



# Celina Elementary Schools

## 2024-2025



*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/>.*

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*Dear CES Students and Families,*

*Welcome back to a new school year! The teachers, administrators, and staff of Celina Elementary 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.*

*CES has a proud tradition of excellence both in the classroom and through our many school activities. We challenge you to enrich your CES 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,*

*Celina Elementary Administration*

### ***DAILY TIME SCHEDULE***

8:15	Buses and walkers/bikers arrive
8:25	Warning tone
8:30	Classes begin
10:41-11:24	Lunch/Recreation for Kindergarten
11:26 - 12:09	Lunch/Recreation for 1st and 2nd
12:11 - 12:54	Lunch/Recreation for 3rd and 4th
12:56 - 1:30	Lunch/Recreation for 5th and 6th
3:10	Bus riders dismissed
3:15	Dismissal: Walkers/ Bike riders dismissed

### ***ARRIVAL TIME AT SCHOOL***

Students who walk, ride bicycles, or come by car should arrive **NO EARLIER** THAN 8:15 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 8:05. Non-bus riders are to enter through the front main doors only. **Students must be IN their homeroom at 8:30 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.

### ***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***

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 the CES administration & staff to enforce laws of compulsory school attendance. Determinations of

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

**NOTIFICATION**

**Attendance office: (419) 586-8300**

Parents must notify the CES 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 effort to identify the student’s whereabouts and ensure their safety. Students requiring a call from the school will be 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. Excessive unexcused absences are grounds for Absence Intervention and Juvenile Court referral.

**EXCUSED ABSENCE**

Excused absences are allowed for students due to illness, emergency travel, quarantine of the home, death in the family, observation or celebration of a bona fide religious holiday, professional appointments, other emergency circumstances or other good cause as determined by the superintendent. (JWB1) 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** (JWB2) in a school year. When contacting the attendance office, you must provide a reason for missing school. It is a parent & student responsibility to communicate & 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. A doctor’s note with specific times and dates of medical care or excuse must be submitted within 5 school days of a medical absence. If no note is provided, the absence will count against the 65 hours allowance or as an unexcused absence if no allowance remains. Absences in excess of 65 hours, outlined above, will be designated as unexcused.

**UNEXCUSED ABSENCE**

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. Consequences for unexcused absence may include: an intervention team, Juvenile Court referral pursuant to ORC 3321.01, in school assignment (ISA) to allow students to catch up on necessary learning, detention, or other consequences as deemed appropriate by administration.

**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 Elementary School. (O.R.C.)

Habitually Truant

- 30 consecutive hours without a doctor’s note
- 42 hours in a school month
- 72 or more hours in a school year

Excessively Absent

- 38 hours of excused & unexcused absences combined per month
- 65 hours of excused & 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

Absences in excess of the 65 hours outlined above will be designated as unexcused. Should excessive unexcused absences occur, a student/parent will have formal complaints made against them in the Mercer County Juvenile Court in accordance with state law.

It is the responsibility of a child’s parent or guardian to ensure that they attend school on a consistent basis. Within a quarterly period, the child will be limited to three (3) days of absence without a physician's signed excuse. When a child exceeds three (3) days, he/she will be considered unexcused and consequences may occur. Such consequences could include after-school detention,

or in-school suspension. Should the absences or tardiness (excused or unexcused) seem questionable, and/or become habitual or chronic, the principal will recommend to the school attendance officer that a complaint be filed in juvenile court as required by ORC 3321.01.

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

### **TARDINESS**

After 8:30, 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 buses would not be counted tardy. Students with unexcused tardiness may face the following consequences: detention, or suspension. Excessive excused or unexcused tardiness may cause the district attendance officer to file a complaint in juvenile court.

1<sup>st</sup> tardy - results in a WARNING

2<sup>nd</sup> tardy - results in OFFICE VISIT

3<sup>rd</sup> tardy - results in a LETTER HOME & LUNCH DETENTION

4<sup>th</sup> tardy - results in AFTER SCHOOL DETENTION

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

### **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. Call 419-586-8300 when you arrive to pick up your student, please report to the office. Appointments scheduled during school hours will be included in the child's attendance record.

### **FAMILY VACATION POLICY**

Travel can be educational for children, and some parents may not be able to choose their vacation dates. **However, we urge parents to make every effort to arrange vacations when school is not in session.** If you must take your child out for vacation time, a permission form needs to be turned in to the office for the principal's signature at least three days before the absence. Family vacation days are not to exceed five (5) days per school year. Do not ask teachers to provide work ahead; it may be made up (up to 5 days) upon the student's return. (Forms are available in the office.)

### **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 by a parent. 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.

