

STUDENT NETWORK AND INTERNET AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

Please complete the following information:

Student User's Full Name (please print):

_____ Grade: _____

Parent/Guardian's Name (please print):

Parent/Guardian

I have read and agree to abide by the Student Network and Internet Acceptable Use Policy, along with the Celina School Board Bylaws and Policies (available in the front office, or online), and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board **with the following exceptions:**

Please check each that applies:

- ☐ I do not give permission for my child to use and access the Internet at school and for the Board to issue an Internet/e-mail account to my child.
- ☐ I do not give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- ☐ I do not give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- ☐ I do not authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

Parent/Guardian's Signature: _____

Date: _____

Student

I have read and agree to abide by the Student Network and Internet Acceptable Use Policy, along with the Celina School Board Bylaws and Policies (available in the front office, or online). I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

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

Celina High School

Student Handbook 2015-2016

Administration

Principal	Phil Metz
Assistant Principal	Clinton Hirschfeld
Athletic Director	Jeff Fortkamp

Guidance Counselors

Wendy Gabes (Students last names A-K)
Crystal Niekamp (Students last names L-Z)

Secretaries

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

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

CHSBulldogNews.blogspot.com

This handbook belongs to:

Name_____

Address_____

City_____State_____Zip_____

Student Number _____

Pending approval by the Celina Board of Education - June 2015

** Changes to this handbook may be found on the CHS website.*

TABLE OF CONTENTS

SCHEDULES

Page

Daily Class Schedule	1
Delay Schedule	1
Pep Assembly Schedule	1

WELCOME

Administration Welcome	2
Student Council Welcome	2
Student Rights to an Education	3
Class Representatives.....	4
National Honor Society Members.....	5
Alma Mater, Fight Song.....	5

STUDENT SERVICES

Student Well Being	6
Injury and Illness.....	6
Health Services	6
Service Directory for Students and Parents.....	8
Guidance	10
Financial Aid/Scholarships/Grants.....	10
National Honor Society Selection Standards	11
Cafeteria	12

MEDIA CENTER

Media Center Rules.....	12
-------------------------	----

GRADING AND GRADUATION

Grading	15
Weighted Grades.....	16
Course Changes	16
Graduation Requirements	16

ATHLETICS

Title IX Compliance.....	17
Co-Curricular and Extra Curricular Activities	17
Extra-Curricular Eligibility Policy	19
Interscholastic Athletic Policy	20
Student Athletic Conduct Code.....	20
Hazing	24

POLICIES AND PROCEDURES

Attendance Policy	25
Tardy Policies	26
Miscellaneous Attendance Policies	26
Withdrawal	28
Student Driving/Parking Privileges.....	28
Cell Phones/Electronic Devices	29
Lockers.....	30
Evacuation and Shelter Drill	30
School Dances.....	30
Random Alcohol Checks	31
Security Video	32
Interrogations & Searches	32
Substance Free Environment.....	33
Zero Tolerance of Violent Behavior	33
Sexual Harassment	34

STUDENT CONDUCT AND DISCIPLINE

Due Process in Disciplinary Proceedings.....	35
Definitions of Detention, Suspension, Expulsion	37
Student Code of Conduct	38
Student Dress Code.....	42
Student Bus Regulations	43

HALL PASSES

Hall Pass	44
-----------------	----

SCHEDULES

Daily Class Schedule

Green

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

White

1 st	7:25 - 8:25	5 th	A 11:01 - 11:31	6 th	12:35 - 1:15
2 nd	8:29 - 9:09		B 11:31 - 12:01	7 th	1:19 - 2:20
3 rd	9:13 - 10:13		C 12:01 - 12:31		
4 th	10:17 - 10:57				

Black

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

2 Hour Delay Schedules

1

2 nd	9:25 - 9:55	5 th	A 11:07 - 11:37	6 th	1:15 - 1:45
3 rd	9:59 - 10:29		B 11:37 - 12:07	7 th	1:49 - 2:20
4 th	10:33 - 11:03		C 12:07 - 12:37		
		1 st	12:41 - 1:11		

2

1 st	9:25 - 9:55	5 th	A 11:07 - 11:37	6 th	1:15 - 1:45
3 rd	9:59 - 10:29		B 11:37 - 12:07	7 th	1:49 - 2:20
4 th	10:33 - 11:03		C 12:07 - 12:37		
		2 nd	12:41 - 1:11		

3

1 st	9:25 - 9:55	5 th	A 11:07 - 11:37	6 th	1:15 - 1:45
2 nd	9:59 - 10:29		B 11:37 - 12:07	7 th	1:49 - 2:20
4 th	10:33 - 11:03		C 12:07 - 12:37		
		3 rd	12:41 - 1:11		

4

1 st	9:25 - 9:55	5 th	A 11:07 - 11:37	6 th	1:15 - 1:45
2 nd	9:59 - 10:29		B 11:37 - 12:07	7 th	1:49 - 2:20
3 rd	10:33 - 11:03		C 12:07 - 12:37		
		4 th	12:41 - 1:11		

Pep Assembly Schedule

1 st	7:25 - 8:09	4 th	9:49 - 10:33	6 th	12:11 - 12:55
2 nd	8:13 - 8:57	5 th	A 10:37 - 11:07	7 th	12:59 - 1:43
3 rd	9:01 - 9:45		B 11:07 - 11:37	Pep	1:47 - 2:20
			C 11:37 - 12:07		

WELCOME

ADMINISTRATION WELCOME LETTER

Dear Students,

Welcome back to a new school year! The teachers, administrators, and staff of Celina High 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 high school student is the opportunity for a fresh start each August. Take this opportunity to begin the school year with enthusiasm and a positive outlook.

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

CHS Administration & Staff

WELCOME FROM YOUR 2015-2016 STUDENT COUNCIL

Celina High School Students,

Welcome back to CHS! I hope everyone had a fantastic summer and is ready for another exciting school year at CHS! As we host Homecomings, spirit weeks, all sorts of assemblies, and many fundraisers, Student Council is very excited to get everyone involved this year in all of our activities. We love sharing school spirit and bringing everyone together for fun events. Our goal as Student Council is to make all students' high school experience the best it can be, full of memories, friendship, and support throughout the entire year. Getting involved in some of the numerous clubs and sports at CHS, attending some of the many Student Council events, and taking classes that you are passionate about will make this year very memorable and beneficial. Whether it is your first year at Celina High School, your last, or a year in between, let's all make it one that we are proud to be apart of and to have shared together. Go Dogs!

Your Student Council President,
Kevin McGohan

STUDENT RIGHTS TO AN EDUCATION

- A. Students attending the Celina City School are entitled to the basic rights guaranteed to all citizens.
- B. According to Ohio Law, the Board of Education of the Celina City Schools is the legal governing body for the operation of its schools.

"The Board of Education shall make or adopt such rules and regulations as are necessary for its pupils or its schools and all other persons entering upon its school grounds or premises. Such rules and regulations are to be reasonable and valid." It is the responsibility of the employees of the Board of Education to carry out the rules and regulations of the Board of Education.

- C. Students between the ages of five and twenty-one who are legal residents of the Celina City School District have the right to attend the Celina City Schools tuition free until they receive a high school diploma. Along with this right to an education, each student has a responsibility to act in such a way as not to interfere with the rights to an education of other students.
- D. Students are expected to:
 - act courteously to adults and fellow students;
 - be prompt to school and attentive in class;
 - work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
 - complete assigned tasks on time and as directed;
 - help maintain a school environment that is safe, friendly, and productive;
 - act at all times in a manner that reflects pride in self, family, and in the Celina High School.
- E. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows teachers to communicate effectively with all students; and all students in the class the opportunity to learn.
- F. The loss of the right to an education by each student shall occur only for just cause and in accordance with due process of law.
- G. It is the responsibility of a student to obey the rules and regulations and reasonable requests of the Board of Education as carried out by teachers, principals, and other employees of the Board.

