



## **2023-2024 7-12 STUDENT HANDBOOK**

### **CHILLICOTHE MIDDLE SCHOOL AND CHILLICOTHE HIGH SCHOOL MISSION STATEMENT**

Our mission is to prepare our students to serve their communities and to commit to lifelong learning.

<b>Important Numbers/ Website</b>		
	<b>CHS</b>	<b>CMS</b>
<b>Phone Number</b>	740-702-2287	740-773-2241
<b>Voice Activated Directory</b>	0	0
<b>Main Office</b>	x16200	x16400
<b>Guidance Office</b>	x16224	x16458
<b>Athletics</b>	x16249	x16423
<b>Website: <a href="http://www.ccsd.us">www.ccsd.us</a></b>		

### **INCLEMENT WEATHER**

In case of inclement weather, please tune your radio to local radio stations to determine if school is in session. These stations are notified first and provide up to the minute information. You can also call them at 773-3000 or check their cancellations/closures page on their website. Other options include checking out our district website, Facebook page, or following the Superintendent or Principal on Twitter.

94.3 FM WKKJ

1490 AM WBEX

1350 AM WCHI

### **EMAIL**

In most cases, a staff member's email address is his/her full name separated by a period followed by @ccsd.us. For example, Principal Matthew Ballentine's email is [matthew.ballentine@ccsd.us](mailto:matthew.ballentine@ccsd.us).

Students at CHS also have email accounts they should access and use for educational purposes. To access student email, go to the Google Website, where students login to Google E-Mail accounts. The username is exactly like the one students use to login to desktop computers or Chromebooks. For example, Jimmy Smith, a senior, would have the login account of [jimmysmith24@students.ccsd.us](mailto:jimmysmith24@students.ccsd.us), thus using the student's name and the last two digits of his/her graduation year. Student passwords are generic to start the year (abc12345!) and are personalized by students after logging in the first time. Students should ask a school official for login assistance if they are having difficulty accessing their email account.

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## **ABOUT CMS/CHS**

### **SCHOOL COLORS**

Blue and White

### **SCHOOL MASCOT**

The Cavalier

### **FIGHT SONG**

Oh, Chillicothe fairest school to me,  
Bravest school in all the land,  
We honor you this day  
So do your best.  
Blue and White must wave tonight.  
(rah - rah - rah)  
Chillicothe fight the foe,  
Win the praise that we may say,  
Oh, Chillicothe fairest school to me,  
We praise thee to the sky.

### **ALMA MATER**

Mid the hills of old Ohio  
Where the valley, smiling, lies  
And the placid, still Scioto  
Bears the blue of summer skies,  
In the proud, unsullied memory  
Of years sped in their flight  
Chillicothe - Fair in glory  
Guards the peerless  
Blue and white.



## A MESSAGE FROM THE PRINCIPAL

Dear Students,

On behalf of the faculty and staff of the Chillicothe 7-12 Building, we welcome you to an exciting and challenging 2023-24 school year. Our Chillicothe 7-12 building will provide a nurturing and educational environment that will enable you to develop academically, emotionally, and physically into a responsible young adult. Making good decisions will make your time spent at our building both successful and memorable.

This handbook has been developed to familiarize you with the 7-12 programs and our expectations for you as a 7-12 student. These rules and regulations have been established to create an environment that will allow all students to learn. We are confident that with our support and guidance you will accept responsibility for your actions and behave in a responsible manner.

It is important to take the time to read this handbook thoroughly along with your parents. Use your time in homeroom to ask questions regarding this handbook. Our guidance counselors, administrators, or other staff members will gladly answer any questions.

As a student at the 7-12 building, your behavior will help create the climate. Be a positive force for us.

Your time spent here will be whatever you make of it. Be proud of it. Take good care of it and become a part of it. You have the ability to determine your successes or failures. Participate in as many activities as possible while maintaining strong grades.

