



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

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

PASSENGER CAR PICKUP AND DROP-OFF

Passenger cars are to use the circle 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.

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.**

ENROLLING or WITHDRAWING A STUDENT

All enrollments have been 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 PURPOSE Ohio Revised Code Sec. 3321.01, states that a person between the ages of 6 and 18 is of “compulsory school age,” which means they are required to attend school. Ohio’s Missing Child Law requires schools to make every effort to contact parents of absent students. It’s the duty of CES administration & staff to enforce laws of compulsory school attendance.

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

NOTIFICATION

Attendance office: (419) 586-8300 ext. 1502

Parents must notify the attendance office by 9:00 a.m. 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 unexcused absent 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 illness, emergency travel, or emergency circumstances.

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** (approximately 10 days) in a school year. When contacting the attendance office, you must provide a reason for missing school. The following reasons can be considered excused: **personal illness, death in the family, religious holiday, vacation, an emergency or set of circumstances which constitute a sufficient cause for absence as judged by the Superintendent of schools or designee.** It is parent & student responsibility to communicate & receive prior approval for foreseen

absences. Each student is limited to **65 hours total** (approximately 10 days).

Restrictions

-Student vacation cannot occur during State Testing weeks.

Attendance penalties are waived for medical absence when proper documentation is provided. A doctor’s note with specific times and dates of medical care or excuse must be submitted within 5 school days of a medical absence. If no note is provided, the absence will count against the 10-day allowance or as an unexcused absence if no allowance remains. Absences in excess of the 10 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. Class work missed due to unexcused absence will not be graded or credited to the student. Consequences for unexcused absences may include: Juvenile Court referral pursuant to ORC 3321.01, In-school suspension (ISS) to allow for students to catch up on necessary learning, detention, or other consequences as deemed appropriate by the Principal.

Student absences are tracked by hours. Partial absences and tardiness 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. (O.R.C.)

Habitually Truant

- 30 consecutive hours w/o a doctor’s note
- 42 unexcused absences per month
- 72 unexcused absences per year

Excessively Absent

- 38 hours of unexcused and unexcused absences combined per month
- 65 hours of unexcused and unexcused absences combined per year

Chronically Absent

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

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

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.

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.

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.**

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.

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. Failure to complete homework could adversely affect your child's grade. 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 prevents 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.

VISION AND HEARING SCREENING

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

TUTORING

Tutoring will be available, without cost to the family, for students who are unable to attend school due to a serious illness, accident, or continuing medical problems. The request and arrangements should be handled through the building 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.

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 by 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. 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.
6. NO table-hopping.
7. Raise hands for assistance.
8. Students will be expected to pick up on, around, and under the table.
9. Charges and payments into student accounts are to be completed in the morning or at lunchtime.
10. If a student is over the maximum charge (\$16.00), they will be served a cheese sandwich and milk *or* PBJ sandwich and milk.
11. Maximum Daily Charge = \$4.00
(1 lunch \$2.50 and 1 breakfast \$1.50)

BUS SAFETY AND RULES

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

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

- Absolute quiet at all railroad crossings.
- Pupils will not put head, arms or other objects outside the bus windows.
- No student will interfere with a bus driver's correction of another student's conduct.
- No improper use of emergency exits.
- **Parents are responsible for the child's conduct at the bus stops.**
- NO pushing while loading/unloading.
- Each student shall wait for the driver's signal before crossing in front of the bus.

1st report = Warning or Lunch Detention

2nd report = Bus suspension (1-3 days)

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

4th report = Bus suspension remainder of school year

BABY SITTER RULE – WITH REGARDS TO BUS TRANSPORTATION

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

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. 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.

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 2018-19 school year is \$75.

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/>.