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

### **MEDICATION**

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

### **VISION AND HEARING SCREENING**

All K, 1st, 3rd, and 5<sup>th</sup> graders will have their hearing and vision screened. Any 2nd, 4th, and 6<sup>th</sup> grader may be screened at parent or teacher request. The school nurse completes these evaluations and will notify the parents if any problems are detected.

### **TUTORING**

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

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS)**

At Celina Elementary School, students are expected to

- Be Safe
- Be Respectful
- Be Responsible
- Be Here

The staff at CES is dedicated to teaching and reinforcing positive behaviors. We have implemented our PBIS matrix which can be found at the back of this handbook.

### **STUDENT CONDUCT AND DISCIPLINE DEFINITIONS OF DISCIPLINARY ACTIONS**

**In-School Detention** - is a disciplinary action which results when a student's behavior warrants the student to be excluded from the everyday school environment yet still remain in school. The length of time a student spends in In-School Detention may vary.

**After School Detention** - 60 minutes served after school hours, supervised by school personnel. Students must be given 24 hours' notice, however, the student may waive this right. Parents are responsible for finding transportation for the student.

You as a parent, will be contacted via the detention form (emailed home) and phone call in a timely manner to the assigned detention.

**In-School Assignment:** This disciplinary action may be assigned from 1 – 10 days. Students are placed in an alternative setting where they are closely monitored by school personnel in a highly structured environment. Full 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 in-school assignment.**

**Out of School Suspension:** Being removed from school property and not allowed to reenter until the end of the 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 incidents 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.

### ***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.

### **STUDENT CODE OF CONDUCT**

Infractions of the following rules could subject a student to Detention, In-School Assignment, 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.
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 cause disruption or obstruction to the curricular and/or extracurricular activities of the school by means including but not limited to violence, force,

coercion, threat, noise, harassment, insubordination, electronic transmission or repeated incorrigibility.

**Rule 2. Damage to Property/Tampering:** A student shall not cause or attempt to cause damage, destruction or defacement to property (public or private) including building, grounds, equipment or materials. A student shall not tamper with school or private property. Students guilty of vandalism, *including any release of mercury by a student*, in school shall be required to pay in full for damage. Notice of such damage should be communicated to the parent or guardian by administration. 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. Assault/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 pocket knives*. This includes "look alike" weapons. Students are not to bring laser pens/pointers to school at any time; improper use of these devices may cause physical harm to others.

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

***School officials will adhere to following actions when dealing with student tobacco and/or vape device offenses:***

**First offense:** Three (3) days In-School Assignment and completion of substance abuse cessation program as assigned by school officials with cost to be assumed by parents/guardians.

**Second offense:** Three (3) days Out-of-School School Suspension and completion of substance abuse cessation program as assigned by school officials including a summary presentation of the substance abuse cessation program with cost to be assumed by parents/guardians.

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

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

**Rule 6. Alcoholic Beverages, Narcotics, & Drugs:** A student shall not possess, use, transmit or conceal any alcoholic beverage, dangerous drug, narcotic, pill or capsule, mind-altering substance, controlled substances under federal law and any form of marijuana, or drug paraphernalia (including, but not limited to a dab pen, marijuana vape pen, cartridges, and chargers.) These prohibitions apply at any time the student is under the jurisdiction of the school, and the possession or use of "look-alike" drugs may also result in suspension. The administration reserves the right to request a student to take a breathalyzer test or drug test if there is reasonable suspicion that the student shows evidence of consumption of alcohol or drugs. Refusal to participate in the test may result in disciplinary action as indicated below.

***School officials will adhere to the following actions when dealing with student alcohol 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 the following actions when dealing with student drug offenses, drug paraphernalia, and/or electronic cigarette/vape offense:***

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

**Subsequent offense:** Ten (10) days Out-of-School suspension with recommendation for expulsion, and school officials may file a complaint with the Mercer County Juvenile Court.

**Rule 7. Repeated Violations:** A student shall not repeatedly fail to comply with rules, directions or commands of teachers (including student teachers and substitute teachers), principal, bus driver or any other authorized school personnel during any time when the student is properly under the authority of the school personnel.

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

**Rule 9. Violations of the Law:** A student shall not violate any state or federal law when the student is properly under the authority of school personnel.

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

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

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

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

**Rule 14. Truancy and Tardiness:** Truancy is declared when a student is absent from school for any portion of the regular school day without authorization by the principal and/or parental consent.

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

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

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

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

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

**Rule 19. Acceptable Use Policy (Computers & Internet)**

A student shall not violate the Acceptable Use Policy.

**Rule 21. Inappropriate Display of Affect:** Students shall refrain from inappropriate display of affect before, during, and after school.