**At CCSD, we believe in the motto “Once a Cavalier, Always a Cavalier!”** We welcome you into our community. We want you to be a part of the Cavalier tradition, and we believe you will be pleased with the quality and diverse education our building offers our students and community.

Let’s have an exciting year together! Be a committed CAVALIER--get involved! Activities are exciting and will help you discover information not taught in the classroom. Active, involved students learn valuable life lessons that teach leadership, collaboration, discipline, and goal setting/monitoring, among other skills. The end result is a great school that you look forward to attending every day.

Go Cavs,

Matthew E. Ballentine  
Principal 7-12

## **2023-2024 ADMINISTRATIVE DIRECTORY**

### DISTRICT SCHOOL BOARD

Mrs. Elizabeth Corzine	President
Mr. Shawn Porter	Vice-President
Mr. Bill Bonner	Member
Mr. <b>Ryan Wade</b>	Member
Mr. Randy Kelly	Member

### DISTRICT ADMINISTRATION PHONE: 740-775-4250

Ms. Debbie Swinehart	Superintendent
Mrs. Claudia Zaler	Treasurer
Mrs. Alissa Putnam	Director of Human Resources
Mrs. Dana Letts	Curriculum and Instruction
Mr. Aaron Brown	Director of Secondary Education

### BUILDING ADMINISTRATION PHONE: 740-702-2287

Mr. Matthew Ballentine	Principal	ext. 16401
Mr. Dustin Weaver	Grade 12 Asst. Principal/ 7-12 Instruction	ext. 16201
<b>Mr. Brady Stewart</b>	Grade 9-11 Asst. Principal	ext. 16287
Ms. Elaine Domo	Grade 7-8 Asst. Principal	ext. 16402
Mr. Bret Mavis	Grade 7-8 Dean of Students	ext. 16416
<b>TBA</b>	Attendance Coordinator	ext.
Mr. Knute Bonner	Athletic Director	ext. 16255
Mr. Forbes Hamman	Asst. Athletic Director	ext. 16249
Mr. Tim McMahon	Asst. Athletic Director	ext. 16462
Mr. Michael Williamson	7-8 Athletic Coordinator	ext. 16423

### GUIDANCE COUNSELORS

Mrs. Charity Armbruster	Grades 9 and 12	ext. 16296
<b>TBA</b>	Grades 9 and 11	ext. 16295
Mrs. Brittany Graves	Grades 9 and 10	ext. 16294
Mr. Lance Stoneking	Grades 7 and 8	ext. 16458

### LITERACY COACH

Mrs. Lisa Clark	Grades 7-12	<b>ext. ???</b>
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**2023-2024 7-12 FACULTY/STAFF****Secretaries**

Amy Winfield, Guidance	9-12	Crystal Puckett, Main Office	9-12
Joy Dunn, Financial	9-12	Marlene Cunningham, Main Office	7-8
Monica Hitchens, Athletics	9-12	Debbie Zanni, Main Office	7-8
Kelly Oyer, Attendance	9-12		

**Business****Math**

Vanessa George	9-12	Nancy Arledge	7-8
Brian Lewis	9-12	TBA	9-12
Evan Blake	9-12	Chris Constable	9-12
Larry McCormick	9-12	Eddie Johnson	7-8
		Michelle Shroeder	7-8
		Chris Constable	9-12
		April Gire	7-8

**Language Arts**

TBA	7-8	Amanda Mickey	9-12
Terri Arredondo	9-12	Tara Nicely	9-12
TBA	9-12	Mike Richardson	9-12
Deanna Blanton	9-12		
TBA	7-8		
Stephanie Conaway	7-8		
Kristen Early	9-12		
Kellee Sigler	7-8		
Kyle Suter	7-8		
Madelyn Ayers	7-8		

		<b>Library</b>	
Amanda Betz	9-12	Catherine Thornburg	7-12
Rob Strong	9-12		

#### **Nurse**

Natalie Harbert	7-12
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#### **CBIP**