CLASS REPRESENTATIVES

SENIOR CLASS OFFICERS

Jenna Braun, President
Jacob Rasawehr, Vice-President
Monica Ebbing, Secretary
Maddie Mertz, Treasurer

JUNIOR CLASS OFFICERS

Conner Ewing, President
Logan Boley, Vice-President
Alyssa Hoyng, Secretary
Nicole Bowsher, Treasurer

STUDENT COUNCIL

Student Council Officers

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

9th Grade Student Council Reps: Lauren Cubberly, Kaston Eichenauer, Hailey Eltzroth, Bailey Exman, Munisa Jumataeva, Maddie Kuehne, Fallon Laux, Mya Lockwood, Emma Lutz, Aleisha Mott, Ariel Musgrave, Rachel Olberding, Derek Rempe, Kendra Truesdale, Micaela Wenning

10th Grade Student Council Reps: Morgan Bechtol, **McKenna Black**, Alyssa Boeckman, Haylie Bowlby, **Paige Duncan**, **Hope Ebbing**, Madeline Elston, **Kassidy Fark**, Christina Harting, Sara Hellwarth, Ashley Jaeger, **Victoria Knapke**, Emma Keeling, Heath Laux, Alex Lyme, **Grace McGohan**, Karina Melendez, Alexis Nash, Lexi Noll, **Hannah Rasawehr**, Sara Wenning, Sarah Yates

11th Grade Student Council Reps: **Breah Anderson**, Zakk Aukerman, Jenna Berry, Shivani Bhatt, Logan Boley, Bailey Brown, Sharon Chen, **Ally Harris**, **Karlee Huber**, **Maddy Morris**, Ashtyn Phlipot, Alissa Post, Carly Post, Maddy Ross, **Katelyn Sweeney**, Kelsey Swann, Sawyer Weitzel

12th Grade Student Council Reps: Justin Keeling, Maddie Mertz, Aniston Moran

* **Bold Type denotes Honor Council**

NATIONAL HONOR SOCIETY MEMBERS

National Honor Society Officers

Jacob Rasawehr (President), Madina Jumabaeva (Vice-President), Madison Mertz (Treasurer), Kara Shaffer (Secretary), Taylor Walters (Public Relations)

National Honor Society Members

Christian Berry, Geoffrey Braun, Patricia Dennis, Monica Ebbing, Nicole Elston, Audreanna Figel, Hanah Grabow, Heather Heiby, Mallory McMurray, Stetson Miller, Mackenzie Moorman, Kaitlyn Weitzel, Kevin Winters McGohan

ALMA MATER AND FIGHT SONG

Alma Mater

We sing to the school of the green and the white,
The school with the spirit true;
We'll ever keep thy honor bright,
And pure as crystal dew.

Chorus: So raise your joyful voices high,
And Alma Mater sing;
Thy name we'll ever glorify;
As fruits from thy labor we bring.

Fight Song

On Celina, on Celina, play your best today.
Hit 'em high and hit 'em low,
Oh, make that scoreboard sway. Rah! Rah! Rah!
On Celina, on Celina, fight on for your fame,
Fight fellows fight and we will win the game.

STUDENT SERVICES

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

HEALTH SERVICES

1. The school nurse is in the building or on call during the school hours.
2. To leave school due to illness, a student must obtain permission from the school nurse or office staff.
3. A student must obtain the permission of the teacher in charge of the class to leave the classroom to report to the clinic.
4. Any student, who is on medication, whether taken during school hours or not, should make the school nurse and administration aware of this immediately and complete the required forms.
5. Medications; prescriptions or over-the-counter, are not permitted to be carried by the student, or kept in one's locker, with the exception of asthma inhalers and emergency medications, **once the appropriate forms are completed and turned in.**
6. The procedure for administration of medications to students is as follows:
 - a. Prior to the administration of prescription medications, the appropriate form must be completed and signed by a physician and the student's parent/guardian.

- b. All medications must be in their original container when received by school personnel.
- c. Medications are not to be transferred from one container to another by school personnel.
- d. Medications are to be kept in a locked area in the clinic at all times.
- e. Identification of the student and the medication shall be made before, during, and immediately after the administration of the medication.
- f. Medications are to be given only by persons authorized by the building principal.
- g. Medications are to be recorded on the "Medication Administration Record" at the time given. Personnel giving the medication shall initial the square for the appropriate date. Any employee whose initials appear on the form must initial and sign the form in the appropriate space at the bottom of the form.
- h. When any error in administration of medication is discovered, the building nurse must be notified immediately.

SERVICE DIRECTORY FOR STUDENTS AND PARENTS

Celina City Schools has provided this directory as a community service. The numbers listed are not to be considered a complete list of services available, nor does the school district endorse any particular business/agency listed.

TEENAGE PREGNANCY

Pregnancy Distress Center 1-800-342-7887
Elizabeth House 1-419-586-5941
Pregnancy Problem Center..... 1-513-498-4425

SUBSTANCE ABUSE

Al-Anon Family Group Headquarters, Inc. 1-800-356-9996
Just Say No International 1-800-258-2766
National Council on Alcoholism and
other Drug Dependence, Inc. 1-800-622-2255
Parents' Institute for Drug Education (PRIDE) 1-800-241-7946
Gateway Outreach Center 1-419-586-4030
Citizens Drug Free Network 1-419-586-7789
St. Rita's Addiction Services 1-800-232-3929
Tri County Drug Addiction & Mental Health 1-419-238-5464
Dettmer Hospital - Chemical Dependency..... 1-800-772-5538

Northwest Center - Substance Information
& Treatment 1-800-567-4673
National Institute on Drug Abuse - Help Line 1-800-662-4357

RUNAWAYS

Children of the Night 1-800-551-1300
Covenant House 1-800-999-9999
National Runaway Switchboard..... 1-800-621-4000

MISCELLANEOUS SERVICES

"OUR" HOME 1-419-586-4663
Family Crisis Network 1-419-586-1133
Mercer County Mental Health Center 1-419-678-2339
Youth and Family Services of Mercer County..... 1-419-586-4054
Fellowship of Christian Athletes..... 1-800-289-0909
Father Flanagan's Boys Town (crisis hotline) 1-800-448-3000
Federal Student Aid Information Center 1-800-433-3243
Focus on the Family 1-800-232-6459
National Network of Youth Ministries..... 1-800-367-6696
North American Youth Sport Institute 1-800-767-4926

Parent Effectiveness Training, Inc.	1-800-628-1197
Quest International	
(Program for Youth Development)	1-800-446-2700
Society for Young Victims (Missing Children)	1-800-999-9024
Toughlove International	1-800-333-1069
False Memory Syndrome Foundation	1-800-568-8882
Missing Children Help Center	1-800-872-5437
National Center for Missing & Exploited Children	1-800-843-5678
National Council on Child Abuse/Family Violence.....	1-800-222-2000
National Victims' Resource Center	1-800-627-6872
Operation Lookout (Missing Youth).....	1-800-782-7335
National Center for Youth With Disabilities.....	1-800-333-6293
National Information Center for Youth	
With Disabilities	1-800-695-0285
Mercer County Department of Human Services	1-419-586-5106
Catholic Social Services.....	1-800-521-6419
Family Resource Center	1-800-228-2669
Northwest Center - Individual/Family Counseling	1-800-567-4673
St. Rita's Behavioral Health Services	1-800-437-4827
Big Brothers/Big Sisters.....	1-419-394-2990
Family & Children's First Council	1-419-586-4663
Legal Aid	1-419-394-8767
Spectrum Psychological Services	1-419-586-6786
Crystal Oswalt, PhD - Psychological Services.....	1-419-586-3900
HIV/AIDS TEEN Hotline	1-800-440-8336
National CDC/AIDS Hotline	1-800-342-2437

GUIDANCE

All CHS students are assigned a guidance counselor:

Students with last names A-K	Mrs. Gabes
Students with last names L-Z	Mrs. Niekamp
Guidance Secretary	Mrs. Snider

Counselors are available to meet with students to discuss issues relating to classes, college and career planning, personal issues, and any other concerns as needed. Students may request to meet with a counselor by filling out a "Counselor Visitation Request" form in the guidance office. Appointments will be scheduled during the I/E Period.