**Rule 22. Bullying, Cyberbullying, and Other****Aggressive Forms of Behavior to include Violence Within a Dating Relationship:**

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

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

**First offense:** Students must redo the assignment for 50% credit, parents are notified, and disciplinary action at the discretion of the administration or assigned personnel.

**Subsequent offense(s):** Student receives a zero for the assignment, parents are notified, and

further disciplinary action at the discretion of the administration or assigned personnel.

**Rule 24 - Sexting:** The possessing, taking, dissemination, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly referred to texting, emailing, or sexting, etc.) or any other medium may constitute a crime under state and/or federal law. Any person possessing, taking, dissemination, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs such may be punished for violating this code of conduct and may be reported to the appropriate law enforcement agencies.

**Rule 25. Arson, Attempted Arson, and Related**

**Offenses:** A student shall not create harm, or a risk of harm, to any property or person, through the use of fire, fireworks, or other explosives.

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

**Rule 27. Attempt:** Any attempt to engage in prohibited conduct.

**Rule 28. Collusion or Complicity:** Collusion or complicity or aiding or embedding anyone in the commission of prohibited conduct.

**Rule 29.** Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the administration as outlined in this handbook or established by Celina City School Board Policy.

**GLEN HELEN 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. After School Detentions = 1 Point/per day
2. In-School Assignment = 2 Point/per day
3. Out-School Suspension = 3 Points/per day
4. 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.*

**All alcohol, drug, and tobacco offenses will automatically terminate your student's field trip.**

*These points and guidelines are subject to the discretion of the school administration.*

### **FEES**

In order for students to participate in field day, field trips, 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 phones will be confiscated and returned only to the parent or guardian after a meeting with the building administration, as well as a lunch/recess in-school detention.

**Further violations:** Any further violation may result in after-school detention, in-school assignment 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 (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 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 that impact student learning.
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 lunch or bring 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 =  
(CES) \$4.75 total (1 lunch; \$3.00 and 1 breakfast; \$1.75)  
\*\* Prices subject to change

**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 their head, arms or other objects outside the bus windows.
- No student will interfere with a bus driver's correction of another student's conduct.

- No improper use of emergency exits.
- **Parents are responsible for the child's conduct at the bus stops.**
- NO pushing while loading/unloading.
- Each student shall wait for the driver's signal before crossing in front of the bus.

1<sup>st</sup> report = Warning or Bus suspension (1-3 days)

2<sup>nd</sup> report = Bus suspension (3-5 days)

3<sup>rd</sup> report = Bus suspension (5-10 days)

4<sup>th</sup> report = Bus suspension remainder of school year

**BABYSITTER RULE – WITH REGARDS TO BUS TRANSPORTATION**

Parents must notify the school if there is a change in the location a student is picked up or dropped off by the bus. If you prefer to have your child transported to and from a babysitter, the student must be picked up and delivered to the same address, five days a week. All permanent arrangements must be approved by the transportation office.

**RECREATION/FITNESS RECREATION**

Educational aides supervise recreation time, and they will instruct students in guidelines and rules. 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 excused will be expected to work/play 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, scooters, or other means of transportation.

**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 District also uses the Celina City Schools 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: the Celina City Schools automated phone service, social media accounts and local (radio) news media.

### **GRADE CARDS**

Grade cards will be made available to the student and families, approximately one week after the end of the nine-week grading period.

### **GRADING SCALE**

#### **Grades K - 2nd (3rd grade for specials only)**

O = demonstrates understanding

S = demonstrates partial understanding

U = experiences difficulty

#### **Grades 3rd - 6th**

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

**\*\* Pass/Fail options may be used, if necessary.**

### **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 do 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.

### **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 overdue books. If the book is lost or damaged, the student must pay for a replacement; the cost will be considered a school fee.

### **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 each school 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.

**FUNDRAISERS**

School sponsored fundraiser(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

**SECURITY VIDEO**

The Celina City School District may use video recording on District property. These videos, which are made for the protection and welfare of the school community, typically contain images of many students, as well as District employees and other persons. Security videos contain personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the videos as “directory information” that may be disclosed without the prior written consent of the students’ parents or guardians. Security videos, and the personally identifiable information contained on the videos, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests.

- 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**

We have read and agree to abide by the Student Handbook and Code of Conduct, as determined by our Celina School Board policy, including the guidelines for use of technology, and agree to follow the rules and expectations of Celina Elementary School as contained within. We understand that if these rules and expectations are not followed disciplinary action may be taken.

*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 Elementary School Student Handbook. We understand the rules and expectations as well as the consequences for violations.