

Changes made to the 2015-2016 CHS Student Handbook

SCHEDULES

Daily Class Schedule

Green

1 st	7:25 - 8:05	5 th A	11:01 - 11:31	6 th	12:35 - 1:35
2 nd	8:09 - 9:09	B	11:31 - 12:01	7 th	1:39 - 2:20
3 rd	9:13 - 9:53	C	12:01 - 12:31		
4 th	9:57 - 10:57				

White

1 st	7:25 - 8:25	5 th A	11:01 - 11:31	6 th	12:34 - 1:14
2 nd	8:29 - 9:09	B	11:31 - 12:01	7 th	1:18 - 2:20
3 rd	9:13 - 10:13	C	12:01 - 12:31		
4 th	10:17 - 10:57				

Black

I/E	7:25 - 7:50	4 th	10:18 - 11:02	6 th	12:48 - 1:32
1 st	7:54 - 8:38	5 th A	11:06 - 11:36	7 th	1:36 - 2:20
2 nd	8:42 - 9:26	B	11:40 - 12:10		
3 rd	9:30 - 10:14	C	12:14 - 12:44		

Lunch is 5th A, B, or C

2 Hour Delay Schedules

1

2 nd	9:25 - 9:55	5 th A	11:07 - 11:37	6 th	1:15 - 1:45
3 rd	9:59 - 10:29	B	11:37 - 12:07	7 th	1:49 - 2:20
4 th	10:33 - 11:03	C	12:07 - 12:37		
		1 st	10:33 - 11:03		

2

1 st	9:25 - 9:55	5 th A	11:07 - 11:37	6 th	1:15 - 1:45
3 rd	9:59 - 10:29	B	11:37 - 12:07	7 th	1:49 - 2:20
4 th	10:33 - 11:03	C	12:07 - 12:37		
		2 nd	10:33 - 11:03		

3

1 st	9:25 - 9:55	5 th A	11:07 - 11:37	6 th	1:15 - 1:45
2 nd	9:59 - 10:29	B	11:37 - 12:07	7 th	1:49 - 2:20
4 th	10:33 - 11:03	C	12:07 - 12:37		
		3 rd	10:33 - 11:03		

4

1 st	9:25 - 9:55	5 th A	11:07 - 11:37	6 th	1:15 - 1:45
2 nd	9:59 - 10:29	B	11:37 - 12:07	7 th	1:49 - 2:20
3 rd	10:33 - 11:03	C	12:07 - 12:37		
		4 th	10:33 - 11:03		

Pep Assembly Schedule

1st 7:25 - 8:09
2nd 8:13 - 8:57
3rd 9:01 - 9:45

4th 9:49 - 10:33
5th A 10:55 - 11:25
B 11:30 - 12:00
C 12:05 - 12:35

6th 12:11 - 12:55
7th 12:59 - 1:43
Pep 1:47 - 2:20

***Changes will be made when applicants are hired**

Celina High School

Student Handbook 2015-2016

Administration

Principal	Phil Metz
Assistant Principal	Derek Wenning
Athletic Director	Jeff Fortkamp

Guidance Counselors

Wendy Gabes (Students last names A-L)
(Students last names M-Z)

Secretaries

CJ Puthoff, Office - Ext. 1500
Kristen Kerns, Office - Ext. 1501
Attendance - Ext. 1505
Marlene Snider, Guidance - Ext. 1513

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

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***Changes will be made when elections are completed on
5/15**

CLASS REPRESENTATIVES

SENIOR CLASS OFFICERS

Nadine Kleman, President
Elyssa Sheriff, Vice-President
Johna Walls, Secretary
Jenna Coon, Treasurer

JUNIOR CLASS OFFICERS

Jenna Braun, President
Mallory McMurray, Vice-President
Cassie Vondenhuevel, Secretary
Maddie Mertz, Treasurer

STUDENT COUNCIL

Student Council Officers

Kevin McGohan, President
Allie Caldwell & Ian Darras, Co-Vice-President
Maddy Cline, Treasurer
Monica Ebbing, Public Relations Makenzie Fennig, Secretary

9th Grade Student Council Reps Victoria Knapke, McKenna Black, Madeline Elston, Alexis Nash, Alyssa Boeckman, Hanna Rasaweher, Grace McGohan, Paige Duncan, Hope Ebbing, Kassidy Fark, Haylie Bowlby, Christina Harting

10th Grade Student Council Reps Breah Anderson, Allie Caldwell, Mackenzie Fennig, Ally Harris, Ian Darras, Ashtyn Phlipot, Sawyer Weitzel, Logan Boley, Karlee Huber, Maddy Ross, Kelsey Swann, Katelyn Sweeney, Reagan Moege, Maddy Morris, Carly Post

11th Grade Student Council Reps Monica Ebbing, Kaeleah Fischer, Cassie Vondenhuevel, Patricia Dennis, Jacob Homan, Maddie Mertz, Caleb Green, Kelly Stahl, Daisha Elliot, Hannah Grabow, Haley McGilvary, Jenna Braun, Trey Temple

12th Grade Student Council Reps Jenna Coon, Emma Hawkins, Megan Muhlenkamp, Frank Townsend, Johna Walls

* **Bold** **Type** **denotes** **Honor** **Council**

POLICIES AND PROCEDURES

ATTENDANCE POLICY

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. Parents or guardians of a student that will be absent from school shall contact the attendance office, (ph. 419-586-8300 ext. 1505), prior to the start of the school day each day the student is going to be absent; failure to do so will result in the absence being considered unexcused. Celina High School recognizes three types of school absences. They are:

Medical Excuse – For an absence to be medically excused, a doctor’s note stating that the student is to be medically excused for a specific date(s) and/or time(s) must be turned in to the attendance office within 5 school days of the absence.