FINANCIAL AID/SCHOLARSHIPS/GRANTS

Planning for college expenses must start early. Students planning on higher education need to consider alternatives for finding and getting the money to pay for such things as tuition, room & board, books, transportation, and miscellaneous expenses.

Starting Point:

Start by consulting with your parents and guidance counselor. Share with them your thoughts and plans. Be prepared to discuss your college/technical school choices. Do your homework by collecting information about each choice (cost, location, telephone, application, financial aid assistance, and admittance requirements). Select your top 3 school choices. Remember, there is often an application-processing fee to apply to each school. Keeping your list to a few choices will keep processing fees to a minimum.

When to start:

The earlier you apply the better. Most grant money available from individual schools is spent early. The earlier you apply, the better your chances for receiving "FREE" money. Remember, grants do not have to be paid back.

Financial-aid mania hits its peak season in January, February, and March. Many colleges recommend completing the federal student-aid application by March 1 for students interested in a FALL enrollment.

WEB SITES:

- **www.finaid.org** - The financial aid information page sponsored by the National Association of Student Financial Aid Administrators
- **www.ed.gov** - The home page for the US Department of Education
- **www.collegeboard.org** - Home page for college board, includes a scholarship search

- **www.mapping-your-future.org** - A site toward college and career planning, formed by a consortium of the country's largest student loan guarantee
- **www.ed.gov/money.html** - The Education Department's site that allows students to download the software that will allow them to fill out and file the "Free Application for Federal Student Aid" (FAFSA). This is the first step necessary to determine the need of a family applying for financial aid. Using this method may reduce processing time by as much as 4 weeks. Call 1-800-801-0576 to request this free, IBM only, compatible software.

NATIONAL HONOR SOCIETY SELECTION STANDARDS

The National Honor Society is an organization of students who are selected for membership on the basis of high academics, character, leadership and community service. Second semester juniors or seniors are eligible to make an application for selection by a high school faculty committee. To maintain membership after induction into the organization, students are expected to maintain both a GPA of 3.5 or greater and all other standards of membership. NHS members are also subject to rules/guidelines set forth in the extracurricular conduct code of the student handbook.

CAFETERIA

The lunch period is closed to the student body which means students may not leave nor have commercially prepared food delivered to them. Students who violate the closed lunch policy are subject to reasonable disciplinary action at the discretion of the disciplinary official. This disciplinary action can include detention, In-School Suspension, Wednesday School, and/or Out of School Suspension for repeat offenders.

The cafeteria environment and services have been upgraded and improved to include a variety of popular serve areas as well as the usual school lunch. Costs vary depending upon each student's selections. A computerized debit system will be used which will allow advance payment for meals and a la carte items as well as paying cash on a daily basis. All students will be required to enter their PIN number regardless of meal status or payment method, thus ensuring your child's privacy. There will be **no charging** for high school lunches.

Go to: www.celinaschools.org/Cafeteria.aspx under "Links" to add money or check the balance on your student's lunch account.

MEDIA CENTER

Philosophy

To assist learners to grow in their ability to find, generate, evaluate and apply information in an information-rich environment.

Purpose

The Media Center provides centralized print and non-print materials in a variety of forms including on-line resources, and media equipment at a variety of learning levels and styles to support the curricular and personal needs of students and staff.

Objectives

1. To provide a selection of comprehensive instructional materials based upon the board selection policy.
2. To provide print and non-print materials supportive of the curriculum in a variety of learning levels and styles.
3. To provide a collection reflecting many ideas and beliefs.
4. To provide a professional library.
5. To provide the application of technology when researching.
6. To provide a word processing lab in support of the curriculum.

Student Access Policy

The Media Center is open school days 7:15 a.m. until 3:00 p.m. Students who wish to use the Media Center may go directly to the Media Center and sign in on special attendance sheets at the circulation desk, or use a pass signed by a teacher or staff member. Attendance will be taken and verified.

Media Center Rules

Failure to follow Media Center rules will result in loss of privileges for the semester or longer, detention, and/or referral to the principal or assistant principal for disciplinary action.

1. Food, drinks, candy and chewing gum are not permitted.
2. Seats are numbered; a student sits in the seat s/he is assigned unless the media specialist or aide moves the person.
3. Books pulled from the shelves should be left at the circulation desk for the media specialist to reshel.
4. Current magazines and newspapers should be returned to the circulation desk before the end of the period.
5. Students should come to the Media Center prepared to study, read, or do research.
6. A quiet atmosphere is expected. Students needing to study together or confer should ask the media specialist for permission.
7. All chairs should be pushed under each table at the end of each period.
8. Feet should be on the floor. No sitting on tabletops, etc.
9. To leave the Media Center, a student must sign out in the media specialist's office with her permission. Permission is only granted for a specific area and legitimate errands. A hall pass must be carried by the person signed out. No loitering is permitted, and the pass must be returned within 5 minutes.
10. All materials must be checked out from the Media Center.
11. All students must abide by the signed AUP.

Violation of Media Center Rules may result in the following consequences:

- a. **First offense:** Warning
- b. **Second offense:** 1 day In-School Suspension and loss of Network access for 1 Week.
- c. **Additional offense:** Disciplinary action at the discretion of the principal, or assistant principal.

Checking Out Materials

Take materials to the circulation desk for check out. Do not take materials out of the Media Center without checking them out. Books will be stamped for two weeks circulation unless the book is a reference volume. Most reference books must remain in the Media Center. Other items have a shorter circulation, for instance, magazine and pamphlets. Most items may be renewed.

Overdue and Lost Materials, Fees, and Charges

1. Students are notified before the end of the semester that material(s) are overdue. See the media specialist immediately to return the item(s). No daily fines are charged; however, \$1.50 will be charged to the student if the overdue is neglected beyond the semester grading period.

2. Any lost or damaged materials must be paid for at the current replacement or repair prices. A hold will be placed on the student's account until the replacement cost is received.

Computer Lab

Computer labs for educational purposes are available to staff and students during regular Media Center 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, copy and/or delete all files and records created or stored on school owned computers and disks.

The following guidelines must be observed or a student could forfeit computer lab privileges and/or be referred to the principal or assistant principal for disciplinary action:

1. Files stored on school computers/disks are restricted to school related assignments only; personal files may not be stored.
2. Students shall not copy (without authorization), damage, or alter any hardware or software.
3. Network password security is the responsibility of the student. No password should ever be given to another person.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All on-school software and disks must be virus checked and approved by appropriate school personnel before they may be used on any school computer or network. They are always subject to inspection. See the media specialist for help with external drives.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher, other school personnel, or network administrator (see "Internet Access" below).
7. No student shall attempt to establish computer contact into school district restricted computer networks or any other unauthorized databases.

Internet Access

Students may use supervised Internet access for school-related purposes in the Media Center during regular hours or by special permission. A board-approved "Acceptable Use Policy," signed by the parents and student wanting to use the Internet, must be on file and approved with the media specialist before access will be permitted. Students must adhere to the rules put forth in the "Acceptable Use Policy" or suffer the disciplinary action(s) outlined in it.

GRADING AND GRADUATION

GRADING

The classroom grading scale:

95 – 100 = A	73 – 76 = C
90 – 94 = A–	70 – 72 = C–
87 – 89 = B+	67 – 69 = D+
83 – 86 = B	63 – 66 = D
80 – 82 = B–	60 – 62 = D–
77 – 79 = C+	0 – 59 = F

The 4-point grading scale:

A = 4.00	C = 2.00
A– = 3.67	C– = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B– = 2.67	D– = 0.67
C+ = 2.33	F = 0.00

The Honor Roll will be established for all students earning a 3.00 or better Semester Grade Point Average.

