



Celina Intermediate Schools



This handbook has been designed to give students and parents helpful information about the basic procedures and expectations of CIS. 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/>.

ADMINISTRATION WELCOME LETTER

Dear CIS Students,

Welcome back to a new school year! The teachers, administrators, and staff of Celina Intermediate School would like to welcome you as you embark on another year filled with the promise of success. One of the wonderful things about being a Celina Bulldog Student is the opportunity for a fresh start each August. Take this opportunity to begin the school year with enthusiasm and a positive outlook.

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

We wish you the best of luck throughout this school year.

GO DOGS!!

Sincerely,

Mr. Wenning, CIS Principal

DAILY TIME SCHEDULE

8:25	Buses and walkers/bikers arrive
8:30	Students released from Commons
8:35	Warning tone
8:40	Classes begin
12:05-1:05	Lunch/Recreation for 5/6
3:20	1 st Bus riders dismissed/ Walkers/ Bike riders dismissed
3:25	2nd Bus riders dismissed

ENROLLING or WITHDRAWING A STUDENT

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 POLICY

PURPOSE

It's the duty of the CIS 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. 3003

Parents must notify the attendance office by 9:00AM the day of an absence. All student or self-calls will be considered 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

ARRIVAL TIME AT SCHOOL

Students who walk, ride bicycles, or come by car should arrive **NO EARLIER** THAN 8:20 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 automatic doors will not be unlocked until 8:20. Non-bus riders are to enter through the front main doors only, and report to the Commons if they arrive before 8:20. **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, please use visitors' spaces.

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. Periodic attendance reports will be sent, by the school, to parents of students with attendance concerns.

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** 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 the parent & student responsibility to communicate and receive prior approval for foreseen absences. Each student is limited to **65 hours excused absences** per academic year.

***Restrictions**

-Student vacation cannot occur during State Testing weeks.

Attendance penalties are waived for medical absence when proper documentation is provided appropriately.

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

UNEXCUSED

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,

ABLE, or other consequences as deemed appropriate by the Principal.

Absences in excess of the 65 hours outlined above will be designated as unexcused. Should excessive unexcused absences 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.

ATTENDANCE POLICY

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 Intermediate School. (O.R.C.)

- Habitually Truant
 - 30 consecutive hours w/o a doctor's note
 - 42 hours unexcused absences per month
 - 72 hours unexcused absences per year
 - 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
- 92 hours of excused and unexcused absences combined per year

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.

1st tardy - results in a WARNING

2nd tardy - results in OFFICE VISIT

3rd tardy - results in a LUNCH ABLE & LETTER HOME

4th tardy - results in two (2) LUNCH ABLES

5th tardy - results in AFTER SCHOOL DETENTION

Additional or repeated offense(s): Disciplinary action at the discretion of the principal.

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.

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 information card and 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.

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.

VISION AND HEARING SCREENING

All 5th graders have their hearing and vision screened. Any 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.

All students must have sneakers or tennis shoes for physical education class. Students are advised to wear comfortable 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.

STUDENT CONDUCT AND DISCIPLINE

DEFINITIONS OF DISCIPLINARY ACTIONS

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.

Detention: Being detained after school usually for up to 1 hour. Failure to serve an assigned detention may result in additional detentions, and/or In-School Suspension at the discretion of the principal, or staff personnel who assigned the original detention.

In-School Suspension: 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 an Out-of-School suspension, expulsion recommendation and/or referral to the local law enforcement agency. **There is no appeal process for an assignment to in-school suspension.**

Out of School Suspension: Being removed from school property and not allowed to reenter until the end of the suspension. Students will not receive credit for work or be allowed to make up tests. Students may be given the option of community service work in order to maintain all or partial credit of work missed, depending on the circumstances behind their suspension. 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. According to Ohio School Law, 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 and/or serious offenses for which permanent exclusion can be sought include: weapon related; drug related; serious injury or death related; sexual related; and complicity in any of these unlawful acts.

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 enroute 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.

STUDENT CODE OF CONDUCT

Infractions of the following rules could subject a student to ABL, Detention, In-School Suspension, Out-of-School Suspension, or expulsion as deemed appropriate by the 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 cause deterioration in the learning environment.
4. Violation by a student of any one or more of the following rules of conduct may result in disciplinary action, including suspension, removal, expulsion, filing a complaint with Mercer County Juvenile Court and/or contacting local law enforcement. Parents will be notified when any such action is used.
5. Students may be disciplined for any misconduct which occurs off school property to the extent that (1) the misconduct is connected to activities or

incidents which have occurred on property owned or controlled by the board of education, or (2) the misconduct, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee, or (3) the misconduct, regardless of where it occurs, the effects of which disrupts the educational environment.

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: 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 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.

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 pocketknives*. 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: A student shall not possess, use, transmit or conceal any tobacco or tobacco products (including snuff, electronic cigarette or smokeless tobacco). This prohibition applies at any time the student is under the jurisdiction of the school.

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

First offense: Three (3) days In-School Suspension

Second offense: Five (5) days In-School Suspension and school officials will file a complaint with the Mercer County Juvenile Court.