Cory Black	7-12
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#### **Work and Family Life**

Colleen Kline	9-12
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#### **Health/ PE**

Demarco Washington	7-8
Eric Huffer	9-12
Ted Kobel	9-12
Tim McMahon	7-8

#### **Aides/Monitors**

Miranda Burns
Kim Cantrell
Billie Barnes
Obadiah Harris
Rhonda Murray
Nicole Sitko

#### **Social Studies**

Nathan Baker	7-8
TBA	9-12
Barbara Coulter	9-12
Andrea Jenkins	9-12
Forbes Hamman	9-12
Tara Miller	9-12
Michael Williamson	7-8
Brandon Shope	9-12
Morgan Cisco	9-12

#### **World Language**

Greg Phillips
Kyla Shope
Jami Massie

Matt Kreis	7-8
Rachel Boldoser	7-8
Travis Keirns	9-12

## STEM

Kristen Parks	7-8
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## ART

Lori Dana	9-12
Sara Cory	7-8

## Science

### Intervention Specialists

Tyler Gaines
Mary Jo Callahan
Michelle Magill
Beth Elliott
Amy Johnson
Laura Loel
Kim Putnam
Todd Seymour

Dennis Bushong	9-12
Dawn Carter	9-12
Holli Stepp	7-8
Courtney Hazelip	7-8
TBA	7-8
Tony Kaltenbach	7-8
Molli Walters	9-12
Sean Vamos	9-12
TBA	9-12
Alex Grow	9-12

## Music

Judson Burns, Band	7-8
Michelle Carpenter, Band	9-12
Leigh Davis, Choir	7-8
Ian Stasko, Choir	9-12
Thomas Watts, Orchestra	9-12

## WHOM TO SEE FOR INFORMATION

ACT/SAT or Testing Info.	Mrs. Graves	Ext. 16294	Counseling Office
Accident Report	Mrs. Harbert	Ext. 16200	Main Office
Athletics, 7-8	Mr. Williamson	Ext. 16423	Room 139
Athletics, 9-12	Mrs. Hitchens	Ext. 16249	Athletic Office
Attendance, 9-12	Mrs. Oyer	Ext. 16284	Atten. Office
Attendance, 7-8	Mrs. Cunningham	Ext. 16456	Main Office
Building Use Request	Mrs. Wood	Ext. 16100	District Office
Change of Address, 9-12	Mrs. Oyer	Ext. 16284	Atten. Office
Change of Address, 7-8	Mrs. Cunningham	Ext. 16456	Main Office
College Information	Mrs. Armbruster	Ext. 16297	Counseling Office
Credit Flexibility	Mr. Weaver	Ext. 16201	Main Office
Curriculum	Mr. Weaver	Ext. 16201	Main Office
Discipline, 7-8	Ms. Domo	Ext. 16402	Main Office
Discipline, 9-11	Mr. Stewart	Ext. 16287	Main Office
Discipline, 12	Mr. Weaver	Ext. 16201	Main Office
Driving/Parking Pass	Mrs. Dunn	Ext. 16211	Main Office
Eligibility, 9-12	Mr. Bonner	Ext. 16255	Athletic Office
Eligibility, 7-8	Mr. Williamson	Ext. 16456	Room 139
Enrollment	Mrs. Knisley	Ext. 16120	Enroll. Office
Fees, 9-12	Mrs. Dunn	Ext. 16211	Main Office
Fees 7-8	Mrs. Zanni	Ext. 16400	Main Office
Health Problems/Issues	Mrs. Harbert	Ext. 16282	Atten. Office
Home Instruction / CDA	Mrs. Hawthorne	Ext. 16205	District Office
Library/Media Center	Mrs. Thornburg	Ext. 16209	CHS Library
Locker Problems, 9-12	Mrs. Puckett	Ext. 16200	Main Office
Locker Problems, 7-8	Mrs. Zanni	Ext. 16400	Main Office
Medications	Mrs. Harbert	Ext. 16282	Main Office
Military Information	Mrs. Winfield	Ext. 16224	Counseling Office
Open Enrollment	Mrs. Knisley	Ext. 16120	Enroll. Office
State Testing/Results	Mrs. Graves	Ext. 16294	Counseling Office
Physical Forms, 9-12	Mrs. Hitchens	Ext. 16249	Athletic Office
Physical Forms, 7-8	Mr. Williamson	Ext. 16439	Room 139
Scheduling/Changes, 9-12	Mrs. Winfield	Ext. 16224	Counseling Office
Scheduling/Changes, 7-8	Mr. Stoneking	Ext. 16458	Main Office
Scholarships	Mrs. Armbruster	Ext. 16297	Counseling Office
Transportation	Mrs. Stark	Ext. 16159	Bus Garage
Transcripts	Mrs. Winfield	Ext. 16224	Counseling Office
Vocational School	Mrs. Winfield	Ext. 16224	Counseling Office
Withdraw from School	Mrs. Winfield	Ext. 16224	Counseling Office
Work Permits	Mrs. Oyer	Ext. 16284	Atten. Office