Each Semester will contain three (4) grades:

1. 1st nine weeks
2. 2nd nine weeks
3. Semester Exam
4. Semester Final/Average

*** An exam or project will be given in ALL classes. Failure to take a semester exam in a class (unless with prior administrative approval) can result in NO CREDIT for that semester of the course.**

WEIGHTED GRADES

To encourage students to strive for academic excellence and to take the challenging coursework, the following courses will be given additional grade points:

Honors Courses

- Honors English 9 A = 4.165 C = 2.165
- Honors English 10 A- = 3.835 C- = 1.835
- Honors English 11 B+ = 3.50 D+ = 1.50
- Honors English 12 B = 3.165 D = 1.165
- Honors Geometry B- = 2.835 D- = 0.835
- Honors Pre-Calculus C+ = 2.50 F = 0.00
- Honors Algebra 2
- Honors Biology

AP Courses

- AP Biology A = 4.33 C = 2.33
- AP Chemistry A- = 4.00 C- = 2.00
- AP Calculus B+ = 3.67 D+ = 1.67
- AP Government B = 3.33 D = 1.33
- AP English B- = 3.00 D- = 1.00
- AP Art History C+ = 2.67 F = 0.00
- AP French
- AP Statistics

COURSE CHANGES

Courses dropped after the start of the semester will result in a WF (withdraw fail). Exceptions may be made at the discretion of a counselor or principal.

GRADUATION REQUIREMENTS

- A. The requirements of the State Board of Education must be met or exceeded for graduation from Celina High School.
- B. Refer to the annual course description book for information regarding proficiency tests, local minimum graduation requirements, State Board awarded college preparatory and honors vocational diplomas and Senate Bill 55 curriculum changes, etc.
- C. No diploma shall be delivered to a graduating senior nor shall any transcripts be made available to any student, graduate or to anyone requesting it on his/her behalf until all fees and fines for that student have

been paid in full. Students will be prohibited from participating in commencement exercises unless full payment has been received.

ATHLETICS

TITLE IX COMPLIANCE

In compliance with Title IX, the Celina City School District has affirmed that no person shall, on the basis of sex, be excluded from participation in any of its educational programs or activities. If a student feels s/he has been discriminated against, s/he should report immediately to the building principal.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Rights and Responsibilities

Students who attend Celina High School have a wide variety of extracurricular organizations and clubs to which they may become active participants. Students are expected to obey all school rules and regulations and any specific regulations that may apply to that particular program. The high school Student Handbook and this Activity Code specify the school's expectations. Pupils have a right to reasonable treatment from the school and its employees. The school, in turn, has a right to expect reasonable and responsible behavior from its students.

Code

A violation of any of the following rules may result in denial of participation from the co-curricular or extracurricular activity for the duration of the semester or school year.

1. All school rules apply as stated in the Student Handbook.
2. Suspension or expulsion from school includes same from co- curricular or extracurricular activities.
3. Students must be present in school on the day of any activity in order to participate in that activity. Prior administrative approval must be received to arrive late the day following any extra/co-curricular activity.
4. Students must remain in good standing in their organization such as fulfilling office, member obligations and paying dues.
5. Students must conduct themselves so as not to disrupt meetings and practices. Students must show respect for others and their advisor.
6. Students are to attend required meetings unless excused by the advisor.
7. Students must meet the academic eligibility requirements of the organization to which they belong.

Procedures for Implementing Co-Curricular and Extracurricular Activity Code

1. All activity advisors are to publish those specific rules and regulations that are unique to their programs and are not covered by these general rules. This published set of rules is to be filed with the principal.
2. Advisors must follow due process procedures when participation is denied from the organization. The following standards are to be observed:
 - a. All participants have been given previous notice of the rules and regulations under which they are operating.
 - b. The advisor will (if it is deemed possible) conduct a conference with a student who violates the rules.
 - c. When it becomes necessary to deny a student participation in an activity, a student is to be given written notice of this action and the reason(s) thereof. This notice shall include the "rights of appeal" information. A copy must be given to the principal within 24 hours.
 - d. The student or parent has the right to appeal the decision of the advisor to an appeal board within one week of the notice of action. The appeal board shall consist of assistant principal, student council advisor, and a designated faculty representative. This three-person board will make a recommendation to the principal. This board will be known as the Extracurricular Appeals Board.
 - e. The decisions of the advisors and recommendations of the appeals board are subject to the final decision of the principal. The final authority to deny participation in any school activities rests with the principal.
 - f. A student will not be permitted to participate in the extra- or co-curricular activity during the appeals process.
3. Students may be removed from extracurricular activities when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in such a setting. If a student is removed from extracurricular activities, such removal may include all extracurricular activities.
4. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

EXTRA-CURRICULAR ELIGIBILITY POLICY

Satisfactory academic achievement should be a condition for eligibility to participate in curricular or extracurricular activities. This policy therefore establishes minimum academic requirements for student participation in such activities.

- A. Students (grades 9 – 12) involved in interscholastic activities, which are defined as pupil activity programs that the school district sponsors or participates in and that include participants from more than one school district, must meet the following requirements:
 - 1. No more than one failing grade in the previous grading period.
 - 2. No less than a 1.50 grade point average on a 4.0 grading scale in the previous grading period.
 - 3. Student must receive a passing grade in a minimum of four (4) one credit courses or the equivalent, which counts toward graduation. At least three (3) of the four courses must be half credit courses. Quarter credit courses include physical education, weightlifting, intervention, peer tutor, office worker, and teacher assistant.
 - 4. Comply with all requirements set by the Ohio High School Athletic Association.
- B. Students involved in any other extracurricular activity supervised by an employee under a supplemental contract, or an activity meeting during non-school hours which is required by a graded course of study, must meet the following eligibility requirements:
 - 1. No more than one failing grade in the previous grading period.
 - 2. No less than a cumulative 1.50 grade point average on a 4.0 grading scale.
 - 3. Student must receive a passing grade in a minimum of four (4) one-unit credit courses or the equivalent, which count towards graduation.

Any student who becomes ineligible under this section is required to attend all curricular classes held during the regular school day but shall not participate in the activities of those classes held before or after school during the period of ineligibility (Except concert assessments from the graded course of study). Ineligible students will be graded only on those activities performed during the regular school day.

A student enrolling in the seventh grade for the first time is fully eligible for the first grading period regardless of previous academic achievement.

Due process guidelines for extracurricular and co-curricular activities as set forth in the student handbook are applicable to people who are facing ineligibility under this policy.

INTERSCHOLASTIC ATHLETIC POLICY

Purpose of the Interscholastic Athletic Program of the Celina City Schools:

- A. The athletic program of the Celina City Schools, in its entirety, intends to offer the students of the Celina City Schools the opportunity to develop their individual skills, abilities, and knowledge to the fullest possible extent in the various areas of athletic competition. It is intended to instill and encourage self-discipline, cooperation, and a positive competitive attitude within and among team members. It is intended to function with the interest and support of both participant and observer and of both the student body and the community in general.
- B. The opportunities provided by the athletic program will be available to students without regard to race, creed, color, sex, national origin, and socio-economic station in life.
- C. Federal and State regulations related to the availability of athletic opportunities will be adhered to in accordance with policies of the Celina Board of Education.

STUDENT ATHLETIC CONDUCT CODE

Part I: Rights and Responsibilities

Students attend Celina City Schools under the direction of state law and with the full benefits of constitutional protection for their rights as citizens. They, therefore, can speak, act, or behave as young citizens within a large scope of options. This code is published in conformity with right to reasonable treatment from the coaches and advisors. The school in turn has a right to expect reasonable behavior from student athletes, managers, cheerleaders, statisticians, and trainers. The term athlete will cover the above five titles.

Part II: Rules

- Rule 1.** All athletes must meet the eligibility requirements as determined by the Ohio High School Athletic Association.
- Rule 2.** An athlete will not behave in such unsportsmanlike manner that could cause physical injury or damage to other athletes, other students, school personnel, or school property.
- Rule 3.** An athlete will not possess, handle, transmit, conceal, or use drugs, narcotics, tobacco, or alcoholic beverages. See Part IV Consequences
- Rule 4.** The athlete shall comply with directions of the coaches, advisor, athletic director, or principal during the sports season.
- Rule 5.** All athletes shall ride the bus to and from athletic events unless otherwise specified procedures have been set up by the coach/advisor, athletic director, or principal.
- Rule 6.** All athletes must have the following forms in the office prior to beginning practice: 1) Physical Evaluation Form signed by the

doctor, parents, and student; 2) Emergency Medical Form; 3) signed Parents' Consent Form; 4) signed Insurance Waiver form; 5) signed Warning of Potential Injury form. Until these forms are submitted, individuals cannot participate.

Rule 7. The athlete shall not participate in any acts that violate the student conduct code as set forth by the Celina City School Board of Education.

Rule 8. The athlete shall not participate in any act, criminal or otherwise, that may violate civil law. School officials will work with Juvenile Court system when situations arise.

Rule 9. Sports Banquets: All student athletes are required to attend their specific sports banquet/assembly in order to receive any award unless the coach or athletic director gives prior approval.

Rule 10. School Attendance: A student must attend at least one-half of a school day to be eligible unless he/she is excused by the principal. Prior administrative approval must be received to arrive late the day following any extra-curricular activity.

Rule 11: Student athletes' GPAs will be monitored twice a month. When an athlete is in season and his/her GPA falls below a 2.0, the athlete will be required to attend academic study tables.

All head coaches have the right to make rules and regulations beyond these stated rules with the exception of Rule #3. Infractions of this rule are specified in Part IV of the Student Athletic Conduct Code. Student-athletes who violate the Athletic Conduct Code or the rules and regulations established by the coach will be denied the privilege of participation. All participants and their parents are to be made aware of the rules/regulations and consequences of any infractions of these rules and regulations prior to participation.

Any student may be suspended from an athletic team practice and competition for a period of time, designated by the principal, for infraction of school rules and regulations or for any other unacceptable conduct in or out of school.

Part III. 12 Month Policy

Once a student has been a member of or tried out for an Athletic team at Celina City Schools (7-12) he/she will be considered an athlete and come under these guidelines through graduation.

These rules are minimums for participation in athletics at Celina City Schools. Individual coaches, the Celina Athletic Department, or the Celina City Schools have the right to institute additional requirements / guidelines / rules / or penalties for athletic participants.

A Violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses may result in a penalty as provided in the penalties section. Conviction of said act is not necessary to

establish a violation of the Athletic Training Rule Policy, but will be determined through an independent school investigation.

Participation in athletic programs is NOT a right, but a privilege that may be regulated. Therefore, all student athletes who participate in any athletic program(s) offered by Celina City School's Athletic Department will meet these regulations.

Student athletes shall adhere to the approved dress code and physical appearance policies of the school and those additional written codes imposed by his/her particular sport. This dress code is to be such as to prohibit students from displaying obscenities, vulgarity or promotion of drug and alcohol usage, or bring embarrassment to coach, team, or school.

This program is in effect for grades 7-12 and all parts will run continuously through graduation or with leaving Celina City Schools.

Part IV. Consequences

First Offense:

A student athlete found to be in violation of Rule 3, will result in denial of participation for no less than 20% of the scheduled contests and the student athlete must complete the season. Also he/she will be required to be assigned for a period of not less than 4 hours to the Gateway Outreach Center or similar agency for evaluation and counseling. Parental attendance will be required as per the request of Gateway Outreach Center personnel. There could be a fee assessed by the agency for this service which is the responsibility of the athlete.

FAILURE TO COMPLY WITH THE ABOVE CONSEQUENCE WILL RESULT IN AN AUTOMATIC DENIAL OF PARTICIPATION FOR THE REMAINDER OF THE SEASON OR THE NEXT SEASON OF PARTICIPATION.

Second Offense:

A second offense will result in denial of participation for no less than 50% of the scheduled contests and the student athlete must complete the season. Also he/she will be required to be assigned to the Gateway Outreach Center or similar agency for evaluation and counseling. There could be a fee assessed by the agency for this service which is the responsibility of the athlete.

FAILURE TO COMPLY WITH THE ABOVE CONSEQUENCE WILL RESULT IN AN AUTOMATIC DENIAL OF PARTICIPATION FROM ALL ATHLETIC PROGRAMS FOR A PERIOD OF NOT LESS THAN ONE (1) YEAR.

Third Offense:

A third offense will result in denial of participation in all athletic programs for a period of one (1) year, from the date of denial. Also he/she will be required to be assigned to the Gateway Outreach Center or similar agency for evaluation and counseling. There could be a fee assessed by the agency for this service which is the responsibility of the athlete.

FAILURE TO COMPLY WITH THE ABOVE CONSEQUENCES WILL RESULT IN AN AUTOMATIC DENIAL OF PARTICIPATION FROM ALL ATHLETIC PROGRAMS FOR THE REMAINDER OF HIS/HER HIGH SCHOOL CAREER.

Fourth Offense:

A fourth offense will result in denial of participation from all athletic programs for the remainder of his/her high school career.

*****Special Note*****

When a violation occurs, consequences of the violation must be completed prior to further participation in any program. Quitting a team, to avoid conduct code consequences, does not constitute fulfillment of the conduct code requirements. Consequences of the violation then must be served during the next season of participation.

Part V. Due Process Procedure

1. When an infraction occurs, the coach has the responsibility to discipline the student athlete.
2. The coach will meet with the student athlete being disciplined and present him/her with the charges. The student athlete will have an opportunity to explain his/her position.
3. If disciplinary action results in denial of participation, the student athlete will be informed in writing of the intended removal and the reasons for the proposed action. Denial of participation will begin 24 hours from receipt of this notice. Copy of notice will be sent to the Superintendent.
4. The student athlete will be given the right to appeal the decision to an appeals board within twenty-four (24) hours of the official notice. This appeal hearing must be held within seventy-two (72) hours of the appeal request.
5. The appeals board will consist of the Celina Schools Athletic Director, building Student Council Advisor, and a building faculty member.
6. The appeals board will be responsible to make a recommendation relative to the appeal to the building principal. During the appeal process the participant WILL NOT BE PERMITTED to participate in the activity.
7. The final authority to accept or deny the appeal will be the responsibility of the building principal.

HAZING

This policy has been adopted by Celina High School to maintain a safe learning environment for students that is free from hazing. The Celina High School shall not tolerate any hazing of students and prohibits hazing at all times.

1. **Definition:** Hazing means any conduct or method of initiation into any student organization or team whether on public or private property, which willfully or recklessly causes or creates a substantial risk of causing the physical or mental health, harm to any student or another person. Such conduct includes whipping; beating; branding; forced consumption of any food, liquor, beverage, drug, or other substance; or any physical health or safety of any student or other person, or that subjects such student or other person to substantial mental stress, including deprivation of sleep or rest or extended isolation.

2. **Staff's responsibilities:** Teachers, administrators, volunteers, contractors, and other district employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately. Teachers, administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid, engage in, permit, condone, or tolerate hazing.

3. **Where and when policy applies:** This policy applies to behavior that occurs on or off school property and during and after school hours.

4. **Formal reporting procedure:** Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, the Celina High School, or the superintendent.

5. **Informal reporting:** Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with a principal, teacher, coach, or advisor. Staff member approached by students shall counsel them on options available to them under this policy and are required to report the incident to the principal, assistant principal, or athletic director. Staff members who have concerns about possible hazing behavior are encouraged to talk with a principal, teacher, coach, or advisor. The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.

6. **School district investigation:** Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as practicable and a report will be filed with the superintendent within fifteen (15) days of completion of the investigation.

7. **Discipline:** The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other district employee who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.

POLICIES AND PROCEDURES

ATTENDANCE POLICY

Ohio Revised Code Sec. 3321.01, states that a person between the ages of 6 and 18 is of “compulsory school age”, which means they are required to attend school. Ohio’s Missing Child Law requires schools to make every effort to contact parents of absent students. Parents or guardians of a student that will be absent from school shall contact the attendance office, (ph. 419-586-8300 ext. 1505), **prior to the start of the school day** each day the student is going to be absent; failure to do so will result in the absence being considered unexcused. Celina High School recognizes three types of school absences. They are:

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

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

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

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

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

After three (3) "unexcused" absences for students under the age of 18, the building principal/attendance person shall send notification to the parent/guardian concerning these absences. The attendance officer will be made aware of the student’s attendance who may contact the parent/guardian informing them that their child is not attending school as required by ORC 3321.01. Subsequent

absences may result in the Mercer County Prosecutor's Office being notified and unruly charges being filed against the student or charges may be filed against the parent/guardian concerning the failure of their child to attend school under ORC 3321.01.

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

TARDY POLICIES

Tardy to School/Class/Lunch: Students are expected to be at school, in class and to lunch on time. Tardies per class- shall be handled in the following manner:

1st tardy - results in a WARNING

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

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

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

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

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

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

MISCELLANEOUS ATTENDANCE POLICIES

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

- 1. Failure to attend one Academic Class, Lunch, or I/E Period**
 - a. First offense: Wednesday School
 - b. Second offense: 1 day In-School Suspension
 - c. Third offense: 2 days In-School Suspension
 - d. Fourth offense: 3 days In-School Suspension
 - e. Additional or repeated offense(s): Disciplinary action at the discretion of the principal, assistant principal.
- 2. Failure to attend more than one Academic Class (skipping two classes up to a full day)**
 - a. First offense: 1 day In-School Suspension
 - b. Second offense: 2 days In-School Suspension
 - c. Third offense: 3 days In-School Suspension

- d. Additional offense: Disciplinary action at the discretion of the principal, assistant principal.
 - d. Repeated offenses: Possible recommendation for expulsion. Also, students under the age of 18 will be referred to the local juvenile court system.
- 3. Failure to Sign Out or Signing Out without Principal's Permission**
- a. First offense: 1 Hour Administrative Detention
 - b. Repeat offense: Disciplinary action at the discretion of the principal, assistant principal.
- 4. Student Vacation Days**
- Student vacation days will count toward total absences from class. Up to 5 days of vacation per year will be excused only when the student leaves with his/her parent/legal guardian. *Permission slips must be obtained from a principal by the parent/legal guardian at the high school office no later than three (3) school days prior to the start of the vacation. These family vacations are not to occur during the last week in a semester.*
- 5. College Visitation Days**
- A student visitation to a college is encouraged to assist the student in making the best choice for future plans. To insure proper use of this day and for the safety of all students involved, the following guidelines need to be followed.
- a. A visitation appointment must be made with a representative of the college or university and verified to the high school counselor/principal.
 - b. The college visitation form must be completed and returned to a guidance counselor three days prior to the absence/college visit.
 - c. A parent or adult over 21 years of age must accompany the students on the visitation and must sign the visitation forms.
 - d. Visits to WSU-Lake Campus should be made after school hours. Lima schools, unless dictated by the appointment times, should require only one-half day absence.
 - e. Juniors and seniors may be granted two (2) visitation days per school year. These days will count as excused absences for each visitation. However, if a student presents to the attendance secretary a visitation form signed by a college official the first school day after the college visit, the absence will be removed from the student's attendance record.
 - f. Any additional college visit days beyond the two days per school year must be approved in advance by the principal, and each day will automatically count as an excused absence day on student's attendance record.
 - g. College days cannot be taken after the second Friday in May each year unless special permission is granted by the principal.
- 6. Homework requests**
- Homework requests must be received by 8 AM of the day of the request.

WITHDRAWAL

A high school education is necessary for every student. Any student experiencing difficulty in graduating from high school should consult school counselors to work through conflicts.

Public law and Celina City Schools Board policy require that any student less than eighteen years of age is not eligible to withdraw without written permission from the Superintendent.

The Superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the Superintendent has held hearings or made the decision to expel the student.

STUDENT DRIVING/PARKING PRIVILEGES

1. Whenever a student is suspended, expelled, removed or permanently excluded for misconduct involving a firearm, knife or other weapon as defined in the adopted board policy, the superintendent shall notify the registrar and the county juvenile judge in writing within two weeks of the disciplinary action. The registrar shall temporarily suspend the student's temporary instruction permit or driver's license or prohibit the student from obtaining one until the student turns 18 or the registrar is notified by the superintendent that the pupil has satisfied any terms or conditions established by the school.
2. Any expulsion will constitute proceedings for loss of driving privileges.
3. Habitual truancy will constitute proceedings for loss of driving privileges.

Applications for parking passes for juniors and seniors only will be taken during student registration in August (***Fees must be paid to be eligible for a parking pass***). If there are extra parking spaces available after registration, sophomores (holding a current driver's license) can apply for a parking permit. ***Fines may be assessed for parking on school property without a pass.***

Any student who parks in a designated staff area; who drives in a reckless and unsafe manner; who parks in a designated handicapped space or fire zone or who violates any other section of the school disciplinary code while parking a vehicle will be subject to:

1. Detention, Wednesday School, or In-School suspension.
2. Suspension of school-issued driving permit.
3. Suspension of driving privileges to and from school.
4. Vehicle towed at owner's expense.
5. Referral to local law enforcement agency.

CELL PHONES/ELECTRONIC DEVICES

In an effort to address the prominence and potential educational value of cell phones and electronic devices, Celina High School is revising their electronic device policy for the 2015-2016 school year. The administration reserves the right to revise or rescind this policy at any point during the school year, if deemed necessary, upon notification of the students and parents.

Personal property including, but not limited to cell phones, MP3 players, IPODs, and similar devices, are to remain off and out of sight when the student is within the classroom, unless being used with permission from the teacher for educational purposes only. Students may be asked by a teacher or administrator to declare their device (by placing them on the desk or floor) during tests or quizzes in order to prohibit cheating. Failure to do so would not only be a violation of the cell phone policy but may also be considered cheating which would result in a zero on the assignment. Students may use their device to text between classes and during their lunch period as long as they remain in the cafeteria. They may also use their device to listen to music through the use of headphones, while in the cafeteria, during their lunch period. Personal electronic devices are not to be used at any time to take photographs unless given permission by the principal or assistant principal.

Violation of this rule will result in:

- a. **First offense:** Item will be confiscated and returned at the end of the day (provided there are not concerns with the contents of the items).
- b. **Second offense:** Item will be confiscated and returned to the student after serving a one hour detention (provided there are not concerns with the contents of the items).
- c. **Third-Fifth offense:** Item will be confiscated and returned to the parent after serving 2, 3, and 4 hours of detention respectively (provided there are not concerns with the contents of the items).
- d. **Additional or repeated offense(s):** Item will be confiscated, held for one week, then returned only to the parent (provided there are not concerns with the contents of the items), and disciplinary action at the discretion of the principal or assistant principal which may include the cell phone being held in the office during the school day and/or Out of School Suspension.

Improper use of cell phones on school grounds or at school related activities is subject to disciplinary consequences deemed necessary by the appropriate school officials.

Failure to give an item up to a school official will result in immediate disciplinary action for failure to follow instructions.

LOCKERS

1. Hall lockers are available for all CHS students. The lockers are the property of the school board and are subject to inspection and search by school officials.
2. Students are expected to maintain lockers in good condition and to report any damages to the office. Marks or vandalism can result in disciplinary action.
3. The lockers are constructed with a built-in combination lock. Please do not place personal padlocks or combination locks on any lockers.
4. The combination will be given to the student when s/he is assigned a locker at registration. To prevent theft, these combinations should not be given to friends.
5. Students who set their combinations so that the locker will remain unlocked are subject to appropriate disciplinary action.

EVACUATION AND SHELTER DRILL

Fire and tornado drills will be conducted throughout the year. They will be signaled by the sounding of an automatically controlled tone system which is sounded throughout the building. Lockdown drills will be conducted quarterly. Signs posted in the classrooms will advise the student of the proper exits or shelter area.

The main rules to follow during the drills are: remain quiet, move quickly, but do not run, or push. Return to the room when the proper signal is given from faculty or school administrators.

SCHOOL DANCES

School dances are a privilege not a right. The school administration reserves the right to prohibit a student from attending a school dance as a disciplinary measure. No outside guest will be allowed into a dance without a current guest form on file (forms are available in the Main Office). Guest forms must be on file three days prior to the date of the dance. Students must arrive by the designated time or they may not be admitted. Once students leave a school dance, they may not return. Students will be subject to random breathalyzer tests. Students are expected to use good judgment with attire and are expected to conduct themselves in a decent and acceptable manner while in attendance. Students who behave poorly will be warned once and dismissed from the dance thereafter. Prom is open to students in grades 11 & 12 only.

RANDOM ALCOHOL CHECKS AT SCHOOL FUNCTIONS

Celina City Schools will institute a random alcohol/liquor screen using a breathalyzer machine at school functions. The purpose of the alcohol/liquor screen is to help insure that all students enter the school-sponsored functions while not under the influence or having consumed alcohol and/or liquor. Any student having an alcoholic substance in, on, or about their person or in their vehicle is in violation of this policy. The policy includes any school-sponsored event including any pre and post activities. This policy applies to all school-sponsored functions regardless of location.

The particulars of the screens are as follows:

- A. Individuals who have been trained in the use of the instrument or have a background in law enforcement may conduct screens on a random basis.
- B. The individuals conducting the screens, the function sponsors, and the administrators in attendance prior to the function will establish the random selection process. Additional students may be screened based on visual observations
- C. Students found to be positive may be subject to a police citation as well as a school code of conduct violation. This may also include an athletic or extra-curricular violation if the student is involved in athletics or extra-curricular activities.
- D. Parents of students found to be positive will be called to come to the function location and transport the student home. At that time, they (parents) may have an independent screen completed at the local hospital, if desired, at their own cost. If there is a challenge to the results of the screen at the function, the official hospital report must be submitted to the high school principal no later than two days after the event. The independent screen must have been conducted no later than two hours after leaving the event location.
- E. Law enforcement officers will remove the student from the event site if parents cannot be reached.
- F. Students who refuse to be screened will be denied admittance to the function. Students and/or recent graduates attending the function who are currently not students at Celina City Schools are subject to the screens. If the attendee is currently a student at another school, their school will be notified of the screen test results if positive.

Any questions concerning this procedure or the application of the process should be directed to the high school principal.

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. The videos otherwise will not be disclosed to any person.

INTERROGATIONS AND SEARCHES

The District has responsibility for the control and management of the students during the school day and hours of approved extracurricular activities. The District has developed regulations to be followed in the case of searches and interrogations.

The right of inspection of student's lockers or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted to the Board. Administrators should exercise procedures to ensure parents that the school, in exercising its "in loco parentis" relationship with their children, will employ safeguards to protect the well-being of those children. Searches may take place when it is reasonably likely to produce anticipated tangible results to enforce school rules, combat theft, preserve discipline and good order or promote the safety and security of persons and their property within the area of educational responsibility.

School personnel must have "reason to believe" that the items actually exist in the area to be searched. They are also permitted to search personal property (purse, knapsack, gym bag, vehicle, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

Student lockers are the property of the school entrusted to students for their responsible use and are subject to search at any time.

In no situations or circumstances are strip searches to be conducted by school personnel. In circumstances where the gravity of the situation seems to warrant a strip search, the police are to be contacted and secured to perform all searches of this nature. For purposes of the policy, a strip search is defined as a complete removal of all clothing.

Interrogations of students by law enforcement agencies and other authorities outside the District are extremely disruptive to a student's educational process; additionally, such interrogations may impact student and/or parental rights. A determination whether to allow such interrogation will be made by school administrators on a case-by-case basis. LEGAL REFS: ORC 3313.20

SUBSTANCE FREE ENVIRONMENT

The Board believes that tobacco smoke and all forms of tobacco in the school and work environments are not conducive to good health. As an educational organization, the District should provide both effective educational programs and a positive example to students concerning the use of tobacco.

Recognizing the negative impact on nonsmokers or other smoking, the Board declares all public buildings operated by the Board, and all spaces within them, to be officially designated smoke-free as well as free of the use of all tobacco products. Staff, students, and members of the public are expected to observe this restriction at all times.

The Board will not permit any student or employee to possess, transmit, conceal, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, non-prescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities; at school sponsored events; or in other situations under the authority of the District or in school owned or school approved vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia.

ZERO TOLERANCE OF VIOLENT BEHAVIOR TO INCLUDE VIOLENCE IN A DATING RELATIONSHIP

The Board of Education has established a policy for absolutely no tolerance of any behavior that is considered violent in nature and that has the potential to cause harm to students or staff members. Offenders who commit an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property, or at a school activity, event or program, may be expelled for up to one year.

SEXUAL HARRASSMENT

All persons associated with the school district including, but not limited to the Board of Education; the administration; the staff and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment whether verbal or physical, or occurring in or out of a district-owned building, or at school-sponsored social functions or activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of Board policy (File ACAA).

The Board has developed complaint procedures, which are available to victims of sexual harassment (INCLUDING STUDENTS). The Board has also identified disciplinary penalties, which could be imposed for the offenders.

Examples of sexual harassment-type of conduct may include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal or written commentary relating to an individual's body; sexual prowess or sexually obscene comments or gestures; or displays in the work place or school environment of sexually suggestive or obscene objects or pictures.

The Board appoints sexual harassment grievance officers in each building who are vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure established.

Students must understand that this type of inappropriate behavior is serious and will not be tolerated. Offenders could be subject to suspension and/or expulsion and referral to local law enforcement officials.

Students who are victims of this type of behavior should report immediately to a school counselor and/or the building principal to receive assistance and/or to initiate the grievance process.

STUDENT CONDUCT AND DISCIPLINE

DUE PROCESS IN DISCIPLINARY PROCEEDINGS

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

Students may be suspended out-of-school by the Assistant Principal, Principal, Tri Star Director, Tri Star Assistant Director or Superintendent, in accordance with Section 3313.66 of the Ohio Revised Code, from one to ten days which may carry over into the next semester. If fewer than ten days remain in the current school year, the superintendent may apply any remaining part or all of the period of suspension to the following year. The following steps are required:

1. Clearly inform the student of the exact nature of the misconduct with which s/he is charged and the possible consequences of that misconduct.
2. Provide an informal hearing to include the involved student(s) and any other student and/or school personnel who might have knowledge of or lend insight into the matter. A record of the hearing shall be kept by the principal and signed by the student.
3. If the principal decides on suspension at this time, s/he will attempt to contact parents by telephone, and inform them of the reason(s) for the suspension and its duration, and offer them an opportunity for a formal hearing. This must be done within 24 hours. If contact by phone cannot be made, then written communications must be sent to the parents.
4. If parents request a hearing it will be held at a time that is mutually acceptable. If parents or student do not want a formal hearing, the principal will make his/her decision regarding the suspension using available evidence and information.
 - e. If a hearing is held, parents and/or student(s) will have the opportunity to present a witness or witnesses of their own choosing.
 - f. When suspension from school is decided, the superintendent must be informed of which student, the reason(s) and length of suspension.
 - g. The due process procedure must be followed by the school administration.

B. Due Process in Expulsion

1. Students may be expelled from school only by the Superintendent in accordance with Section 3313.66 of the Ohio Revised Code. The following steps are required:
 - a. Clearly inform the student of the exact nature of the misconduct with which s/he is charged and the possible consequences of that misconduct.
 - b. Provide an informal hearing to include the involved student(s) and any other student and/or school personnel who might have knowledge of or

lend insight into the matter. A record of the hearing shall be kept by the principal and signed by the student.

- c. If the principal feels expulsion would be necessary, s/he presents written notice of the charges brought against the student and the evidence upon which these charges are based. These are sent in advance of a hearing (if a hearing is requested by the parents).
 1. Along with the above will be sent a notice of Board adopted policies on formal procedure for the hearing itself.
 2. Also notification of the student's right to representation and counsel will be sent at this time.
 3. Also to be sent at this time is notification of student's right to cross examine any witness at the hearing, as well as to being a witness on his/her own behalf, if conducted in a manner appropriate to the situation and on a factual basis.
 - d. If a hearing is requested, it will be held promptly, at a mutually acceptable time and location.
 - e. If expulsion is determined, an attempt must be made within twenty-four hours to call the parent or guardian advising them of the decision. In addition, a written notification shall be sent, to include reasons for expulsion.
2. Parents may appeal an expulsion to the Board of Education. The Board, if requested, shall give the expelled student and/or his/her parent or guardian, a hearing. It may reinstate him/her by a majority vote of its entire membership taken at a public meeting, or it may let the decision stand. The hearing may be held in executive session at the request of the student, his/her parent, guardian, or attorney, but the final decision must be made at a public hearing.
 3. If the expulsion is to stand, the parent, guardian or student may appeal to a court of proper jurisdiction.

LEGAL REFS: ORC 3313.66; 3313.661

DEFINITIONS OF DISCIPLINARY ACTIONS

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

Wednesday School: Wednesday School (a two hour session after the close of the school day) is used as an effective disciplinary tool. Failure to serve an assigned, disciplinary Wednesday School will result in a one-day Out-of-School Suspension.

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 assignment to Alternative School, 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.**

Alternative School: Students are placed in a highly structured setting, will have no interaction with other students and will be closely monitored by school personnel. Failure to comply with Alternative School rules will result in Out of School Suspension and referral to the local law enforcement agency. **There is no appeal process for an assignment to Alternative School.**

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.

STUDENT CODE OF CONDUCT

Infractions of the following rules could subject a student to detention, Wednesday School, In-School Suspension, Out-of-School Suspension, or expulsion as deemed appropriate by the principal or assistant 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 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 parent consent. Repeated tardiness to school or to class also may result in suspension, removal 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 19. Motor Vehicles: A student shall not fail to properly register his/her motor vehicle, or to park it at the proper location or speed on school grounds or drive carelessly or recklessly.

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.

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 called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or

photographs may be punished under this code of conduct and will be reported to the appropriate law enforcement agencies.

STUDENT DRESS CODE

In general, school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

1. Dress and grooming will be clean and keeping with health, sanitary, and safety requirements and will not be such as to disrupt the teaching-learning process.
2. Pants, Dresses/Skirts, Shorts: Pants should be pulled up to the waist. Appropriate dresses/skirts and shorts may be worn if they are fingertip length (mid-thigh) when standing up with arms at one's sides. Holes and tears in pants/shorts/skirts must be at or below fingertip length. Holes and tears in clothing anywhere on the body that are excessive are not acceptable. Fitted legwear (leggings, jeggings, tights, yoga pants/athletic wear, etc.) is acceptable, provided they are covered by a skirt/dress, sweater, and/or top which are at least fingertip in length.
3. Tops: Tops should be respectable and non-revealing. Backs, midriffs, and sides should all be covered. Spaghetti straps, crop-tops, see-through tops, and halter tops are not acceptable. All bra and cami straps must be concealed. Clothing which contains sexually suggestive language, pictures, inappropriate language, or gestures or clothing that promotes the use of tobacco, alcohol, or drugs shall not be permitted. Only commercially produced tops will be permitted and any groups/organizations wanting to create their own design(s) need to be approved by the administration.
4. Hats, head coverings, hoods, bandanas, sunglasses, chains, studded bracelets or dog collars will not be permitted.
5. Sleepwear is not acceptable school attire; to include pajama pants and slippers.
6. Coats, jackets, and backpacks are not permitted in the classroom unless approved by the principal, or assistant principal.

School officials reserve the right to require the student to change clothes, pin hair back, remove the item etc. when his/her dress or grooming is unacceptable, creates disturbances, attracts undue attention, interferes with the educational process, or when the health or safety of the student is involved.

Disciplinary Procedure for Violations of the Dress Code:

First offense – Warning and/or change of clothing.

Second offense – Change of clothing and a 1 hour Wednesday School

Third offense – Change of clothing and a 2 hour Wednesday School

Repeated offense(s) – Disciplinary action at the discretion of the disciplinary official.

LEGAL REFS: ORC 3313.66; 3313.661

STUDENT BUS REGULATIONS

Although the Celina City School District furnishes transportation in accordance with state law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards a bus, s/he becomes the responsibility of the District. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

Video security cameras are installed in the district's school buses. Appropriate disciplinary action will be taken if a student is videotaped and determined to be in violation of any of the bus safety rules.

Steps Of Discipline By Principal (for bus related infractions):

1. First written referral - 1-3 days suspension of bus riding privileges
2. Second written referral – 5 days suspension of bus riding privileges.
3. Third written referral – 10 days suspension of bus riding privileges, with recommendation for removal from the bus for the remainder of the semester or school year.

***At all times, the principal has the authority to remove a student immediately and/or permanently if a student engages in extremely dangerous or illegal conduct.**

LEGAL REFS. ORC 3316.66; 3313.661



2015-2016 1st 9 Weeks



Hall Pass

Student Name _____

Number	Date	Destination	Time Out	Teacher
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				15 min. detention
15				15 min. detention
16				15 min. detention
17				30 min. detention
18				30 min. detention
19				30 min. detention
20				1 hr Wed. School
21				1 hr Wed. School
22				1 hr Wed. School
23				Wed. School
24				Wed. School
25				Wed. School



2015-2016 2nd 9 Weeks



Hall Pass

Student Name _____

Number	Date	Destination	Time Out	Teacher
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				15 min. detention
15				15 min. detention
16				15 min. detention
17				30 min. detention
18				30 min. detention
19				30 min. detention
20				1 hr Wed. School
21				1 hr Wed. School
22				1 hr Wed. School
23				Wed. School
24				Wed. School
25				Wed. School



2015-2016 3rd 9 Weeks



Hall Pass

Student Name _____

Number	Date	Destination	Time Out	Teacher
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				15 min. detention
15				15 min. detention
16				15 min. detention
17				30 min. detention
18				30 min. detention
19				30 min. detention
20				1 hr Wed. School
21				1 hr Wed. School
22				1 hr Wed. School
23				Wed. School
24				Wed. School
25				Wed. School



2015-2016 4th 9 Weeks



Hall Pass

Student Name _____

Number	Date	Destination	Time Out	Teacher
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				15 min. detention
15				15 min. detention
16				15 min. detention
17				30 min. detention
18				30 min. detention
19				30 min. detention
20				1 hr Wed. School
21				1 hr Wed. School
22				1 hr Wed. School
23				Wed. School
24				Wed. School
25				Wed. School