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

Ohio Revised Code Section 2903.04 makes it illegal for anyone to sell, furnish or give cigarettes, cigars, or tobacco of any kind to a person under eighteen. Under Section 2141.02, a minor who violates Section 2903.04 could be adjudged a delinquent in juvenile court.

Rule 6. Alcoholic Beverages, Narcotics, & Drugs: A student shall not possess, use, transmit or conceal any alcoholic beverage, dangerous drug, narcotic, pill or capsule, mind-altering substance, or drug paraphernalia. This prohibition applies 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 following actions when dealing with student alcohol offenses:

First offense: Three (3) days out-of-school suspension.

Second offense: Five (5) days out-of-school suspension.

Third offense: Ten (10) days Out of School Suspension with recommendation for expulsion.

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

First offense: Ten (10) days Out of School Suspension with recommendation for expulsion

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 or gestured means.

Rule 11. Theft: A student shall not cause or attempt to take into his/her possession public property or equipment of the District or the personal property of another student, teacher, visitor or employee of the District.

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 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. S/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: A student may not falsely report incidents, make false accusations or give false testimony.

Rule 20. Acceptable Use Policy (Computers & Internet) A student shall not violate the Acceptable Use Policy as printed under the Media Center section of the Student Handbook.

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 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 Board policy (5517.01).

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.

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.

Repeat offense(s): Student receives a zero for the assignment, parents are notified, and further disciplinary action at the discretion of the principal or assistant principal.

CIS PINK SLIPS/CONDUCT REPORTS

Pink Slips will be issued for violating the CIS Code of Conduct listed (but not limited to) items in the the student 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 4 of CIS Student Handbook.

How does it work? Teacher/Aide issues a Warning Slip to a misbehaving student and the student signs it. Slips are given to homeroom teachers daily to record in file to determine if a Conduct Report is to be issued. In the event where a student accumulates five Pink Slips, the homeroom teacher will give notice to the student that they will receive a Conduct Report.

1st Conduct Report (5 Pink Slips): 60 Minutes ABLE during Lunch and Rec Time

2nd Conduct Report: 60 minutes after school detention

3rd conduct Report: Meeting with the parents to set up a behavior plan.

**The principal has the right to suspend extra-curricular privileges such as (but not limited to) field trips, assemblies, and Glen Helen (6th), 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.

FIELD TRIP PARTICIPATION

Students will be permitted to participate in the field trip, **UNLESS** a student receives **6** or more points based on the following scale.

1. **A.B.L.E** = 1 Point
2. **Bus Conduct Reports** = 1 Point
3. **After School Detentions** = 1 Point
4. **In-School Suspensions** = 1 Point/per day
5. **Out-School Suspension** = 2 Points/per day
6. **Recommendation for expulsion** = 6 Points

A warning letter will be sent home after the 3 Points have been accumulated. This will serve as a notice that improvements need to be made, and that the student's trip is in jeopardy of being terminated. *These guidelines are subject to the discretion of the cluster teachers and principal.*

FEES

In order for students to participate in field day, fieldtrips, Book Fair, or Glen Helen, lunch charges or fines/fees totaling more than \$2.00 must be **paid in full**, and AT MINIMUM, a percentage of the yearly school fee* amount must be paid by the end of the first week of each nine week period. Percentage due at the beginning of each nine-week period: 25%, 50%, 75%, 100%. **NOTE: Book & supply fees may be waived for students on free/reduced lunch. Contact the office for required forms or to report a circumstance that may impede the ability to pay and/or require an alternative payment plan.*

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 following the final tone.** 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 locker 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 may result in after-school detention, in-school suspension or 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.
11. No multiple or unusual body piercing (tongue, eyebrow, nose, chin) designed to cause undue attention and/or create problems of health and sanitation or obstruct vision.

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 lunch time.
12. If a student is over the maximum charge, they will be served a cheese sandwich and milk *or* PBJ sandwich and milk.
13. Maximum Daily Charge =
(CIS) \$3.75 (1 lunch and 1 breakfast)

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 Bus suspension (1-3 days)
 2nd report = Bus suspension (3-5 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.

RECREATION/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.

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, Leader Alert or 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: Leader Alert, 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.

LOCKERS AND DESKS

Lockers and desks are the property of the school and subject to search or inspection at any time. **LOCKERS ARE NOT PERMITTED TO BE DECORATED.** Tape, hanging pictures, stickers or mirrors are not permitted in lockers. Removable shelving is permitted in a student's locker.

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.

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.

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.



Parents & Students

I have read and agree to abide by the Student Handbook and Conduct Code along with the Celina School Board Bylaws and Policies. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a discipline or lose of Celina Intermediate School privileges. I also agree as a user of the Board's computers/network/iPads and the Internet, to use in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

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

Parent or Guardian Signature _____ **Date** _____

Student Signature _____ **Date** _____

Teachers and building principals are responsible for determining what unauthorized or inappropriate use is. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

*** By Signing above, we agree to have read the content in the Celina Intermediate School Student Handbook. We understand the rules and expectations as well as the consequences for violations.**