## 2023-2024 School Calendar \*Updated\*

July 2023	August 2023	September 2023	October 2023	November 2023	December 2023
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
2 3 4 5 6 7 8	6 7 8 9 10 11 12	3 4 5 6 7 8 9	1 2 3 4 5 6 7	5 6 7 8 9 10 11	3 4 5 6 7 8 9
9 10 11 12 13 14 15	13 14 15 16 17 18 19	10 11 12 13 14 15 16	8 9 10 11 12 13 14	12 13 14 15 16 17 18	10 11 12 13 14 15 16
16 17 18 19 20 21 22	20 21 22 23 24 25 26	17 18 19 20 21 22 23	15 16 17 18 19 20 21	19 20 21 22 23 24 25	17 18 19 20 21 22 23
23 24 25 26 27 28 29	27 28 29 30 31	24 25 26 27 28 29 30	22 23 24 25 26 27 28	26 27 28 29 30	24 25 26 27 28 29 30
30 31			29 30 31	31	
	11 New Teacher Day 14 PD Day All Staff 15-16 Teacher Work Days 17 First Day-Grades 1-12 21-22 KG Rolling Start Days 23 First Day for KG	4 Labor Day 5 PD Day All Staff 21 Conferences PK-12	13 End of 1st 9 weeks 16 Teacher Work Day 17 PD Day All Staff	2 Conferences PK-12 10 Veterans Day Observed 21 Early Release 22-26 Thanksgiving Break 27 School Resumes	20 Early Release 20 End of 2nd 9 Weeks 21 Winter Break Begins

January 2024	February 2024	March 2024	April 2024	May 2024	June 2024
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	4 5 6 7 8 9 10	3 4 5 6 7 8 9	1 2 3 4 5 6	5 6 7 8 9 10 11	2 3 4 5 6 7 8
7 8 9 10 11 12 13	11 12 13 14 15 16 17	10 11 12 13 14 15 16	7 8 9 10 11 12 13	12 13 14 15 16 17 18	9 10 11 12 13 14 15
14 15 16 17 18 19 20	18 19 20 21 22 23 24	17 18 19 20 21 22 23	14 15 16 17 18 19 20	19 20 21 22 23 24 25	16 17 18 19 20 21 22
21 22 23 24 25 26 27	25 26 27 28 29	24 25 26 27 28 29 30	21 22 23 24 25 26 27	26 27 28 29 30 31	23 24 25 26 27 28 29
28 29 30 31		31	28 29 30		30
3 Teacher Work Day 4 PD All Staff 5 PD All Staff 8 School Resumes 15 Martin Luther King Day	8 Conferences PK-12 19 Presidents' Day	4 KG Registration - No KG Students 8 End of 3rd 9 weeks 11 Teacher Work Day 22 Early Release 23 Spring Break Begins	1 School Resumes 18 Conferences PK-12	17 Graduation (Make-Up Days 18-19) 22 Early Release 22 End of 4th 9 weeks 23 Teacher Work Day	

