent record:

1. Files stored on school computers/servers are restricted to school related assignments only; personal files may not be stored.
2. Students shall not copy or load and/or damage or alter any hardware or software.

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

### **INTERNET ACCESS**

1. Students may use supervised Internet Access for school-related purposes in the school during regular hours or with special permission. A board-approved Acceptable Use Policy (See section: Computer Lab/Computers/Internet Access above) and an A-site Acceptable Use Policy, must be signed by a parent and student, must be on file and approved by the network administrator and/or the technology coordinator before access will be permitted.
2. Students must adhere to the rules as outlined in the section above on Computer Lab/Computers/Internet Access or suffer the same consequences outlined therein.

### **DESKS**

Desks are the property of the school and subject to search or inspection at any time. Tape, hanging pictures, stickers or mirrors are not permitted on the desk.

### **SEARCH AND SEIZURE**

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

### **DISASTER DRILLS**

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

at the beginning of the year and multiple times throughout the remainder of the year..

### **WORKBOOKS/TEXTBOOKS/SUPPLIES**

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

### **FUND RAISERS**

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

*This handbook has been designed to give students and parents helpful information about the basic procedures and expectations of CES. It, however, must not be considered all-inclusive; and we reserve the right to adjust or add to the guidelines as needed. A complete Celina School Board Policy Manual (including student rights and responsibilities) is located on the District's Web site and may be accessed via <http://www.neola.com/celina-oh/>.*



attention and/or create problems of health and sanitation or obstruct vision.

### ***BAND***

Band is a graded class. A handbook will be provided by the director for all students and parents listing requirements/expectations for participation.

### **ALL ITEMS BELOW HAVE BEEN CUT:**

#### ***CIS WARNING SLIPS/CONDUCT REPORTS***

**\*\*Warning Slips** will be issued for violating the Code of Conduct listed (but not limited to) on page 3 of this handbook. In the event where a student's action is severe, a teacher/aide may pass over warning slips for a more severe consequence as listed on page 3 and 4 of this handbook..

**\*\*How does it work?** Teacher/aide issues a Warning Slip to a misbehaving student and student signs it. Slips are given to homeroom teachers daily to record and file to determine if a Conduct Report is to be issued. If any number of Warning Slips were issued, that day will be designated a Warning Day. In the event where a student accumulates three Warning Days, the homeroom teacher will issue a conduct report. Students will need to get the Conduct Report signed by parent/guardian and then serve the specified consequence noted on the form.

**1<sup>st</sup> Conduct Report** – min. 1 day ABLE

**2<sup>nd</sup> Conduct Report** – min. 2 days ABLE

**3<sup>rd</sup> Conduct Report** – 60 min after school detention

**\*\*The principal has the right to suspend extra-curricular privileges such as (but not limited to) field trips, assemblies, and Glen Helen (6<sup>th</sup>), if a student exceeds 4 Conduct Reports within a nine-weeks grading period; however, these activities can also be suspended immediately for behaviors deemed severe.**

**\*\*Students whose records show no more than 3 Warning Days recorded throughout each 9 weeks grading period will be invited to a "CIS Special Event." It will be up to the principal and cluster team's discretion to allow additional students to attend if drastic improvement in behavior has occurred.**

#### ***ABLE (Appropriate Behavior Learning Environment)***

Students report to the ABLE room if recreation or lunchroom privileges are lost due to conduct violations. Students may be assigned work intended to reinforce appropriate behavior. Parents will be notified when and why a student had ABLE. Excessive visits to ABLE will result in more serious disciplinary action.

11. No multiple or unusual body piercing (tongue, eyebrow, nose, chin) designed to cause undue

#### ***STATE REQUIRED TESTS***

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

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

#### ***POSTURAL SCREENING***

Postural screening (for curvature of the spine) occurs during the school year. If a potential problem is found, parents will be notified by the nurse.

\* This is done at CIS