Parent or Self Call - The parents or guardians of a student will telephone the school office or the district’s automated message service prior to the start of the school day to notify attendance personnel that their child will be absent. The parent or guardian must give one of the following reasons for the absence to be excused. They are:

- personal illness
- illness in the family
- death of a relative
- observance of religious holidays
- an emergency or a set of circumstances which, in the judgment of the superintendent of schools or his/her designee, constitutes a good and sufficient cause for absence.

If a parent is unable to telephone, the student will call the office and upon the morning of his/her return to school bring a written note from the parent or guardian. The absence will be considered “unexcused” if no contact is made between the parent/guardian and the school. Failure to call before the start of the school day results in an offense for students under eighteen (18), after 3 offenses the parents and juvenile court will be notified.

Unexcused Absence – Unexcused absences are – truancy, failure to bring a note upon returning from an absence, and skipping class(es). Unexcused absence will be handled in the following manner each semester:

After three (3) "unexcused" absences for students under the age of 18, the building principal/attendance person shall send notification to the parent/guardian concerning these absences. The attendance officer will be made aware of the student’s attendance who may contact the parent/guardian informing them that their child is not attending school as required by ORC 3321.01. Subsequent absences may result in the Mercer County Prosecutor's Office being notified and unruly charges being filed against the student or charges may be filed against the parent/guardian concerning the failure of their child to attend school under ORC 3321.01.

***** Note ***** A student may have a total of five (5) or fewer non-medically excused absences for each nine week period. Additional absences will be considered unexcused.

TARDY POLICIES

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

Tardies per class- shall be handled in the following manner:

1st tardy - results in a WARNING

2nd tardy - results in a fifteen (15) minute detention.

3rd tardy - results in a thirty (30) minute detention.

4th tardy - results in a teacher referral to the office, student will receive a 1-hour detention

5th tardy - shall result in a teacher referral to the office, student will receive a Wednesday School.

6th tardy - shall result in a teacher referral to the office, student will receive 1 day In-School Suspension.

- a. Subsequent tardies (in a semester grading period) shall result in a conference with the parent to come to a solution to the tardiness problem. Failure to resolve the tardy problem will be at the discretion of principal and/or assistant principal and may result in an out of school suspension or filing charges with Juvenile Court.

MISCELLANEOUS ATTENDANCE POLICIES

***Note: After arriving to school, missing more than 25 minutes of an Academic Class or more than 10 minutes of Lunch or an I/E Period is considered "Failure to attend".**

1. Failure to attend one Academic Class, Lunch, or I/E Period

- a. First offense: Wednesday School
- b. Second offense: 1 day In-School Suspension
- c. Third offense: 2 days In-School Suspension
- d. Fourth offense: 3 days In-School Suspension
- e. Additional or repeated offense(s): Disciplinary action at the discretion of the principal, assistant principal.

2. Failure to attend more than one Academic Class (skipping two classes up to a full day)

- a. First offense: 1 day In-School Suspension
- b. Second offense: 2 days In-School Suspension
- c. Third offense: 3 days In-School Suspension
- d. Additional offense: Disciplinary action at the discretion of the principal, assistant principal.
- d. Repeated offenses: Possible recommendation for expulsion. Also, students under the age of 18 will be referred to the local juvenile court system.

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

- a. First offense: 1 Hour Administrative Detention
- b. Repeat offense: Disciplinary action at the discretion of the principal, assistant principal.

4. Student Vacation Days

Student vacation days will count toward total absences from class. Up to 5 days of vacation *per year* will be excused only when the student leaves with his/her parent/legal guardian. *Permission slips must be obtained from a principal by the parent/legal guardian at the high school office no later than three (3) school days prior to the start of the vacation. These family vacations are not to occur during the last week in a semester.*

5. College Visitation Days

A student visitation to a college is encouraged to assist the student in making the best choice for future plans. To insure proper use of this day and for the safety of all students involved, the following guidelines need to be followed.

- a. A visitation appointment must be made with a representative of the college or university and verified to the high school counselor/principal.
- b. The college visitation form must be completed and returned to a guidance counselor three days prior to the absence/college visit.
- c. A parent or adult over 21 years of age must accompany the students on the visitation and must sign the visitation forms.
- d. Visits to WSU-Lake Campus should be made after school hours. Lima schools, unless dictated by the appointment times, should require only one-half day absence.
- e. Juniors and seniors may be granted two (2) visitation days per school year. These days will count as excused absences for each visitation. However, if a student presents to the attendance secretary a visitation form signed by a college official the first school day after the college visit, the absence will be removed from the student's attendance record.
- f. Any additional college visit days beyond the two days per school year must be approved in advance by the principal, and each day will automatically count as an excused absence day on student's attendance record.
- g. College days cannot be taken after the second Friday in May each year unless special permission is granted by the principal.

6. Homework requests

Homework requests must be received by 8 AM of the day of the request.

STUDENT CONDUCT AND DISCIPLINE

DUE PROCESS IN DISCIPLINARY PROCEEDINGS

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

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 carry over into the next semester. If fewer than ten days remain in the current school year, the superintendent may apply any remaining part or all of the period of suspension to the following year. The following steps are required: