

*Centerville High School*



# **School of Possibilities**

*105 Virginia Ave  
Phone 937-438-6092*

*Centerville, OH 45458  
Fax 937-438-6095*

## **Student Handbook 2022-23**



Revised July 2022



***School of Possibilities***  
**HANDBOOK AWARENESS RECEIPT**  
**2022-23**



To ensure that both parents and students are aware of the rules and procedures at the School of Possibilities we strongly urge you and your student to read the contents of student handbook. To ensure that parents have reviewed the contents, we ask you to return this page to the *building secretary* **with the student's and parent's signature**. The handbook can be located on the Centerville City School District website, please look under the School of Possibilities <http://www.centerville.k12.oh.us/SOP>

The School of Possibilities is a part/extension of Centerville High School. Students are required to review the additional information, policies, and procedures as outlined on the CHS website located at [www.centerville.k12.oh.us/CHS](http://www.centerville.k12.oh.us/CHS).

As a student you must realize that you are responsible for being aware of the total contents of the Centerville High School Student Handbook. Readers of this handbook are cautioned that school board policies are subject to change at any time. The student handbook is printed only once a year, and may therefore, not reflect the most current policy changes. A student needs to check with the building principal for information about any recent policy changes, additions, deletions, and/or additional questions.

I have read and reviewed the Student Handbook and have reviewed the SOP policies, rules/regulations, and informational items found therein. This handbook is the foundation of information needed by the students. It may not contain all information that may be necessary to students. However, all students are responsible and accountable for making themselves familiar with all rules and regulations.

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*Please return to the building secretary.*

**Centerville High School**  
***School of Possibilities***  
*105 Virginia Ave.*  
**Centerville, Ohio 45458**

Teachers: *Mindy Briddell, Jason Brown, Lauren Spires, Christine Montour, Kevin Walsh*  
 Counselor: *Kathy Berry*  
 Psychologist: *Angela McDermitt*  
 Administrative Secretary: *Kathy Berry*  
 Principal: *Eric S. Gearhart*

Phone: 937-438-6092  
 Fax: 937-438-6095

## Bell Schedules

<b>Regular Daily Bell Schedule SOP</b>	
<i>Morning SOP Schedule</i>	
Start Time AM	8:15 AM
AM Dismissal	11:15 AM
<i>Afternoon SOP Schedule</i>	
Start Time PM	12:45 PM
PM Dismissal	3:45 PM

\***Evening Classes:** 3:45 to 5:45 PM (Regular Schedule)  
 Tues., Wed., & Thurs.  
 (Evening Courses begin on Tues. Aug. 31<sup>st</sup>)

\* At times SOP will skip the A.M. Classes due to a 2 hr. delay for Inclement Weather. Students will be notified in the case of any change(s).

<b>2 hour Delay (Inclement Weather)</b>	
<i>Morning SOP Schedule</i>	
Start Time AM	10:15 AM
AM Dismissal	12:15 PM
<i>Afternoon SOP Schedule Inclement Weather</i>	
Start Time PM	1:45PM
PM Dismissal	3:45 PM

- Inclement weather MAY have an impact on Night School, please call SOP for updates on our night school.



## SOP Handbook Table of Contents

<b>Informational items</b> .....	2-4	<b>Additional Information</b> .....	35-40
Handbook Receipt.....	2	Adult Students.....	35
Bell Schedule(s).....	3	Extra-Curricular.....	35
Table of Contents.....	4	Clinic.....	35
<b>General Information</b> .....	5	Curriculum.....	35
Mission.....	5	Electronic Surveillance.....	35
Hours.....	5	Equal Opportunity Education.....	36
<b>Emergency Procedures</b> .....	6-7	Individuals with Disabilities.....	36
Fire.....	6	Immunization.....	36
Severe Weather.....	6	Opening/Dismissal.....	36
Earthquake.....	6	Medication.....	37-38
Evacuation.....	6	Movement between CHS & SOP.....	38
ALICE.....	7	Non Discrimination.....	39
<b>Policies and Rules</b> .....	9-15	Outside Classes.....	39
Expectations and Consequences.....	9-12	Parking.....	39
Electronic Surveillance.....	12	School Transportation.....	40
Attendance Policy.....	13-14	Student Help Line.....	40
Sign in & Sign outs.....	15	School Publications.....	40
2 hour Delay.....	15	Student Profile.....	41
<b>Academic Standards</b> .....	16-19	Telephone.....	41
Acceptable Use.....	17-18	Testing.....	41
Technology and Online Learning.....	19	Textbooks.....	41
<b>Student Code of Conduct and Student Standards</b> .....	20-34	Testing.....	41
1. Truancy.....	20	Trespassing.....	41
2. Student Behavior.....	20-21	Valuables.....	41
3. Fighting.....	21	Visitors.....	41
4. Vandalism.....	21	Withdraw.....	42
5. Theft.....	22	Work (Students working).....	42
6. Explosive devices.....	22	<b>Graduation Requirements</b> .....	43
7. Arson.....	22	<b>Student Bill of Rights</b> .....	44-48
8. Fireworks.....	23	Privacy.....	49
9. Tobacco.....	23	Student User Agreement.....	50
10. Use of Intoxicants/controlled substances.....	24		
11. Selling Intoxicants/controlled substances.....	25		
12. Possession of Intoxicants/controlled sub.....	26		
13. Parking and Driving.....	26-27		
14. School Transportation.....	27		
15. False Alarms/Panic.....	28		
16. Dress Code.....	28-29		
17. Displays of Affection.....	29		
18. Threats/Harassment/Bullying/Social Med... ..	29		
19. Sexual Harassment.....	30		
20. Cell Phones.....	31		
21. Violation of Acceptable Usage.....	31		
22. Dishonesty/Forgery/Academic Integrity.....	32		
23. Loitering/Trespassing.....	33		
24. Consumption of Food/Beverage.....	33		
25. Out of Area/Arrival/Dismissal.....	34		
26. Secret Society.....	34		
27. Unauthorized Fundraising.....	34		

# **“School of Possibilities”**

## **Student Handbook**

### **WELCOME**

*The School of Possibilities is an extension of Centerville High School. The mission of the “School of Possibilities” is to provide students a positive and appropriate learning environment that leads to success with credit deficient students who may struggle in a traditional educational environment. The ultimate goal of SOP is for students to gain a high school diploma and to formulate goals for career and college readiness. The focus is to assist each student in the areas of academic skill development, positive classroom attendance, attitudinal development, and personal responsibility. By creating alternative learning experiences such as a shortened school day, work cooperative opportunities, technology-enhanced academic learning, and student-centered counseling, the intention is for the student to have a renewed interest in learning through individual success and pursue personal goals for life after high school.*

### **Hours**

The “School of Possibilities” is open Monday through Friday, 8:00 a.m. until 4:00 p.m. The day is divided into two (2) three-hour sessions: 8:15 a.m. to 11:15 a.m. and 12:45 p.m. to 3:45 p.m. A student’s assignment to the AM or PM session is made on an individual basis. Each 3-hour period of time defines “the school day” for the School of Possibilities students.

The School of Possibilities is also open from 3:45 to 5:45 p.m. on Tuesdays, Wednesdays, and Thursdays. Former and/or current SOP students who are (18+) years of age are typically assigned to this session. These are students who wish to return to SOP to work on their high school diploma. Students currently at CHS during the school day who need only a few credits to supplement the credits they are currently earning at CHS will be admitted to this session on an individual need basis.

Students may not enter the SOP until at least two (2) staff members are present.

- Student dismissal will begin at approximately 11:13 and 3:43 each day. Students are to continue working at his/her computer or being engaged in a classroom learning situation with a staff member until being dismissed by members of the SOP staff.
- Students will be dismissed only after an SOP staff member is outside the building observing dismissal.

### **NOTICE**

*Readers of this handbook are cautioned that school board policies are subject to change at any time. The student handbook is published only once a year, and may therefore, not reflect the most current policy changes. Check with your student's building principal for information about any recent policy changes, additions, or deletions. This handbook is the foundation of information needed by the students. It may not contain all information that may be necessary to students. However, all students are responsible and accountable for making themselves familiar with all rules and regulations.*

# ***EMERGENCY PROCEDURES***

All students need to be knowledgeable of the “School of Possibilities” Emergency Procedures in order to respond in an appropriate and timely manner.

## **Fire Alarm**

Upon hearing the fire alarm, note the emergency evacuation route posted on the building walls and the exit signs hanging from the ceiling. Exit following the posted route out of the building and move across the parking lot. Movement out of the building should be swift and quiet. Wait for further direction from a staff member. Remain outside until an all-clear is signaled.

## **Tornado, Severe Thunderstorm Procedures**

Upon being notified of a local tornado warning, proceed to the Tornado Safe Zone as indicated on the posters located throughout the facility. Sit quietly on the floor and follow the directions of school staff members. Remain in your position until you hear the all-clear signal.

## **Earthquake Preparedness**

Earthquakes strike with no warning. If you should feel earthquake shaking or hear its rumble, take the following measures:

**Duck And Cover, Drop and Hold** - Drop to the floor and get under a desk, chair, table or counter and hold on tightly to the covering object. Put books or any item over your head to protect against hurled objects. Move away from the glass windows in the main door. Wait for staff’s instruction. Stay in assigned areas until dismissed by a school staff member or fire or police personnel.

## **Stay-Put Order**

Upon hearing the “stay put” order from a school staff member, students are to remain in their present area. Staff will instruct students immediately on proper behavior. Quiet must be maintained, and students must follow the directions of school staff members. Remain in the “stay put” position until a school staff member signals all-clear. “Stay-put” status could occur for many reasons: for example: power shutdown or medical emergency.

## **Bomb Threat and Explosion Procedures**

A bomb threat occurs when an explosive device is either present or alleged to be present in the school or premises. When a bomb threat has been received, SOP staff will review the information received and do one of the following:

- Search the inside of the school and evacuate if warranted
- Evacuate immediately

It is essential that SOP students and other persons inside SOP, follow the instructions explicitly. If/when an evacuation is ordered, we will use fire drill procedures to evacuate the building. Once outside the building, please follow any further instructions given by the SOP staff.

## **Evacuation Plan for Individuals Needing Assistance**

An individual plan will be developed for students and staff who require assistance.

### **A. Fire Alarm Procedure**

1. Assigned staff will move to their positions to assist individuals who use wheelchairs and others who need assistance.
2. Staff members will stay with individuals until a signal is given to return to the regular routine or the Fire Department arrives.

### **B. Notice of a tornado warning.**

1. Assigned staff will accompany individuals needing assistance to the designated area.
2. Staff members will remain with individuals needing assistance until the all-clear signal is sounded.

## **A.L.I.C.E.**

In the past, the message was to lock down—turn out the lights, lock the door and hide under a desk. That method alone has proven to not always be the most effective, and in some cases has actually led to children being at higher risk. The new, nationally recognized approach is called A.L.I.C.E. or Alert, Lockdown, Information, Counter, and Evacuation. It emphasizes making active decisions, such as barricading classroom doors, coordinating on-the-spot evacuations, and, if all else fails, throwing objects and using body weight to topple an intruder.

When the "**A.L.I.C.E.**" command is given by a school official over the public address system or by a personal official order, staff and students will observe the following directions immediately!

1. The teacher or staff in charge will need to exercise prudent judgment (i.e. evacuate, barricade, etc.).
2. Staff and students evacuating the building may only leave campus on foot (no driving).
3. Meet at the following locations for your assigned unit:
  - SOP- Magsig Middle School / Cline Elementary

Communication may be transmitted via text messaging only.

# ***POLICIES AND RULES***

**NOTE:** *CHS students attending the “School of Possibilities” are expected to follow all policies, rules, and procedures pertaining to all curricular and co-curricular activities as outlined in the SOP Student Handbook and the Centerville High School Student Handbook. School Board Policies are subject to change at any time. The student handbook is published only once a year, and may therefore, not reflect the most current policy changes. Check with your student's building principal for information about any recent policy changes, additions, or deletions. This handbook is the foundation of information needed by the students. It may not contain all information that may be necessary to students. However, all students are responsible and accountable for making themselves familiar with all rules and regulations.*

**All policies, rules and procedures outlined in the Centerville High School Handbook pertain to all curricular and co-curricular activities involving all students enrolled at Centerville High School and the School of Possibilities.**

## ***PHILOSOPHY OF DISCIPLINE***

The best method to use when dealing with behavior that deviates from stated rules has long been debated by students and adults.

Throughout the past years our techniques and philosophy have been consistent in an attempt to help make responsible citizens of those in our school community. Throughout our past and present philosophy, we subscribe to a “change in behavior” with people who deviate from the rules and regulations.

After many hours over a period of years of give and take, a discipline policy made up of stated rules and consequences has been drawn together from the total school community: students, teachers, parents, and administration. We plan to deal with members of our school community who deviate as individuals using the established rules and regulations as a guide to changing behavior. Because each situation has its own unique circumstances, different decisions will have to be made particular to the situation. When this happens, we must make decisions using the premise that a positive change in behavior must occur.

As part of our ongoing program to improve student discipline and ensure the health, welfare and safety of our students, video cameras will be placed on some buildings within the Centerville City School District. Recordings from video cameras that monitor student behavior may be used as evidence in student discipline proceedings.

We suggest that you conduct yourself in a reasonable manner by keeping individual rights balanced with responsible behavior. We will honestly attempt to treat each member of the community with respect and in turn we expect you to treat others with respect. Through an atmosphere of respect and trust for each other, a strong community will emerge at Centerville High School.



## ***BEHAVIORAL EXPECTATIONS and CONSEQUENCES***

Students are expected to come to school every day, on time, and prepared to learn. Students are expected to act in a responsible manner in and around school grounds. Such behavior includes speaking quietly, using good manners, cleaning up the areas of the facility you use, and treating others with respect.

As part of our on-going effort to ensure a pleasant and safe learning environment video cameras may be placed in and around the facility. Recordings from these video cameras may be used as evidence in student discipline proceedings.

The consequences for infractions of the following rules shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified consequences may be waived by a school official in favor of stronger measures. Any student engaging in the types of conduct identified in the code of conduct is subject to: reprimand, parental contact, referral to a guidance counselor, loss of privileges, detention, extended school detention, emergency removal, selective intervention, suspension, expulsion, denial of school transportation services, revocation of driving/parking privileges, removal/suspension of a work permit, referral to law enforcement agencies, or removal from curricular or extra-curricular activities/school event pursuant to 3313.661 and 3313.662 of the Ohio Revised Code. The student code of conduct is enforced at the principal and school official's discretion. The final determination of what is appropriate student conduct will be made by the principal and/or other school officials.

Any student who aids or assists another in a violation of the rules and regulations shall be deemed equally responsible for the offense and may receive the same/similar consequence(s). In severe situations, a student who witnesses a violation of the rules and fails to report it shall be deemed equally responsible for the offense and may receive the same/similar consequences.

This code applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity, or in school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes and/or environment of the school.

Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property may result in disciplinary action. Misconduct by a student, regardless of where it occurs, that is directed at a district official or employee, or the property of an official or employee may result in a disciplinary action.

Centerville High School / School of Possibilities utilizes electronic surveillance equipment to assist in monitoring the interior facility, exterior facility, computer usage, and transportation via school vehicle. This includes stationary and mobile cameras that may be utilized in areas of concern.

Students, staff, and visitors should assume they are being monitored in the public areas of the facility or when using school vehicles. In addition, computer activity may be monitored for appropriate use. Surveillance data will be used to determine consequences for violations of the rules and regulations outlined in the student handbook.

## ***CONSEQUENCES and PROCEDURES DEFINED***

### ***CORPORAL PUNISHMENT/PHYSICAL RESTRAINT***

The Board of Education of the Centerville City School District does not approve of corporal punishment as an appropriate consequence when a student violates rules and regulations in the Code of Conduct. However, the Board of Education does distinguish corporal punishment from physical restraint. The Board of Education does approve the use of physical restraint.

**For the purpose of this section, the following definitions apply:**

- A. Corporal Punishment: The infliction of bodily pain as a penalty for infraction of rule(s) and regulation(s).
- B. Physical Restraint: The prevention of another's action by physical force directed against that person in such reasonable measure as is sufficient to prevent such action. Physical restraint may reasonably be applied by teachers, administrators, or other staff members, as follows:

### ***GENERAL POLICIES***

1. To prevent or quell a disturbance, threatening physical injury to self, others, or damage to property.
2. To obtain possession of weapons or other dangerous objects upon or within the control of the person.
3. For the purpose of self-defense.
4. To prevent an individual or group from interrupting learning or general school activities.

### ***SEARCH AND SEIZURE***

General searches of any person or personal property may be conducted at any time by school authorities when there are reasonable grounds to fear for the welfare or safety of the school community. This includes when officials have reasonable grounds to believe that a violation of the law or school rules and regulations has occurred or will occur. Abandoned materials (book bags, purses, etc.) are deemed suspicious and subject to search.

Cell phones, cameras, and other equipment may be searched if there are reasonable grounds to believe that they were used to violate the law or school rules and regulations.

Lockers and other storage areas supplied by the Board and used by the pupils are the property of the Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or the law.

Illegal items or other possessions that may be used to disrupt or interfere with the educational process will be confiscated. Consequences will be applied according to the rules and regulations outlined in this handbook.

## ***SELECTIVE INTERVENTION***

Selective Intervention (In-School Suspension) is an alternative to out-of-school suspension that removes a student from the classroom for a period of time, while still allowing students to attend school, access services, and complete their work. Students may be assigned Selective Intervention for a multitude of offenses that violate the Student Code of Conduct. It is the discretion of the unit principal to assign a student to Selective Intervention and the length of time to which the student will serve. A student assigned to Selective Intervention spends the entire day in the designated location, completing work submitted in advance by the student's teachers, while being monitored by a certified staff member. Students are eligible to receive the same services as they would in the classroom. Students assigned to Selective Intervention are not to participate in or attend co-curricular/extra-curricular activities during the length of day(s) assigned.

## ***SUSPENSION AND EXPULSION***

A school principal may assign an out-of-school suspension for a period not to exceed (10) ten days. The superintendent may expel a pupil for a period not to exceed eighty (80) days, except for weapons violations which will result in an expulsion up to one (1) year. Whenever such disciplinary action is necessary, the principal in the case of suspension, or the superintendent in the case of expulsion, will notify the child's parents of the hearing and the reasons thereof in writing. No student shall be suspended without an informal hearing in which the reason for the suspension shall be stated and the student given an opportunity to respond.

In the case of suspension, no student under 18 may be suspended during school hours and sent home unless parents are contacted, except in cases where the student's continued presence poses a danger to other members of the school community or will disrupt the orderly operation of the academic setting.

Students assigned an out-of-school suspension are not to be on school grounds at any time during the length of their suspension. Students who are identified as being on school grounds during an out-of-school suspension will have additional days added to their suspension or be charged with trespassing. Students serving suspension are not to participate in or attend co-curricular activities. If school is cancelled on a scheduled day of suspension, the suspension will be served on the next available day(s). All classroom work is unexcused during out-of-school suspension. Tests and quizzes assigned during a suspension may not be taken for credit prior to or following the suspension. A suspension decision may be appealed to the Coordinating Principal within five (5) days from the date of this notice.

During an out-of-school suspension, students are responsible for contacting their teachers to get make-up work. All make-up work is due to the classroom teacher upon the student's first day of return from suspension. Students can log-on to APEX to work on their assignments. Any test or other assessment assigned on a day(s) during the suspension or on the first day of return must be taken the day they return.

## ***APPEALING A SUSPENSION***

A principal's suspension decision may be appealed to the Superintendent or Designee (433-8841) within five (5) days from the date of this notice. If you request an appeal, you have the right to be represented by a representative of your choosing. Appeal hearings will be closed to the public and by law must be tape-recorded. In addition to academic suspensions and expulsion, students may also be suspended from bus riding privileges and/or co-curricular activities for up to one (1) full school year.

## ***STUDENTS RECEIVING HOME INSTRUCTION***

Any student who has been placed on Home Instruction is not to be on school grounds, or in attendance to any school related activity(s) throughout the duration of his/her placement without specific permission from the High School principal. In certain circumstances, the Principal may grant permission for affected students to have access to the school grounds/facilities strictly for academic/educational purposes.

## ***EXTENDED SCHOOL DETENTION***

Centerville High School's Extended School Detention Program is designed to serve as an alternative to suspension for CHS students who violate the high school rules and regulations. This does not include violations involving drugs, alcohol, tobacco, weapons, or violence. Attendance at Extended School Detention is considered a privilege and not an automatic right; the program is designed to be a learning experience as well as to provide a consequence for inappropriate behavior.

Students assigned to Extended School Detention will be permitted to participate in all co-curricular activities as a participant or spectator. Placement of a student in Extended School Detention will be at the discretion of the unit principal. The number of Extended School Detention assignments will be based on the Centerville High School Rules and Regulations.

- All consequences, unless specifically delineated, refer to a potential range of actions and are not necessarily progressive as listed.
- Emergency removal of a student from school may be necessary in order to determine any consequences that may be warranted. Students who are emergency removed from school are not to attend school, school events, home or away, or be on school property during the length of their removal. Students who are removed can make up school work.
- Any student failing to comply with disciplinary penalties may face enhanced/additional penalties for such actions.

## ***ELECTRONIC SURVEILLANCE***

Centerville High School / School of Possibilities utilizes electronic surveillance equipment to assist in monitoring the interior facility, exterior facility, computer usage, and transportation via school vehicle. This includes stationary and mobile cameras that may be utilized in areas of concern.

Students, staff, and visitors should assume they are being monitored in the public areas of the facility or when using school vehicles. In addition, computer activity may be monitored for appropriate use. Surveillance data will be used to determine consequences for violations of the rules and regulations outlined in the student handbook.

# **ATTENDANCE POLICY**

~School of Possibilities~

The goal of the Attendance Policy is to encourage the students to be at school every day and period that the school is in session. Many studies correlate regular attendance with success at school. Regular attendance means that the academic learning process is not interrupted. Regular attendance is critical to academic and workplace success. Students are expected to arrive at school on time every day school is open.

As a general guideline, School of Possibilities will use these times for attendance benchmarks during a normally scheduled school day for attendance purposes. The School of Possibilities expectation for students who are absent or tardy is that all students have a proper note within (3) days upon returning to school. Absences are marked as unexcused unless there is a doctor or court notification. *(Please read the following for more detail)*

<b>General Attendance Guidelines</b>		
Morning Times	This circumstance will be counted as	Afternoon Times
8:16-8:30 AM	Tardy	12:46-1:00 PM
8:15-11:15 AM	Full Day Absence	12:45-3:45 PM

Attendance	It will be counted as
5 unexcused tardies	1 day of absence
Vacation/College Visit	The form must be turned in prior to the visit/trip. Documentation must be turned in after the visit. This may be counted as unexcused absence.
After 5 unexcused absences	Must have a Dr. note & possible disciplinary actions.
Athletic/Extra Curricular Eligibility	Must attend a full session to be eligible. A student may be tardy and still compete, please see the times specified above.  Unless medical/funeral/court documentation is provided before the contest/event. If a note is not presented to the principal they may not participate. (Principal's discretion)

Regular attendance is critical to academic and workplace success. Students are expected to arrive at school on time every day school is open. Excessive absence or tardiness from school can result in referral to the district truancy officer or dismissal from the School of Possibilities. The following guidelines will be followed:

- The “School of Possibilities” will permit each student a total five (5) unexcused absences each quarter.
  - The only excused absences are those documented with a doctor’s note or a note from a court official.
- Within three (3) days of returning to class a student may present a medical note signed by a doctor.
- A student may be excused for court appearances, provided that within three (3) days of the student’s return to class s/he presents a note signed by a court official.
- School of Possibilities office will keep all excused medical or court notes for the duration of each semester and shall be the judge of the note’s authenticity.
- Students exceeding the five (5) absences may still receive employment credit, provided the student remains on the job and continues to receive positive evaluations from both the employer and the teacher. The student does have the opportunity to make up absences above five (5) before the end of the quarter.

**Attendance Policy:**  
**(Continued)**

- As an incentive, a student who has (5) or less unexcused absences (any combination of absences and tardies) during any one quarter may earn an 0.25 SOP related credit for that quarter (*the following criteria are at the discretion of the principal*):

SOP Related Credit (.25)
Meet the attendances requirements
Make progress toward graduation/completing their courses <ul style="list-style-type: none"><li>• Minimum of 1.5 credits per quarter</li></ul>
Do not have any major discipline issues that quarter

Making-Up Days for Unexcused Absences at SOP:

- When a student has accumulated five (5) unexcused absences (any combination of absences and tardies) during any one quarter make-up days may be assigned and must be completed prior to any grades being posted on a transcript.
- When a student has accumulated unexcused absences and failed to make up the appropriate amount of time within 3 weeks of the end of the quarter, the student will be referred to the School Attendance and Family Resource Officer. The Attendance Officer will refer the student to the Montgomery County Juvenile Court for truancy.
- Serious medical and/or court related situations will be reviewed on an individual basis.
- All students must have permission from a parent to leave the building.
- **Students who are 18 years of age and older:** Students who are 18 will follow the same procedures and regulations as all other students.

**Tardies**

Students are expected to be on time. The following guidelines apply:

A student arriving after 8:30 a.m. or 1:00 p.m. (i.e., more than 15 minutes tardy) may NOT be admitted to SOP that day unless parent notification has been made. Students arriving at school late will be charged with a tardy according to the following guidelines:

- Up to 15 minutes – one (1) tardy
- An accumulation of five (5) tardies will equal (1) unexcused absence
- A student, who reports to school after the times indicated, will be asked to call their parent/guardian before they are admitted to school.

**Sign In/Sign Out - Office Procedure**

- Students are strongly encouraged to make appointments that do not conflict with school time.
- Permission to sign out will be granted after contact is made with a parent or other legally responsible adult.
- If the early dismissal is for one hour or more, the early dismissal will be considered as an absence. An early dismissal of less than one hour will be considered the same as a tardy.
- Any student becoming ill during the school day may be given permission to leave, after contact with a parent/guardian is made by an SOP staff member. Permission to leave and sign out will only be granted after contact is made with the custodial parent or other legally responsible adult.
- **Students who are 18 years of age and older:** Students who are 18 will follow the same procedures and regulations as all other students.

## ***School Weather Closing Policy***

The School of Possibilities will follow the Centerville Schools weather cancellation policies. On days that Centerville Schools close for inclement weather, the School of Possibilities facility will be closed. In the event of inclement weather a delay of both A.M. and P.M. may occur. Please refer to the (2) Hour Delay Schedule, this can be found on our website and in the handbook. At times, there may be exceptions to this schedule.

<b>2 hour Delay (Inclement Weather)</b>	
<i>Morning SOP Schedule</i>	
Start Time AM	10:15 AM
AM Dismissal	12:15 PM
<i>Afternoon SOP Schedule Delayed Start</i>	
Start Time PM	1:45PM
PM Dismissal	3:45 PM

\* At times SOP will skip the A.M. classes in a 2 hr. delay for Inclement Weather. Students will be notified in the case of any change(s).

# **ACADEMIC STANDARDS**

*~School of Possibilities~*

## ***Student Academic Standards***

### Requirements:

1. Each student will make progress toward earning graduation credits.
2. Each student will be assigned courses that will meet the diploma requirements as stipulated by the state of Ohio.
3. Each student will be required to pass all sections of the state assessments toward meeting the graduation standards.
4. Each student will be assigned necessary courses according to the student's transcript.
5. Each student will be enrolled in courses that are appropriate for meeting graduation requirements as dictated by his/her transcript. A course load will be issued that is academically appropriate for the student at the discretion of the principal.
6. Each student will be expected to follow the rules and regulations listed in both the School of Possibilities Student Handbook, CHS Student Handbook, and policies established by the Board of Education.

### Standards for Productivity:

1. Student productivity is individualized to each student's needs. Because each student is in a different place academically, individualized graduation plans are created for each student. These plans will be reviewed with the student and parent at their intake conference and will be updated and reviewed periodically.
2. Each student's plan has standards that students are expected to meet in order to graduate on time:
  - a. Each student has a minimum expectation of test and quizzes they are to complete per day. A student may have to complete more than this to ensure they meet the proper pace toward graduation.
  - b. Students are also expected to complete so many credits per quarter/nine weeks in order to graduate on time. Again the number of credits that they will need to complete is unique to each specific student. That information will be reviewed at the intake conference and will be updated and reviewed periodically.
3. Students will receive intervention for state assessment(s) which they have not passed.
4. Each credit recovery student will be enrolled in courses they will need for graduation.
5. Each student will abide by the attendance policies of the School of Possibilities.
6. Any student not abiding by these standards will be considered by the School of Possibilities and Centerville High School principals for academic probation of one quarter, or evaluation of placement, or referral to the superintendent's office for expulsion from Centerville High School and the School of Possibilities.

### Timeline for the Standards:

1. Each student is expected to meet all standards for each quarter they are in attendance at the School of Possibilities.
2. Any student failing to meet the standards for any quarter will be placed on probation for the next quarter.
3. Any student on academic, behavior or attendance probation as a result of the previous quarter and failing to meet the productivity standards during the current quarter will be considered for alternative placement and/or appropriate disciplinary action.
4. Qualifying for probation two consecutive quarters will result in the student being considered for removal from the program.



# ***STUDENT ACCESS TO NETWORK***

## **Acceptable Use Policy**

### ***Student Access to Networked Information Resources***

The Centerville City School District recognizes that telecommunications and other new technologies are shifting the ways that information is accessed, communicated, and transferred by members of our society. These changes also alter instruction and student learning. The District supports access by staff and students to rich information resources, along with the development of appropriate skills to analyze, evaluate, and utilize such resources. Within the District, staff members and students are provided access to electronic information resources over a district-wide computer network, which is a part of the Ohio Educational Computer Network (OECN). This statewide computer network is supported by the Ohio Department of Education, and includes filtered access to the Internet.

Centerville Schools currently provides access to a variety of information resources, including web based curriculum resources via the Internet. Internet access, because it may lead to any publicly available computer system in the world; opens classrooms to electronic information resources that may not have been screened by educators for use by students of various ages. Families should be aware that certain material accessible over public networks might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The Centerville City School District supports and respects each family's right to decide whether or not their child will have access to resources via the Internet.

### **District Computer Network / Internet Rules**

The purpose of the District computer network is to further the learning of students in the District. Access to the District computer network, and through it Internet resources, is given to students who agree to act in a considerate and responsible manner. Use of the District computer network is a privilege, not a right. Access requires responsible and lawful use.

### **Student User Agreement**

Parental permission is required for students to have independent access to resources via the Internet. Below is the Student User Agreement form that must be signed by the student and the parent to access Centerville networked resources, including Internet access.

### **Responsible use means that everyone has a part:**

**Students** are responsible for appropriate behavior on school computers and networks just as they are in a classroom or in a school hallway. General school rules for behavior apply. Specific guidelines for computer may also exist for individual classrooms or computer labs. If a student is in doubt about whether a computer related behavior is permitted, it is her/his responsibility to ask a teacher or other staff member. Students are also responsible for reporting improper use to a staff member.

**Teachers** are responsible for guiding students toward appropriate educational resources on the Internet, for instructing students in the evaluation of electronic information, and for supervising student behavior while using computers.

**Parents and guardians** are responsible for supervision of Internet use outside school, and for setting and conveying standards that their children should follow when using electronic resources.

It is the responsibility of **each user** to employ the district computer network in support of education and research consistent with the goals and objectives of the Centerville City School District.

### **Acceptable uses of District Computer Networks**

Students will use electronic information resources to:

- Access global educational resources
- Enter partnerships to expand their learning options
- Broaden their research capabilities by using primary sources
- Develop higher level thinking skills
- Differentiate and evaluate available sources of information
- Gain essential skills needed for the 21st century

## ***Acceptable Use Policy***

*(Continued)*

### **Unacceptable uses of District Computer Networks**

The following behaviors are examples of unacceptable uses of district computing equipment and are not permitted. This list is not intended to include every prohibited behavior.

- Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes
- Using obscene language or gestures
- Using district computer resources for purposes without clear educational value
- Threatening, harassing, insulting, or attacking others
- Damaging computers or any items relating to computer systems, either physically or by intentionally altering software with viruses, “worms,” or similar methods
- Violating copyright laws or revealing trade secrets
- Using another person’s password, disclosing one’s own password to others, or impersonating someone else
- Trespassing in another person’s folders, work, or files
- Intentionally wasting limited resources (such as network bandwidth, disk space, and/or consumables)
- Using district computing resources for non school-related commercial purposes and/or transactions
- Using district computing resources for illegal purposes

### **Consequences**

- a) Violations may result in loss of access.
- b) Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- c) When applicable, law enforcement agencies may be involved.

### **General Guidelines for the Use of the Computers at the High School**

1. Student workstations are to be used by students with teacher permission and/or supervision. Students are to use only those programs to which their teacher(s) have given them access. Teacher workstations are for classroom presentations and classroom instruction.
2. Students are to use only the password of record for them in order to gain access to the network. *Students are not to log on the network with any other ID name.* Furthermore, students should not share their password with any other student or individual.
3. Students may NOT install programs, including CDs, or download programs from the Internet (including wallpaper, graphics, freeware/shareware, etc.) on the district’s computers without prior permission from the building network administrator.
4. Students may only use the Novell login screen to access the system. Accessing network administrator files, teacher files, or other student files, unauthorized use of DOS, or the use or installation of non-school owned programs will place students into the suspension/expulsion category of the consequences list.
5. Students who aid or assist other students in computer misuse or computer tampering shall be deemed equally responsible for the offense and may receive the same consequences.
6. Issues related to vandalism, plagiarism, dishonesty, and theft as outlined in the current Code of Conduct apply to the use of computer network, individual workstations, and other peripherals, software, and all electronic files.

### ***CONSEQUENCES***

High School violations of this policy will require the implementation of consequences from the following range of options:

1. Principal/student conference
2. Parent contact/notification
3. Extended School Detention
4. Out-of-school suspension or selective intervention
5. Recommendation for expulsion to the Superintendent
6. Restitution for costs involved in restoring the integrity of the network and or individual computer workstations in addition to any of the above consequences.
7. Violations may result in loss of access.

*(Please ask for an Acceptable Use form)*

# ***TECHNOLOGY and ONLINE LEARNING***

*~School of Possibilities~*

## ***Technology Available to Students***

Students attending the School of Possibilities have access to a variety of educational technologies from 8:15 a.m. until 3:45 p.m. Monday through Friday. Evening classes are offered from 3:45 p.m. until 5:45 p.m. on Tuesday-Thursday. The resources include, but are not limited to, the following equipment:

- The School of Possibilities offers networked PC's and Chromebooks/Laptops which deliver a variety of applications including Microsoft office tools, APEX, as well as other district technology.
- All technology is the property of Centerville City Schools. Students are expected to follow the Acceptable Use Policy while at the School of Possibilities.

## ***APEX Grading Policy***

Students will earn most of their academic credits using Apex, an internet service contracted by the district. Students are typically assigned a minimum of two classes at any given time and must complete the course and submit required handwritten notes before any new classes can be assigned. Students may access their Apex classes at home if they have a high speed internet connection. Working at home is encouraged but not mandatory. Most modules (similar to chapters) consist of a tutorial, application or practice, and mastery test. Grades are not taken on the tutorials.

Apex is programmed to require 70% mastery on tests and quizzes before allowing the student to move ahead. Tests with scores of less than 70% will be automatically locked after (3) attempts. After the 3<sup>rd</sup> attempt a student may be required to complete an offline activity to help supplement his/her knowledge of the material. The assessment will be unlocked after satisfactorily completing and turning in the offline assignment.

If required, students must submit their off line activities to receive credit for each Apex class. Students may hand write or word process original notes on the computer. They must submit a completed title page for each class using the form provided. Notes may be used as resources for assessments.

To receive credit for an Apex course and be assigned a new Apex course, a student must:

- Achieve 70% or higher on all assessments
- Complete all assessments
- Complete all modules and offline activities

Once a course is complete, the following must be submitted:

- Required off line activities with completed title page
- Yellow "Course Completed" cover sheet

## **Academic Integrity and Learning:**

- Students may not violate academic integrity by utilizing on-line or other assistance to complete their assessments.
- Student cannot use the internet to search for information/answers once they begin a: pre-test, test, or quiz on APEX.
  - If a student violates academic integrity policies they may be required to:
    - Stop utilizing the internet to search for information/answers.
    - Retake the assessment(s).
    - Locked out of the internet searching moving forward.
    - Reset the unit back to the beginning to ensure the student learned the information in which academic integrity was in question.
- Students are monitored by our staff electronically.

# ***STUDENT CONDUCT AND BEHAVIOR***

**NOTE:** Many of the following expectations of student behavior are taken directly from the CHS Student Handbook. They are republished here as a means of reinforcing their importance at the School of Possibilities. As stated at the opening of SOP students are expected to comply with all rules listed in the CHS Student Handbook, even those not republished below. Other expectations listed below are intended solely for SOP students. To summarize, SOP students are expected to follow the rules listed in the CHS Student Handbook as well as the rules listed herein.

The types of conduct prohibited by this code of regulations are as follows:

## ***1. Truancy***

- a. The Attendance Policy is defined in detail in a separate section within this Student Handbook.
- b. No student shall fail to comply with state compulsory education laws and district attendance policy, including but not limited to, truancy from school, intentionally missing part of or the entirety of a specific class, tardiness to school, in general, or to a specific class without valid reason.

## ***2. Behavior (Disruptions & Disobedience)***

Students should be aware of the behaviors that members of the school community normally follow in the pursuit of their responsibilities. Consequently, it is felt that to attempt to list all instances of infractions of this rule is not needed, but some examples are as follows:

- a. **Disruption:**
  - i. A student may not interfere with the educational process. Any other activity, including the misuse of school property by a pupil that disrupts the academic process/curricular/or extracurricular activity may be considered a disruption.
  - ii. Intentionally creating noise or acting in any manner so as to interfere with a school employee's ability to maintain order and/or disrupts the educational environment.
  - iii. Intentional disruption(s) and/or disruption to the educational environment.
  - iv. Unsafe behavior or any action that by its nature threatens the safety of the student and or others may be considered inappropriate. This may include but is not limited to general horseplay, running in the hallways, or unwarranted physical contact/unauthorized touching.
- b. **Disobedience and Insubordination:**
  - i. Students who use unacceptable language, materials, and/or gestures.
  - ii. Inappropriate materials found in electronic devices. This may also include sexting or possession of any inappropriate material(s) involving a minor.
  - iii. Falsifying of information given to school authorities.
  - iv. Interfering with a school investigation.
  - v. Disregard of reasonable direction, school rules, and direction given by school personnel, and/or failure to comply with a reasonable search.
  - vi. Violation of any school and/or Board rule, regulation, or policy/procedure.
  - vii. Chronic misbehavior, repeated disruptions and/or violations to the code of conduct.
  - viii. Any student who is disrespectful, disobedient, and/or defiant may be referred to the principal who may involve the Centerville Police Department.
  - ix. Any student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

c. **Refusing to Accept Discipline:**

- i. Students failing to comply with disciplinary penalties may face enhanced/additional penalties for such actions.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Conferences between principal and parties involved, Parent Conference, Detention, Extended School Detention, Referral to the counselor, or Suspension up to ten (10) days out-of-school, and Referral to the Superintendent of Schools with recommendation for expulsion, police involvement.

**3. *Fighting/Violence/Physical Abuse of Another Person:***

- a. No student shall cause or attempt to cause physical injury or intentionally behave in such a way that could reasonably be anticipated to cause physical injury to a school employee, fellow student, or other person while under the control of the school or attending a school activity.
- b. Physical abuse of any person on school premises or a school sponsored or supervised activity. (This may include but not limited to: fighting, hitting, personal injury, assault, pushing, horseplay, and improper physical contact).

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Conferences between principal and parties involved, parent conference, Detention, Extended School Detention or suspension up to ten (10) days out-of-school and referral to the Superintendent of Schools with recommendation for expulsion, police involvement.

**4. *Vandalism/Damage to School or Personal Property:***

- a. Vandalism or damage to any school premises or property, any property of a member of the school community (on or off school property) will not be tolerated.
- b. Students must take care and caution when using the resources and school property. Defacing any property in the school will not be tolerated.
- c. Any student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Parent notification; Extended School Detention, selective intervention, or up to ten (10) day out-of-school suspension, notification of police, work detail, referral to Superintendent of Schools for expulsion, restitution.

**5. *Theft/Stealing of School/Unauthorized Use of property or Personal Property:***

- a. Any student who steals, attempts to steal, receives and/or uses property of another without permission, while on school property or at any school related event is in violation of this policy.
- b. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequences.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Parent notification, Extended School Detention, up to ten (10) day out-of-school suspension or selective intervention, notification of police, referral to Superintendent of Schools for expulsion, restitution.

**6. *Use, Sale or Possession of Explosives or Weapons:***

- a. Possession, sale, distribution or use of explosives, firearms, or knives, or any item which could inflict bodily harm, or create a disruption in a school building, or on school property, or at any school related activity, or directed toward any school property is prohibited.
- b. All explosives or weapons will be confiscated by the office and not returned to the student. Board Policy also prohibits a student from having in his possession any object indistinguishable from a firearm (or look alike firearm), whether or not the object is capable of being fired.
- c. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: A student who brings explosives, firearms, knives, or dangerous weapons on to school property can be suspended up to 10 days and/or expelled for one (1) year unless the superintendent determines a reduction of the penalty is appropriate pursuant to Board Policy. Centerville Police Department or other appropriate law enforcement authorities may be notified. All students involved may lose driving privileges.

**7. *Arson, unauthorized use of fire, setting off false alarms, filing false emergency reports, tampering with fire equipment, bomb threats, and inducing panic:***

- a. Any act which could inflict bodily harm or create a disruption in a school building, on school property, at any school related activity, or directed toward any school property.
- b. A student who commits, aids, or assists another in committing any of the above infractions shall be deemed equally responsible for the offense and may receive the same consequence.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Student/principal conference; Extended School Detention, out-of-school suspension, referral to the Superintendent of Schools with recommendation for expulsion. Centerville police may be notified. All students involved may lose driving privileges.

## 8. *Use, Sale, or Possession of Explosives or Fireworks:*

- a. Possession, sale, distribution, or use of fireworks on school property, at any school related activity (on or off school property), or directed toward any school property is prohibited.
- b. Look alike devices that may be indistinguishable from the original may be considered in violation of this policy.
- c. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

### *Consequences:*

Students who violate these rules may receive discipline that may include but are not limited the following:

A student who brings fireworks on to school property may be suspended or can be expelled for one (1) year unless the superintendent determines a reduction of the penalty is appropriate pursuant to Board Policy. Centerville Police Department or other appropriate law enforcement authorities may be notified. All students involved may lose driving privileges.

## 9. *Use, Sale, Possession, or Distribution of Tobacco:*

- a. Senate Bill 218, the Youth Tobacco Possession Bill, makes it illegal for individuals under the age of 18 years to attempt to purchase or to purchase, possess, use, or order cigarettes, other tobacco products, vapor pens, vaporizing substances, e-cigarettes/vape devices, or papers used to roll cigarettes.
- b. Regardless of the age of the student, the possession, and/or use of tobacco products in any form is prohibited at any activity sanctioned or supervised by the Centerville School District. This includes any paraphernalia such as pipes, e-cigarettes, vape devices, rolling papers, and lighters/matches The Drug Free School Zone includes all school properties, any school transportation vehicle, buildings owned by the Board of Education, any property associated with a school activity, and the area extending **1,000 feet beyond the boundaries** of such properties.
- c. Look alike substances that may be indistinguishable from the original may be considered in violation of this policy.
- d. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

### *Consequences:*

Students who violate these rules may receive discipline that may include but are not limited the following:

If students are in violation of the tobacco policy as set forth in the preceding paragraph, the following consequences may be applied:

#### ➤ *First Offense:*

Any student who possesses, smokes, vapes, or uses tobacco in any form shall be assigned three (1) days out-of-school suspension and must complete a Tobacco/Vaping Diversion program within (2) weeks of the infraction date and provide documentation that the student completed the program to their unit principal. The student will be referred to the Substance Abuse Counselor and the appropriate law enforcement agency if the student is under the age of 18. The student may lose driving privileges. If the diversion program is not completed within this timeframe, then the student will be assigned (2) two additional days of out-of-school suspension.

#### ➤ *Second Offense:*

The second possession offense within the school lifetime of the student shall result in a suspension out-of-school for three (3) days. The second use offense within the school lifetime will result in a suspension out-of-school for five (5) days and will be referred to the drug intervention counselor and the appropriate law enforcement agency if under the age of 18. Students may also lose driving privileges.

#### ➤ *Third and Succeeding Offenses:*

The third possession offense within the school lifetime of a student shall result in suspension out-of-school for five (5) days. The third offense of use during the school lifetime of a student shall result in suspension out-of-

school for ten (10) days with a recommendation to the Superintendent for expulsion and will be referred to the drug intervention counselor and the appropriate law enforcement agency if under the age of 18. Students may also lose driving privileges.

### ***10. Possession and/or Use of Intoxicants/Alcohol, Illegal drugs, Controlled Substances, Counterfeit***

#### ***Drugs, and/or Paraphernalia within the Drug-Free School Zone:***

- a. The possession and /or use (including, but not limited to, consumption, inhalation, or ingestion) of any intoxicant, illegal drug, controlled drug, counterfeit drug, or any paraphernalia either intended or adapted for use with such substances described above, is strictly prohibited within the Drug Free School Zone.
- b. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.
- c. If, in the opinion of supervisory personnel of the school or school sponsored activity, there is reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, then the student will be requested to submit to a chemical analysis of breath to determine the presence or absence of alcohol.
- d. Look alike substances that may be indistinguishable from the original may be considered in violation of this policy.
- e. Such prohibition shall be deemed to include possession and/or use:
  1. In a school building;
  2. On school grounds;
  3. On school provided transportation;
  4. At any school sponsored activity;
  5. In any private or public transportation while on school grounds or participating in or en route to/from a school sponsored activity;
  6. The Drug Free School Zone includes all school properties, any school transportation vehicle, buildings owned by the Board of Education, any property associated with a school activity, and the area extending **1,000 feet beyond** the boundaries of such properties.

#### **ORC – (OHIO REVISED CODE)**

**POSSESSION/USE OF ANY SUBSTANCE LISTED IN THE OHIO REVISED CODE AS A FELONY WILL AUTOMATICALLY RESULT IN A 10 DAY SUSPENSION AND RECOMMENDATION FOR EXPULSION.**

#### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

#### **First Offense during a school lifetime at Centerville High School:**

1. Parents shall be notified and the student shall be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident.
3. Consultation with parents and student emphasizing available counseling and/or treatment services may be conducted. The student may attend a conference with the Centerville High School Substance Abuse Counselor upon returning to school.
4. The student shall be suspended from school for five (5) days and lose driving privileges.
5. The student may be recommended to the Superintendent of Schools for expulsion from school.
6. The student may be required to meet with the High School Principal and/or Superintendent prior to returning to school.



***Possession and/or Use of Intoxicants/Alcohol, Illegal drugs, Controlled Substances, Counterfeit Drugs, and/or Paraphernalia within the Drug-Free School Zone:***

*(Continued)*

**Second Offense during school lifetime at Centerville High School:**

1. Parents shall be notified and the student shall be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident.
3. Consultation with parents and student emphasizing available counseling and/or treatment may be conducted.
4. The student shall be suspended from school for ten (10) days and lose driving privileges. Prior to reinstatement, the student and parent(s) or legal guardian may attend a conference with the High School Principal and the Substance Abuse Specialist.
5. The student may be recommended to the Superintendent of Schools for expulsion from school.
6. The student may be required to meet with the High School Principal and/or Superintendent prior to returning to school.

**Third Offense or subsequent lifetime offense at Centerville High School:**

1. Parents shall be notified and the student shall be removed from school for the remainder of the day.
2. The appropriate law enforcement agency shall be notified of the incident.
3. Consultation with parents and student emphasizing available counseling and/or treatment may be conducted.
4. The student shall be suspended from school for ten (10) days, lose driving privileges and recommended to the Superintendent of Schools for expulsion from school. Prior to reinstatement, the student and parent(s) or legal guardian may attend a conference with the High School Principal and the Substance Abuse Counselor.

➤ ***SUSPECTED USE OF INTOXICANTS, DRUGS, OR CONTROLLED SUBSTANCES***

Since mind altering substances react differently in different individuals, there are times when school officials may not be able to determine if a student shows evidence of consumption but may be aware of unusual behavior manifestations. In the interest of the student's health in such cases, the school official may request an immediate medical examination and/or an evaluation for the presence of substances through a combination of blood, urine, or breathalyzer test in order to determine the student's condition. Tests must take place within 2 hours of leaving school property. If it is determined that a student shows evidence of consumption or if the request for a medical exam and/or testing is refused, the disciplinary actions as specified under the Possession and Use section of this policy shall apply. If the findings from the medical examination and/or tests are negative, no penalties shall apply.

- Any unusual, observable behavior demonstrated by a student will be referred to the unit principal who will make a decision concerning the student's ability to effectively function in the school environment.

***11. Selling, Distributing, or Transmitting Intoxicants, Illegal Drugs, Controlled Substances, or Possession of Counterfeit Drugs, and/or Paraphernalia within the Drug-Free School Zone:***

- a. Selling or intent to sell, distributing, or transmitting any quantities of intoxicants, illegal drugs, controlled substances or counterfeit drugs in any form within the drug free school zone as defined below or at any school sponsored activity, whether on school property or not, is prohibited at any time.
- b. (The Drug Free School Zone includes all school properties, any school transportation vehicle; buildings owned by the Board of Education, any property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties.)
- c. Look alike substances that may be indistinguishable from the original may be considered in violation of this policy.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

1. Parents shall be notified and the student may be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident and, at their discretion, conduct an investigation.
3. Student will lose driving privileges.
4. Consultation with parents and the student(s) emphasizing available counseling and/or treatment may be conducted. The student may attend a conference with the Centerville High School Substance Abuse Counselor prior to returning to school.
5. The student shall be suspended out-of-school for ten (10) days and recommended to the Superintendent of Schools for expulsion from school.

***12. Possession, Selling, Distributing, or Transmitting Non-Controlled Prescription Medication, Non-Prescription Substances, and/or Over the Counter Substances within the Drug-Free School Zone:***

- a. Students are to follow the Medication Policy and, when required, store prescription, non-prescription, and/or over the counter substances in the school clinic/office.
- b. Possessing, selling or intent to sell, distributing, or transmitting any quantities of prescription, non-prescription medication and/or over the counter substances in any form within the Drug-Free School Zone as defined below or at any school sponsored activity, whether on school property or not, is prohibited at any time.
- c. The Drug Free School Zone includes all school properties, any school transportation vehicle, and buildings owned by the Board of Education, any property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties.
- d. Look alike substances that may be indistinguishable from the original may be considered in violation of this policy.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

1. Parents may be notified and the student may be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident and at their discretion may conduct an investigation.
3. Consultation with parents and the student(s) emphasizing available counseling and/or treatment may be conducted. The student may attend a conference with the Centerville High School Substance Abuse Counselor prior to returning to school.
4. The student may be assigned Extended School Detention, and/or out-of-school suspension, loss of driving privileges, and could be recommended to the Superintendent of Schools for expulsion.

***13. Student Parking and Driving Accidents:***

- a. Students who drive to school and park in the student parking areas are required to purchase and display from the rear view mirror an official grade-appropriate current year parking permit.
- b. Students are prohibited from parking in the front visitor lot, teacher parking lots and athletic lot. In the event a student loses his/her pass, another pass will need to be purchased.
- c. The parking permit grants the student the privilege to park a vehicle on school property with agreement and acceptance of the following conditions and payment of the permit fee.

## **Student Parking and Driving**

*(Continued)*

- d. Students may not have in any vehicle parked on school property any alcohol, drugs, (except prescription medication for which a school medication form has been filed with the administration), tobacco products, weapons, knives (except knives or other cutting objects approved for usage in a class taken by the student), other items which students are prohibited from having on school property under the rules, regulations and/or policies of the school, or other items deemed by the administration to be detrimental to the health and safety of students, faculty, staff or administrators.
- e. The Centerville City School district, its board members, administration, staff, and employees is/are not responsible for damages to this vehicle while on school property or for the loss of any personal property from such vehicle while on school property.
- f. The school administration has the right to search and/or inspect vehicle(s), on school grounds, when there is reasonable suspicion that the vehicle contains an item(s) described above.
- g. The student to whom the permit for the parking of the above vehicle is granted shall be responsible for all items found in the vehicle.
- h. Any student involved in a traffic accident on school grounds is required to notify CHS security immediately to secure assistance with the exchange of vital information.
- i. Any illegal or prohibited items found in a vehicle may be confiscated and will result in appropriate discipline of the student in accordance with applicable school policies and may result in prosecution.
- j. In performing any search/inspection of any vehicle, school administrators may utilize police officers and devices or animals trained in locating particular items.
- k. Speed limits, driving/traffic laws, and safe driving behavior will be exhibited at all times.

**NOTE:** Any student who refuses to cooperate with the administration's request to search a vehicle will be considered "defiant" and subject to the consequences for defiance.

A parking permit will be issued only after a student submits a completed application which is signed by both the student and parent/guardian. After arriving at school, students are not to be in or around any automobile until they are dismissed from school, except when they are driving to and returning from lunch. Students found in automobiles at any time during the day except upon their immediate arrival and/or immediate exit to and from the parking lots will be charged with a violation of the Parking Policy. Student parking lots are available at the south end of the high school site. All student vehicles are to be parked within the designated spaces reserved for students. Student parking is not allowed in the front or the side faculty lots, or on the lawn around the building. Students violating the parking privileges will be issued the following consequences.

### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Student-Principal conference, Detention, Extended School Detention, revocation of driving/parking privilege, selective intervention, out-of-school suspension, notification of the police department, or recommendation to the Superintendent of Schools for expulsion.

#### ***14. School Transportation:***

- a. All school rules are in effect while using Centerville transportation vehicles or rented vehicles.
- b. The Board of Education provides student transportation to SOP via school buses. Students may use district transportation to arrive at school, and to return home at the end of their school day. Use of school transportation is a privilege, not a right.
- c. All students being transported to school by private vehicles will be dropped off adjacent to the main front door.
- d. Student misconduct may result in suspension and/or bus privileges for up to one (1) full school year (See Board Policy).

#### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Parent notification; Extended School Detention, up to ten (10) day out-of-school suspension or selective intervention, notification of police, referral to Superintendent of Schools for expulsion, restitution, exclusion from school transportation

#### ***15. False Alarm(s)/Use of Fire/Causing Panic:***

- a. Any act which could inflict bodily harm or create a disruption in a school building, on school property, at any school related activity, or directed toward any school property.
- b. A student who commits, aids or assists another in committing any of the above infractions shall be deemed equally responsible for the offense and may receive the same consequence.
- c. This may include but not limited to: arson, unauthorized use of fire, false fire alarms, filing false emergency reports, tampering with fire equipment, bomb threats, or inducing panic.

#### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Student/principal conference, Extended School Detention, out-of-school suspension, referral to the Superintendent of Schools with recommendation for expulsion. Centerville police may be notified. All students involved may lose driving privileges.

#### ***16. Dress Code/Indecent Exposure:***

- a. Students shall dress in a manner that ensures the health, welfare and safety of the student body and enhances a respectful, positive, nonviolent, and academic school environment.
- b. In accordance with state health standards, shoes must be worn at all times.
- c. Distracting or unsafe attire on the part of the student, as judged by the staff, will be referred to the principal and dealt with individually.
- d. Coats and jackets meant for outdoor wear, book bags, and oversized bags must be kept in the school locker or other designated area during the school day.
- e. Examples of unacceptable attire may include but is not limited to include:
  - Halter/tube tops, spaghetti-strap tops, dresses of like nature, low cut V-neck shirts and tank tops
  - Any head apparel including hats, headbands, etc., unless pre-approved by the principal for medical/religious reasons
  - Length of skirt and shorts inappropriate for school
  - Sunglasses
  - Unbuttoned shirts and/or bare midriffs (tops must meet bottoms)
  - Unsafe laboratory clothing or jewelry
  - Any visible undergarments and any ill-fitting attire (Sagging of pants or shorts is prohibited)

- Any article of clothing or jewelry which displays, depicts, or promotes alcohol, drug or tobacco materials, violence, or sexual innuendo is prohibited during the school day and at school sponsored activities.
- In the building, hoods are not to be worn. Any other head covering that conceals your identity is forbidden. Although hats and head coverings may still be worn in school, they must be removed upon request during instruction and/or assessments.

*It is the discretion of the administration to examine/prohibit all clothing that may be deemed inappropriate. This dress code will be in effect for all school days and activities except for those “special” days as designated by the building principal.*

## ***Dress Code:***

*(Continued)*

### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

1. Consequences for wearing any hat or head covering and/or articles of clothing that display or depict alcohol, drug, or tobacco materials. Violence or sexual innuendo, as determined by school officials, will result in detention, Extended School Detention, and for repeated disregard of the dress code, out-of-school suspension.
2. General dress code consequences: Student-teacher conference; principal conference; student requested to change into appropriate clothing; parent contact; Extended School Detention; and for repeated disregard of the dress code, selective intervention, out-of-school suspension.
3. Indecent exposure: Student-teacher conference; principal conference; student requested to change into appropriate clothing; parent contact; Extended School Detention; out-of-school suspension, referral to the Centerville Police Department.
4. A student’s absence will be classified as “Unexcused” for being sent home for a change of clothing for repeat incidents (second time and succeeding offenses).

## ***17. Displays of Affection:***

- a. Exhibition or excessive display of affection on school premises that offends other members of the school community as determined by the high school administration is prohibited.
- b. This includes violation of CHS Dance Guidelines and school activities.

### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

Conference with student, principal, and/or counselor and parents, Detention, Extended School Detention, loss of future dance privileges, loss of driving privileges, selective intervention, out-of-school suspension.

## ***18. Threats/Harassment/Hazing/Bullying/Intimidation/Social Media:***

- a. Any form of harassment including, but not limited to racial, religious, national origin, sex, gender, gender identity, or disability is prohibited.
- b. Instances of threats, harassment, hazing, bullying, and/or intimidation that occur outside of school but materially or substantially disrupt the educational environment and/or discipline of the school will result in the following consequences.
- c. Threatening is defined as any expression of intent to inflict harm. Such expressions may be in written, electronic, verbal, or behavioral form. Severe cases of threatening/harassment/hazing/bullying/intimidation can rise to the level of menacing/stalking

- d. Hazing is defined as persecuting or harassing another person including degrading actions by students toward other students and staff.
  - i. Students shall not engage in hazing or commit an act that injures, degrades, or disgraces a fellow student or staff member.
- e. Social Media - Any disruption caused by social media that is an indirect or direct threat to the school community shall result in school consequences. Such cases may be referred to the Centerville Police along with school consequences. Direct or indirect disruptions to the education environment caused by social media are prohibited.
  - \* Consequences will also be assigned to students who make false reports.

### ***Threats/Harassment/Hazing/Bullying/Intimidation/Social Media***

*(Continued)*

#### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

Principal and student conference, parent contact, Extended School Detention, selective intervention, out-of-school suspension, referral to the Superintendent of Schools with recommendation for expulsion, referral to the Centerville Police Department.

### ***19. Sexual Harassment:***

- a. All students have a right to a school environment free of discrimination which encompasses freedom from sexual harassment.
- b. Sexual harassment is defined as any unwelcome sexual advance, exposure, request for sexual favors, or other verbal or physical conduct of a sexual nature which interferes with a student's educational or co-curricular performance by creating an intimidating, hostile, or offensive environment.
- c. Any student who feels he/she has been sexually harassed should contact the principal or have his/her parent/guardian contact the principal who will have the complaint investigated.
- d. The privacy of the charging party and the privacy of the person accused of sexual harassment will be protected as much as possible.

#### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

Student/Principal conference, parent contact, Extended School Detention, selective intervention, out-of-school suspension, referral to the Superintendent of Schools with recommendation for expulsion. Serious violations will be referred to the Centerville Police Department.

## ***20. Cell Phones & Other Electronic Devices:***

- a. Students are not permitted to use their phones at SOP. They must submit their phone to the secretary upon arrival. Students will receive his/her phone at dismissal.
  - i. If a student is in possession of his/her phone during school hours, then s/he must surrender his/her phone to a staff member. If the student refuses to surrender the phone, it may be considered an act of defiance.
  - ii. All emergency communications between parents and students must take place through the unit office.
- b. Digital music, cameras, and other electronic equipment may be permitted at the discretion of the staff.
- c. Students are prohibited from recording and/or distributing any digital audio, pictures, or video without permission.
  - i. During the school day or at school activities students may not record or post/publish inappropriate information which may include but is not limited to: text, pictures, and/or videos and may be subject to discipline.
  - ii. Any disruption(s) caused by social media/cell phone usage/electronic device that create an indirect or direct threat to the school community shall result in school consequences. Such cases may be referred to the Centerville Police along with school consequences.
- d. ***All equipment in this category may be confiscated. Refusal to relinquish devices will result in additional consequences for disrespect / defiance. The office assumes no responsibility for the safe keeping of this equipment.***

\*\* Note: Digital devices account for most thefts at the high school. Secure all your belongings throughout the day.

### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Cell phones/electronic devices confiscated may result in Extended School Detention, loss of driving privileges, selective intervention, or out of school suspension. Parents may be required to pick-up confiscated materials.

**NOTE:** Incidents involving electronic devices used to violate the law will result in police notification.

## ***21. Acceptable Use of Technology:***

- a. Violation of district Acceptable Usage Policy for Technology and technology misuse, this includes cyber-bullying, file manipulation, violation of academic integrity/cheating, destruction of any computer files, hardware, and/or software, hacking, or failure to use computer networks and/or internet access according to set procedures.

### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Student/Principal conference, parent contact, Loss of computer and or/network access, Extended School Detention, selective intervention, no credit for test or assignment, redo/retake the assessment, out-of-school suspension, restitution, referral to the Superintendent of Schools with recommendation for expulsion. Serious violations will be referred to the Centerville Police Department.

## ***22. Dishonesty/Forgery/Cheating/Plagiarism/Academic Integrity:***

- a. All forms of dishonesty, including cheating, altering, or use of school documents with intent to defraud.
  - i. Examples may include but are not limited to: forging passes, the use or possession of forged passes, parking tags, signatures, notes/documents, copying assignments, and lying.
- b. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.
- c. Cheating and/or plagiarizing is prohibited.
  - i. Cheating is any circumstance in which a student may gain an unfair academic advantage or compromise the integrity of class work. Cheating may include but is not limited to copying work from another when the work is not intended to be collaborative, obtaining a copy of an assessment or scoring device, the use of unauthorized materials that are not permitted during a test, allowing another student to copy your work, copyright infringement, putting your name on another person's work and claiming it as your own, talking during an assessment, someone other than yourself completing the assignment or assessment, electronically submitting or receiving information pertaining to an examination or assessment, and/or compromising the integrity of an examination/assessment.
  - ii. Plagiarism is any act of submitting or representing another person's work, or ideas, using passages of other people(s) work, or using of another person's information as one's own. Plagiarism may also include using outside sources without appropriate attribution. The specific requirements for each written assignment are explained by individual teachers, and more information on plagiarism is discussed in any class with research requirements.
- d. Academic sabotage, knowingly destroying, altering, or taking another student's work. This may include but is not limited to written work, projects, or electronic information.
- e. A school official or administrator will determine if cheating/plagiarism/academic integrity has violated/occurred.
  - i. Student may be asked to redo/retake a project and/or an assessment to verify the student's understanding of the learning standard/content. If the student does not show proper academic understanding of the content, then they may be awarded no credit.
  - ii. No credit may be granted if a student is in violation of this policy.

### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

Student/parent conference, Detention, Extended School Detention, no credit for test or assignment, redo/retake the assessment, loss of driving privileges, selective intervention or suspension out-of-school up to ten (10) days, referral to Superintendent of Schools with recommendation for expulsion, police involvement.



### ***23. Loitering, Unauthorized Entry, and/or Trespassing:***

- a. **Loitering, Unauthorized entry, and/or trespassing** shall be defined as any student entering the facility, part of the facility, and/or a secured area without permission. This applies to any property owned by the school district/board.
- b. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.
- c. **Students are not permitted in the school building unless involved with a scheduled supervised school activity.**
- d. **SOP students are not permitted to be at CHS during the school day unless prior permission has been granted.**
  - i. Occasionally an SOP student is not permitted on CHS grounds at any time, for any reason. Sometimes it is a decision by law enforcement and other times it may be a principal decision.
  - ii. SOP students who violate this restriction may face consequences from law enforcement or SOP, or both.

#### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

Student/principal conference, parent notification, Extended School Detention, selective intervention or out-of-school suspension, issue notice of trespass, referral to Centerville Police Department.

### ***24. Consumption of Food and Beverage:***

- a. Consumption of food and drink is restricted to designated areas and designated times.
  - i. No outside beverages are allowed to be brought into the SOP.
    1. SOP has cups and access to water for the students.
  - ii. Consumption of food or drink purchased or prepared on site is restricted to the indoor snack area or the outdoor grass area.
  - iii. Students may access food provided by SOP only with express permission from a staff member.
  - iv. Under no circumstances are students to enter the kitchen/snack area and/or access this food without this permission, this includes and is not limited to access to the refrigerator and/or cabinets.
  - v. A student may not eat or drink while working on the computers at SOP, the only exception would be drinking water.
- b. Littering is defined as making or leaving a mess anywhere on school property or at a school event.
  - i. Students need to clean up after themselves and properly dispose of their trash.
  - ii. If a student utilizes a dish, cup(s), or utensils they are expected to wash their dishes. Please use soap.
  - iii. Keeping our school and school grounds clean illustrates school pride, good citizenship, and personal responsibility.

#### ***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following:

referral to the unit principal, detention, Extended School Detention, selective intervention or out of school suspension may be assigned. Food items and beverages will be confiscated at the front door, SOP snack will be taken away and not provided for a specified period of time.

**25. Out of Assigned Area(s)/Arrival/Dismissal:**

- a. Out of assigned area or in a hall during class time without an authorized pass. This includes leaving class prior to the bell or leaving school after arrival in the morning.
- b. Students are not to be present in out of assigned area(s) during/outside of the school day where he/she may not have legitimate business or permission from the proper school authority.
- c. Students are required to remain on the school grounds after their arrival for the official school day. Students may use the outside area only when adult supervision is provided.
- d. Students arriving late or leaving early are required to sign in/out through their unit office.
- e. Students may not leave the school premises during school hours without permission of the proper school authority.
- f. Upon initial arrival:
  - i. Once a student arrives on school property the/she is expected to make his/her way into the building at the closest student entrance.
  - ii. Once a student arrives on school property he/she is not permitted to leave without signing out in the office. Permission must be granted from his/her parent/guardian and school officials.
- g. Dismissal:
  - i. Students are to dismiss school in an orderly fashion.
- h. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Student/principal conference, parent notification, Extended School Detention, selective intervention or out-of-school suspension, issue notice of trespass, referral to Centerville Police Department.

**26. Membership in a Secret Society:**

- a. Membership in a secret society (fraternity, sorority, gangs) or soliciting for membership is forbidden, whether or not the society exists wholly or partially in school.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Principal/parent/student conference, Extended School Detention, selective intervention, out-of-school suspension, referral to Superintendent of Schools for recommendation for expulsion, referral to Centerville Police Department.

**27. Unauthorized Sales/Fundraisers:**

- a. Students are not permitted to sell/barter any items for personal profit on school premises. This may include but may not be limited to: calculators, watches, soft drinks, snacks.

***Consequences:***

Students who violate these rules may receive discipline that may include but are not limited the following: Conference with unit principal, Detention, Extended School Detention, out-of-school suspension.

## ***ADDITIONAL INFORMATION***

### ***Adult Student (Regulations)***

An adult student is defined as a student, 18 **years of age** or **older**. The school reserves the right to maintain contact with the parents of adult students regarding attendance, discipline, and academics. Parents or guardians of adult students who reside at home will be advised of grades and other appropriate school records. All consents that are normally required of parents or guardians of minor students such as immunizations will be required of the adult student. Adult students will comply with all school regulations. **Students who are 18 will not be permitted to sign out on their own without the permission of a parent or guardian.**

### ***Athletics/Extra Curricular Activities (SOP)***

**Athletic Attendance/Eligibility:** All student athletes must BE PRESENT for their class periods in order to participate in practice and/or official contests. *(Please see CHS Handbook)*

SOP students are eligible to participate in CHS Athletics/Extra Curricular Activities. They are bound by the Athletic Codes of Conduct and OHSAA eligibility requirements. Attendance requirements for Athletics/Extra Curricular Activities are defined for SOP student in the SOP Handbook, please refer the attendance portion of this handbook.

### ***Clinic***

When a student becomes ill, he/she is to inform the teacher who will determine how to proceed. Students may be sent to the SOP office or sent home if parent permission can be obtained. No medication will be dispensed at school except as stipulated in the medication policy.

### ***Curriculum***

Students will receive academic learning opportunities in English, mathematics, social studies, science, and work/life-related skill development. Attitudinal and career counseling will take place on a regular basis.

### ***Electronic Surveillance***

Centerville High School/School of Possibilities utilizes electronic surveillance equipment to assist in monitoring the interior and exterior of the facility, as well as transportation via school vehicle. This includes stationary and mobile cameras that may be utilized in areas of concern.

Students, staff, and visitors should assume they are being monitored in the public areas of the facility, while using computer/electronic devices, or when using school vehicles. Surveillance data will be used to determine consequences for violations of the rules and regulations outlined in the student handbook.

### ***Equal Education Opportunities***

All students of the Centerville School District will have equal educational opportunities. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, disability, socio-economic status criminal record, political activity, religion, creed, or opinion, in all decisions affecting admissions; membership in school sponsored organizations, clubs or activities; access to facilities, distribution of funds, academic evaluations or any other aspect of school-sponsored activities. The Board of Education reserves the right to limit a student's participation in a school-sponsored activity for health and safety reasons. Any limitations with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

### ***Individuals with Disabilities***

If you need any accommodation during the course of the school year in order to ensure such involvement, please contact the principal.

### ***Immunization***

**Immunizations:** Unless otherwise exempt, i.e., a waiver on file all pupils are required to be immunized against diphtheria, tetanus, pertussis, polio, rubella(measles), rubella (German measles), mumps, varicella (chickenpox) and Hepatitis B. Students new to the district are required to show *proof of immunization within 14 days of school entrance* per Ohio State School Immunization Law.

### ***Opening/Dismissal***

Students may not enter the SOP until at least two (2) staff members are present.

- Student dismissal will begin at approximately 11:13 and 3:43 each day. Students are to continue working at his/her computer or being engaged in a classroom learning situation with a staff member until being dismissed by members of the SOP staff.
- Students will be dismissed only after an SOP staff member is outside the building observing dismissal.

## ***Medication:***

### ***Rules for Giving Prescription Medicine to Students -- Prescription and Non-Prescription***

In adherence with the Ohio Revised Code a school employee (high school EMPT Attendant) is permitted to administer medication under strict guidelines. The Centerville Schools, in an effort to accommodate families in the district, will, in certain instances, administer required medicines to students during the school day.

If at all possible, all medicines should be given at home. Parents may also come to school to administer medication to students as needed. If neither of these alternatives is possible and the health or welfare of other students is not affected, designated school staff may administer medicines when parents have made their request in writing and there is on file a written prescription from the doctor. Students may not carry medication to and from school. **THIS APPLIES TO BOTH PRESCRIPTION AND NON-PRESCRIPTION MEDICATIONS.**

### ***Medication Policy***

Many students are able to attend school regularly through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. **THE SCHOOL DISTRICT STRONGLY RECOMMENDS THAT MEDICATION BE SCHEDULED BY PARENTS AND PHYSICIANS SO THAT STUDENTS DO NOT HAVE TO TAKE MEDICINE DURING THE SCHOOL DAY.** However, if this is not possible, trained school personnel will administer medication in accordance with the following guidelines:

1. A person(s) appointed by the building principal shall supervise the secure and proper storage and dispensation of medications. Students may NOT keep medication with them or in their lockers. Students will receive and keep medication in the presence of the person(s) appointed to administer it. A written record will be maintained of all medication administered. However, in rare circumstances when the physician deems it medically necessary, a student may carry medication in the form of a multiple dose inhaler (M.D.I.), or epi-pen, or insulin kit/glucagon kit, when noted on the medication form by the physician.
2. All medication must be in the original container as provided by the licensed physician, dentist, or pharmacist. The label is to include the name of the student, physician, current date, dosage instructions (quantity and times to be given), and name of medication.
3. Medicated eye drops will not be administered at school.
4. Suppositories will not be administered at school.
5. Medication to be administered by injection will be limited to life threatening, emergency situations (i.e., students exhibiting symptoms as described and documented by a physician in the following situations:
  - a. Those students having severe allergic reactions. In such situations parents must provide the medication in the prescribed epi-pen device only.
  - b. Students with insulin dependent diabetes. In such situations the prescribed doses of glucagon must be from a ready to mix single dose kit provided by the parents. Will be administered only by trained school personnel.
  - c. Insulin may be administered only by the student or parent.

## ***Medication Policy (Continued)***

6. Written permission must be received on the Centerville City Schools Medication Permit form from the parent or guardian of the student, requesting that the school district comply with the physician's order. Designated school personnel will administer prescribed medication after receiving a completed Medication Permit form. NO medication will be administered unless this form is completed.
  - a. The physician who prescribes the medication must complete the Physician's Statement.
  - b. The student's parents or guardians must sign the Parent Request Statement.
  - c. This procedure must be followed for both prescription and nonprescription medication.
  - d. A School Medication Permit form is good only during the school year the form is dated. If medication is continued the next year, another form must be submitted.
  - e. If any of the information originally provided by the physician (name of physician, dosage, time to be given, etc.) changes, a new form must be submitted immediately. A corresponding label on the medication bottle must be submitted within two weeks.
7. Students are not permitted to carry medication to, from, or during school. Consequently, parents are advised to deliver medication directly to school personnel. School personnel are not responsible for medication prior to delivery to them.
8. When medication has been discontinued, any remaining medication must be picked up by the parent within 2 weeks after discontinuation or it will be disposed of by school personnel. Parents must pick up medication within two weeks of the end of the school year, or it will be disposed of.
9. No employee authorized by the Board of Education to administer medication and who has a copy of the most recent physician's statement shall be liable in civil damages for administering or failing to administer the medication, unless he/she acts in a manner that constitutes "gross negligence or wanton or reckless misconduct".
10. No person employed by the Board of Education shall be required to administer medication to a student except in accordance with the requirements established under this policy. The Board of Education shall not require an employee to administer medication to a student if the employee objects on the basis of religious convictions to administering the medication.
11. On field trips, student medication shall be administered by a trained staff member. Emergency multi-dose inhalers or epi-pens or insulin kit/glucagon kit may be carried and self-administered by the student with physician and parental authorization on the appropriate form.
12. Students who spend part of their school day at a work site where no school employees are in constant attendance may self-administer medication with written physician and parent authorization.

## ***Movement of Students between CHS Programs***

1. Enrolling a student in SOP may be considered at any time, with a quarter break being the most appropriate. Removing a student from SOP will take place whenever appropriate.
2. A student is accepted into SOP after a thorough review of the student's school history by a team consisting of appropriate educational staff, but must minimally include an SOP principal, a high school counselor/Department Chair of the counseling department, and a high school administrator(s). A meeting(s) will be held to determine appropriate placement.
  - a) After SOP placement is finalized, then the SOP principal will contact the parent for an intake meeting. Then, the unit principal at CHS will inform the parents about the student's change of placement.
  - b) The student and the parent/guardian will meet with the SOP Principal for an intake meeting. This meeting will be done prior to the student starting SOP.
  - c) Extenuating/unforeseen circumstances may dictate placement at SOP after consultation with the aforementioned staff members.
3. Students may be considered for a different placement at any time, with movement taking place when most appropriate.
4. A student requesting to move from the SOP at the semester break shall be reviewed on an individual basis. The criteria will be the student's academic progress, class attendance, and class attitude.
5. A student not in compliance with the SOP attendance policy, attitude and/or behavioral expectations shall be considered for a different academic assignment.

## ***Nondiscrimination***

The Centerville Board of Education will not permit any discriminatory practices in any phase of its operation, including employment, promotion transfers and any of the programs adopted, developed, or implemented for students.

The Board's policy of nondiscrimination will extend to students, staff, job applicants, the general public and individuals with whom it does business and **will apply to race, color, national origin citizenship status, religion, sex, economic status, age, disability, and other human differences.**

## ***Outside Classes (SOP)***

Students at SOP may be considered to take classes outside SOP curriculum. The options include, but are not limited to, classes at Centerville High School. The process includes:

1. A student requesting consideration to take a class that is not a part of the SOP program.
2. The request will be reviewed by the SOP Principal, a high school principal, the SOP counselor, and the appropriate SOP teacher(s).
3. The criteria for a student to take outside classes shall be the student's academic progress, attendance, and attitude in SOP program.
4. Students participating in outside class options must maintain good attendance, a positive attitude, and demonstrate an ability to do the academic work in the new setting. Failure to do these things can result in being dropped from the optional class/ classes.
5. Students not enrolled in SOP may not attend any academic offerings within the SOP curriculum.

## ***Parking (SOP)***

Student parking will be on in the lot between Cline and SOP. Students should not park along the streets or at the homes of residence near the school without their permission. Students may not park in lot designated for staff members. Student drivers must have a valid driver license to drive to school.

1. Student drivers will be required to fill out a parking application. They must present a valid driver's license when applying for a parking permit. Student drivers will receive a SOP parking tag after filling out the application.
2. Students may not have in any vehicle parked on school property any alcohol, drugs, tobacco products, weapons, knives, or other items which students are prohibited from having on school property under the rules, regulations and/or policies of the school, or other items deemed by the administration to be detrimental to the health and safety of students, faculty, staff, or administrators.
3. The Centerville Board of Education, its board members, administration, staff, and employees are not responsible for damage to vehicles while on school property or for the loss of any personal property from such vehicles while on school property.
4. The school administration has the right to search and/or inspect vehicle(s), in designated parking areas on school grounds, when there is reasonable suspicion that the vehicle contains items which are illegal, prohibited, or detrimental to the educational process.
5. The school carries no insurance for damage to automobiles from collision or vandalism.
6. Student parking privileges may be revoked for violations to the code of conduct.

## ***School Transportation***

1. All school rules are in effect while using Centerville transportation vehicles or rented vehicles.
2. The Board of Education provides student transportation to SOP via school buses. Students may use district transportation to arrive at school and to return home at the end of their school day. Use of school transportation is a privilege, not a right. School transportation will not be provided for the evening class at SOP.
3. Upon initial arrival:
  - a) Once a student arrives on school property they are expected to make his/her way into the building at the closest student entrance.
  - b) Once students arrive on school property they are not permitted to leave without signing out in the office. They must have permission from their parent/guardian and school officials.
4. Student misconduct may result in suspension and/or bus privileges for up to one (1) full school year.  
(See Board Policy)

## ***Safe School/Student Helpline***

Safe School Helpline is a 24-hour **anonymous** tip line. Callers can leave a message and school officials have three school days to respond. All students must be encouraged to relay information directly to school staff or to use the Helpline! The “Helpline” number is 1-866-547-8362, and reporting can also be completed on line at [www.centerville.k12.oh.us](http://www.centerville.k12.oh.us), click on **Student Help** at the bottom of the screen.

## ***School Publication Policy***

1. **Content** - School newspaper, yearbook, and other student publications, may report and editorialize about events in the school, community, nation, and world. However, while exercising these rights, the staff must realize that they have the same legal responsibilities as those imposed upon conventional newspapers and news media. Thus, school publications must refrain from printing of material which is:
  - A. Obscene according to the current legal definition:  
**Current legal definition:**  
Obscenity is a complex legal term that refers to the content of an entire writing, not the specific language used. The three texts of obscenity as established under Supreme Court decisions referring to literature about sex are:
    1. predominately appeals to prurient, shameful interests of minors;
    2. patently offends community standards regarding suitable sexual materials for minors;
  - B. Libelous, according to current legal definition:
  - C. Creates a clear and present danger of the immediate material and substantial physical disruption of the school.  
**Current legal definition:**  
The Supreme Court has held that to libel a public figure, the material printed must be known by the author to be false or printed with reckless disregard of whether it was false or not. The Centerville High School certified staff has the responsibility of demanding accountability of potentially libelous material prior to printing.  
To justify the censoring of a student publication on grounds of its disrupting the school, the censoring official must reasonably forecast that the publication will in fact cause some disruption.
2. **Censorship of Content** - Since the school publications are in some cases part of the school curriculum it may be subject to prior restraints or censorship by the journalism teacher or high school principal in the areas of obscenity, libel, and disruption of the school. Accordingly, the responsibility for the contents is that of the student staff, student editor(s), and teacher. Times when the teacher questions the content, he has the responsibility to consult with the high school principal whether or not censorship takes place. If censorship occurs, then the rationale for such action will be available in writing.
3. **Time, Place, and Manner of Distribution** - The school district may adopt reasonable restrictions on the time, place, and manner of distribution.
4. **Advertisements** - School publications reserve the right to prohibit advertising. In the case that advertising requests are denied by the school publications staff, an appeal may be made to the high school principal who will have the final decision on whether the advertising will be accepted or rejected.
5. **Access by Non-Staff** - Access will be provided for opinions that differ from those of the publication staff.



## ***Student Profile***

A student will be placed at the School of Possibilities through a career-based alternative intervention referral process. A student is placed at the SOP who demonstrates problems in at least two of the following areas:

- Attendance
- Academic Credits
- Behavior
- Other extenuating circumstances

A student is accepted into SOP after a thorough review of the student's school history by a team consisting of appropriate educational staff, but must minimally include an SOP principal, a high school counselor/Department Chair of counseling department, and a high school administrator(s). A meeting(s) will be held to determine appropriate placement.

- After SOP placement is finalized, then the SOP principal will contact the parent for an intake meeting.
- The student and the parent/guardian will meet with the SOP Principal for an intake meeting. This meeting will be done prior to the student starting SOP.
- Extenuating/unforeseen circumstances may dictate placement at SOP after consultation with the aforementioned staff members.

## ***Telephone (SOP)***

The SOP work area has telephones for school use. These phones have the capability to make off-campus and local calls. Students may use a telephone for a local call with permission and in the presence of a teacher. Students are not permitted personal phone calls during the school day without staff approval.

Students are not permitted to use their phones at SOP. They must submit their phone to the secretary upon arrival. Students will receive his/her phone at dismissal. If a student is in possession of his/her phone during school hours, then s/he must surrender his/her phone to a staff member. If the student refuses to surrender the phone, it may be considered an act of defiance.

## ***Testing and State Assessments***

Class of 2018 and beyond must meet the point criteria on end of year assessments in English 9, English 10, Algebra, Geometry, Biology, US History and US Government. A student needs to earn **18 points** total on the state assessments in order to meet graduation requirements.

### **Other Testing Information**

Students wanting information about the following national tests can get the information they need by consulting the CHS Student Handbook:

- Scholastic Aptitude Test (SAT)
- Enhanced American College Test Assessment (ACT)
- ASVAB

*Students should talk with their counselor concerning the various testing requirements and opportunities.*

## ***Textbooks***

When students are assigned textbooks, it becomes the student's responsibility to ensure the books are returned and in the same condition. Failure to do so will result in a fine to the student.

## ***Trespassing SOP students at CHS***

Occasionally an SOP student is not permitted on CHS grounds at any time, for any reason. Sometimes it is a decision by law enforcement and other times it may be a principal decision. SOP students who violate this restriction will face consequences from law enforcement, SOP, or both.

## ***Valuables***

Students are requested not to bring anything of value to school, as there is always a danger of it being lost or stolen. SOP and its staff are not responsible for loss of personal or school owned items.

## ***Visitors***

Parents/guardians are welcome to visit the "School of Possibilities." Appointments/meetings should be scheduled with the staff in advance. Students may not bring friends, siblings, significant others, or children to SOP without permission from the principal.

## ***Withdrawal from School***

Students may be withdrawn from school at the request of parents/guardians and the completion of the appropriate documents. Withdrawing from the School of Possibilities **will require contacting the CHS Career Education** office at 439-3506.

## ***Work***

It is not mandatory for a student to be employed while assigned to the SOP. If a student chooses not to work, then no grade and no credit for work will be given.

1. If a student chooses to work while at SOP:
  - a. If a student works an average of 15 hours each week, he/she may earn ½ credit for each nine-week grading period for their employment.
  - b. One credit will be awarded for every 160 hours of work.
  - c. No more than 2 work credits may be given during a school year.
2. The criteria for grading employment:
  - a. Timely accounting of a written evaluation from the employer;
  - b. Timely accounting of wages and hours by the student; and
  - c. Teacher(s) review of the student employment evaluation.
3. Work Permits:
  - a. Work permits are required for all students under the age of 18 who work.
  - b. Work permits may be acquired at the SOP or in the Pupil Services office at 111 Virginia Avenue between 8 a.m. and 4 p.m. Official picture identification is required. The telephone number is 433-8841.

# **STATE OF OHIO AND CENTERVILLE HIGH SCHOOL**

## **GRADUATION REQUIREMENTS CLASSES OF 2023**

### **Credits needed to graduate**

- 4 credits of English including English 9, 10, 11, and 1 additional credit of English
- 4 credits of Mathematics including one unit of algebra II or the equivalent of algebra II.
- 3 credits of Science including Physical Science, Biology, and an additional credit of science.
- 3 credits of History/Social Studies including World History, U.S. History, Government, and Social Studies Elective
- 1/2 credit of Health
- 2 units of Physical Education (Refer to PE Waiver in the Course of Studies Book)
- 1 credit of Fine Arts

**21 total credits**

### **3 Graduation Components:**

- **CREDITS**
  - 21 credits
- **COMPETENCY** (*state testing*)
  - Algebra I
  - English II
- **READINESS**
  - Earn 2 of 12 possible seals

### ***SENIOR PARTICIPATION IN YEAR-END CEREMONIES***

Seniors eligible to graduate are expected to follow CHS rules and regulations and behave in a respectful manner. Participation in year-end graduation activities is a privilege and not a guaranteed right. Eligible students will receive a diploma, but can be denied the privilege of participating in year-end activities such as the senior picnic, any recognition assembly and/or the commencement ceremony. Candidates for graduation are expected to exhibit mature behavior. If students do not wear the proper attire, act immature, try to gain attention, have intoxicants in their system, and/or show disrespect toward their peers, the ceremony, or their teacher, they will be removed immediately from the ceremony by security. Decoration of cap and gown is prohibited. All rules and regulations of the Nutter Center are in effect.

### ***CONSEQUENCES***

Students may lose the privilege to participate in any school related activity, including commencement.

## *Student Bill of Rights*

Policy any outside resource speaker must be cleared through the principal. In order to facilitate a free and open exchange of ideas, the following guidelines shall be followed in the selection of outside resource persons and the planning of forums at Centerville High School:

1. Students, faculty members, or administrators may invite speakers and set up forums as long as time, place and convenience permit, and as long as there is no reasonable forecast of violence, significant disruption of the normal school routine, threat to the safety of the students, or a violation of the school rules. Resource speakers must be cleared with the high school principal.
2. The following shall be considered reasonable grounds for termination of a forum already in progress: obscenity, significant disruption of the normal school routine, threat to the safety of students involved, incitement to riot, or violation of school rules. The mere fact that a particular speaker expresses opinions or beliefs contrary to those of the administration, faculty or student body shall not be grounds for the termination of the forum while in progress.
3. The opinions and beliefs of the speakers or those making a presentation are not necessarily those of the student body, the faculty or the administration.
4. The aforementioned guidelines shall be applied in a nondiscriminatory manner regardless of belief, color, affiliation or sex.
5. Attendance at certain forum may be voluntary as decided by the administration.
6. Students should express courtesy and consideration to speakers during their presentation.

### II. Code of Conduct:

#### A. Search and Seizure

While respecting a student's right to privacy, the lockers supplied by the Board and used by pupils are the property of the Centerville Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contain evidence of a violation of criminal statute or a school rule. The principal of any school may search at any time the locker of any pupil and the contents of any locker of any pupil in the school if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents of the lockers is reasonably necessary to avert the threat or apparent threat. The search of a student's person or personal property will be limited to those situations when such inspection and (search) is reasonably likely to produce anticipated tangible results or aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of school's responsibility.

### III. Student Organizations:

- A. Students should be free to form student organizations within the school providing the purpose is not to violate school, federal, or state laws.
  1. Organizations must submit their membership requirements and purpose for approval by the high school principal.
  2. The organization must provide for a faculty advisor; the function of the advisor is to counsel and advise.
  3. Membership to such organization may not be denied on the basis of race, sex, religion, national origin, or political belief.
  4. Such organization shall be recognized as a school club after approval is granted for a paid club sponsor by the Board of Education or its representative. .
  5. No organization shall use the name "Centerville High School" except upon administration approval.
  6. The club members will be official after each has paid the Pay to Play Participation Fee.
  7. Any action, program, project, activities, or student organizations should not be disallowed except where the proposed activity of the organization clearly threatens the health or safety of the students or is disruptive of the educational process. All fundraising projects must be coordinated with the administration.
  8. The use of the school facilities by any school organization shall be in accordance with the policy set down by the Board of Education and the Ohio Revised Code.
  9. Student organizations should have access to the school bulletin boards and the school wide communications system.
  10. Any organization which violates any of the above shall have its charter revoked.

## ***Student Bill of Rights***

(Continued)

### IV. School Records

#### A. Scholastic, discipline, personal:

1. All scholastic, discipline, and personal records held by CHS of an individual student may be seen by the particular student and/or his parents. A guidance counselor or school administrator should be present for the interpretation of any data on the files.
2. These scholastic, personal files, and records may only be seen by persons outside the school community in accordance with Board Policy and State or Federal law.
3. No student may see another student's record.
4. Students must be given the opportunity to discuss any information in these files with the person who wrote it.
5. If a teacher or other school official places a permanent comment about the student, his behavior, or character on his records, either a guidance counselor, or school principal will be contacted. The student may be made aware of the comment.
6. Students shall be allowed to see their college transcripts.

#### B. Psychological:

Except as otherwise provided by law:

1. Any psychological files held by the school officials must be kept confidential. Only those within the school community qualified to interpret these files may be allowed to see them.
2. Teachers may see an interpretation of the psychological files. A principal or school official must be contacted first.
3. No outside agency may see an interpretation of these files.

**Symbolic Expression** - The Supreme court has ruled that students have the right to wear armbands, buttons, badges, and other forms of symbolic expression under their first amendment rights of free expression as long as they do not disrupt the educational process of the school or infringe upon the rights of others (i.e., prevent people from learning, etc.) Students have

the right to freely express their opinions through symbolic expression so long as there is no disruption or reasonable anticipation of interference with the educational environment at CHS.

**Flag Salutes and Ceremonies** - Students have the right to choose whether or not they will participate in a flag salute or ceremony on the basis of their political or religious beliefs under their First Amendment rights of free expression. Students who choose not to participate are allowed to stand quietly or remain seated in the room and may exercise their right of nonparticipation as long as such activity is "peaceable and orderly" and does not interfere with or deny the rights of others who are participating. Student rights also entail responsibilities. Self-respect and respect for others is one of the major goals of this section. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of other students, teachers, and parents involved in the educational process. In no way does the preceding material diminish the legal authority of the school officials and of the Board of Education to maintain an academic atmosphere within the school nor should this section be interpreted to expand the limits of student conduct as set forth in Board Policy and the Code of Conduct. This section recognizes the student's responsibility for his conduct and at the same time extends the range of his responsibility. Greater understanding by all engaged in the educational process should result and the outcome should be effective citizenship in our society.

## ***GRIEVANCE PROCEDURE***

### **SECTION I - DEFINITIONS**

- A. A grievance is a complaint by a student of Centerville High School that there has been to the student a violation misinterpretation, or unfair application of a written rule or policy governing students found in Board Policy or this Student Handbook, provided, however, this grievance procedure may not be utilized regarding any subject matter which may be handled through any other procedure established either by Board Policy or State Law.
- B. "Days" shall mean school working days.

### **SECTION II - PURPOSE AND BASIC POLICY**

- A. The fundamental purpose of this procedure is to secure at the earliest possible step equitable solutions to the problems which may arise.
- B. Nothing contained herein will be construed as limiting the right of any student having a grievance to discuss the matter informally with any member of the school staff at any time during the procedure.
- C. It is a basic policy that no reprisal of any kind shall be taken by anyone against any student, parent, teacher, or administrator because he or she was involved in the grievance procedure.
- D. Since it is important that a grievance be processed as rapidly as possible, the number of days at each step should be considered a maximum, and every effort should be made to expedite the process. The time limit specified may be extended by mutual agreement of all those involved in that step of the grievance procedure.
- E. Failure at any step of the procedure to communicate the resolution of the grievance to the student shall permit the student to go on to the next step.
- F. Failure on the part of the student to go to the next step within the stated time limits shall mean the student agrees to the resolution at that step.

### **SECTION III - PROCEDURES**

- A. It is a basic policy of the student grievance procedure that the student shall discuss his/her grievance informally with the person(s) with whom the grievance is concerned. This initial discussion must take place within two (2) days of the occurrence of the event which gives rise to the grievance. The student, teacher, or principal may bring another person to this informal conference to act as an observer only. The informal conference will be formed to the extent that both parties are aware of the time, date, place, and who will attend 24 hours in advance of the conference. It is expected that the great majority of cases will be resolved in this informal fashion. However, where this is inadequate, the student may proceed to the first step of the grievance procedure.
- B. **Step One** - If the student is not satisfied with the resolution at the informal level, he or she shall within two (2) days submit it in writing, on an official form, a grievance involving a teacher to the Unit Principal.
  - The Unit Principal is responsible for testing the grievance for its conformity to the definition and may nullify the grievance if it does not conform, explaining the reasons to the student in writing and informing the student of recourse through his/her parents with the complaint procedure in Section 1.04 of the School Board Policy Manual or under state law.
  - If the grievance involves the Unit Principal, the student may skip this step and proceed to Step Two. The Unit Principal shall consider the grievance, confer with both parties (either individually or as a group), and report the resolution in writing to both parties within three (3) days.
- C. **Step Two** - If the student is not satisfied with the resolution at Step One, or if the grievance involves the Unit Principal, the student shall within five (5) days submit the written grievance to the Coordinating Principal. The Coordinating Principal shall consider the grievance, confer with both parties (either individually or as a group), and report the resolution in writing to both parties within three (3) days.
- D. The resolution at Step Two as implemented by the Coordinating Principal shall be final and binding on all parties unless the parents of the student involved file a complaint to the Superintendent or the Superintendent's designated representative and proceed as outlined in the "Philosophy and Procedure for Resolving Complaints Against Principals and Teachers", Section KLB and or KLD in the Policy Manual available at the Board of Education Office. The designated representative for Title 9, sex discrimination grievances is the Superintendent of Schools or his designee.

**GRIEVANCE PROCEDURE**  
*(Continued)*

**SECTION IV**

- A. All meetings described in this procedure shall be private. At no time shall any confidential file be open to the public.
- B. Release to the public or media of information concerning the results or proceedings of any of the aforementioned meetings other than those communications already provided for must be approved by all parties involved.
- C. If a grievance affects a group or class of students, after informal discussions with the appropriate teacher, Unit Principal, or Coordinating Principal by representatives of the group, the procedure shall be used as described for individuals beginning at the step which is congruent with effect of the grievance.
- D. If the grievance is filed by any student under the age of 18; the grievance must also be signed by the parent or guardian of the student to be a valid grievance.
- E. Documents, communications, and records dealing with the processing of the grievance shall be filed separately from the student or personnel files of the participants.
- F. This procedure does not replace Section KLB or KLD of the School Board Policy Manual, but rather adds details at the building level.

***FORMAT FOR FILING A STUDENT GRIEVANCE***

**NAME:**

**SCHOOL:**

**DATE FILED:**

**PERSON WITH WHOM GRIEVANCE IS CONCERNED: DESCRIBE THE GRIEVANCE:**

(Include factual details such as time, place, persons involved and events that occurred. Show what written school rule or school board policy is involved.)

**You are to discuss this informally with the person involved before filing this formal grievance.**

**Have you done so?**

**What was the outcome?**

**Who was present?**

**SIGNATURE OF PARENTS:**

I am aware that my son/daughter is pursuing the student grievance procedure.

## ***TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES***

### **Alleged Discrimination Grievance Procedure**

In accordance with the U. S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff; e. g., teachers, counselors, or supervisors who believe that the Centerville City School District, or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin) Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act .

## ***TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES***

of 1973 (disability; e.g., Special Education and Orthopedic), or the Age Discrimination Act of 1975, as amended, 20, U. S. C. et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint, which shall be referred to as a formal grievance. It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the principal/supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed:

### **Step 1**

An alleged informal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of date incident occurred. At Centerville High School the complaint should be filed with the unit principal and if not resolved, then be filed with the coordinating principal.

### **Step 2**

If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five school days.

#### **Title IX/Title VI/Section 504 Coordinator**

Laura Collier  
Centerville City Schools  
111 Virginia Avenue  
Centerville, Ohio 45458  
937-433-8841

### **Step 3**

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

### **Step 4**

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

**Note:** *Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.*



## ***PRIVACY RIGHTS***

### **Release of Directory Information**

Under certain circumstances, the Centerville Schools may release “directory information” on students. “Directory information” includes a pupil’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

For students currently enrolled in the Centerville City Schools, the following procedures shall be followed prior to releasing directory information:

1. Public notice shall be given of the categories designated as directory information.
2. Parents of students under eighteen and students eighteen or older may refuse to permit the designation of any or all personally identifiable information as directory by making a request to the schools in writing.

### **Schools and Military Recruiter Information**

The No Child Left Behind Act requires that schools provide students' name, address and phone number to military recruiters. The Act also allows parents to protect student privacy by signing an opt-out form to withhold student information. (This form can be downloaded from Centerville City School website or obtained by contacting the Career Education office.

### **Annual Notification of Privacy Rights**

Each year the schools shall give notice to parents of students in attendance and students eighteen years of age or older of their rights under federal law and regulations and district policy, including their right to file an administrative complaint with the Department of Education, their rights under district policy and where copies of the district policy may be obtained.

The annual notice should inform the parents or students over eighteen that, under federal law and district policy, they have the right to examine the student’s records, to challenge the content of those records before a disinterested party and to insert into records an explanation of any disputed information. The notice should state that the district has adopted a policy regarding access to and challenge of student records, setting forth the location(s) at which copies of the policy are kept. The notice should state the parents or students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, 330 Independence Avenue SW, Washington DC 20201, if they think the district is not complying with federal laws or regulations governing student records.

The notice must also provide for the need to effectively notify parents of students identified as having a primary or home language other than English.



# Student User Agreement 2022-2023 School Year

**Directions:** Please complete either parts I and II or part III.

## Part I: Student User Agreement

As a user of the Centerville City School District computer network, I understand and agree to follow the rules for computer use found in the student handbook (*Student Access to Networked Information Resources*).

I understand that I can lose the privilege of using school computing equipment if I do not follow these rules. If there is a question about the meaning of a policy or rule, I understand that it is my responsibility to ask a staff member for clarification.

Student Signature \_\_\_\_\_ Age \_\_\_\_\_

## Part II: Parent Permission Form

As the parent or legal guardian of the student signing above, I have read and understand the Student Acceptable Use Policy as written in the Student Handbook (*Student Access to Networked Information Resources*). I grant permission for my son or daughter or ward to access networked computer resources, including those available via the Internet, subject to this policy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

## Part III: Refusal to Grant Permission

I do not grant permission for my son or daughter or ward to access networked computer resources, including those available via the Internet, using school district owned equipment. I understand that this includes access to the IMC on-line catalog as well as other instructional software.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

\* The district is required to keep a signed copy of its Student User Agreement for each user of the Ohio Education Computer Network (OECN).