<div>DESIGNATION CODE:</div> <div><div><div></div><div>No School—Students</div></div><div><div></div><div>Special Dates</div></div><div><div></div><div>No School—Teachers &amp; Students</div></div><div><div></div><div>Kindergarten (KG) Special Dates</div></div></div>	<div>GRADING PERIODS</div>						<div>CONTINGENCY PLAN FOR MAKE-UP DAYS</div>	
	<div>SUMMARY:</div>	<div>1st</div>	<div>2nd</div>	<div>3rd</div>	<div>4th</div>	<div>Sub-Total</div>	<div>TOTAL</div>	<div>May 23, 24, 28</div>
	<div>Students</div>	<div>40</div>	<div>42</div>	<div>43</div>	<div>47</div>	<div>173+2</div>	<div>175</div>	
	<div>Staff</div>	<div>46</div>	<div>45</div>	<div>44</div>	<div>48</div>	<div>183+2</div>	<div>185</div>	

## **2023-2024 CHS and CMS Bell Schedules**

<p style="text-align: center;"><b><u>CHS Daily Bell Schedule</u></b></p> <p style="text-align: center;">Building Opens at 8:00</p> <ul style="list-style-type: none"> <li>● Homeroom (3 min): 8:10 - 8:13</li> <li>● 1st Period (49 min): 8:13 - 9:02</li> <li>● 2nd Period (49 min): 9:06 - 9:55</li> <li>● 3rd Period (49 min): 9:59 - 10:48</li> <li>● 4th Period (48 min): 10:52 - 11:40</li> <li>● Intervention (25 min): 11:44 - 12:09</li> <li>● 5th Period (78 min): 12:13 - 1:31 <ul style="list-style-type: none"> <li>○ Lunch 1: 12:09 - 12:39</li> <li>○ Lunch 2: 1:01 - 1:31</li> </ul> </li> <li>● 6th Period (48 min): 1:35 - 2:23</li> <li>● 7th Period (48 min): 2:27 - 3:15</li> </ul>	<p style="text-align: center;"><b><u>CMS Daily Bell Schedule</u></b></p> <p style="text-align: center;">Building Opens at 8:00</p> <ul style="list-style-type: none"> <li>● 1st Period (55 min): 8:10 - 9:05</li> <li>● 2nd Period (55 min): 9:09 - 10:04</li> <li>● Intervention (30 min): 10:08 - 10:38</li> <li>● 3rd Period (87 min): 10:42 - 12:09 <ul style="list-style-type: none"> <li>○ Lunch 1: 10:38 - 11:08</li> <li>○ Lunch 2: 11:39 - 12:09</li> </ul> </li> <li>● 4th Period (58 min): 12:13 - 1:11</li> <li>● 5th Period (58 min): 1:15 - 2:13</li> <li>● 6th Period (58 min): 2:17 - 3:15</li> </ul>
<p style="text-align: center;"><b><u>CHS 2-Hour Delay Schedule</u></b></p> <p style="text-align: center;">Building Opens at 10:00</p> <ul style="list-style-type: none"> <li>● Homeroom (3 min): 10:10 - 10:13</li> <li>● 1st Period (37 min): 10:13 - 10:50</li> <li>● 2nd Period (36 min): 10:54 - 11:30</li> <li>● 3rd Period (36 min): 11:34 - 12:10</li> <li>● 5th Period (65 min): 12:14 - 1:19 <ul style="list-style-type: none"> <li>○ Lunch 1: 12:10 - 12:40</li> <li>○ Lunch 2: 12:49 - 1:19</li> </ul> </li> <li>● 4th Period (35 min): 1:23 - 1:58</li> <li>● 6th Period (35 min): 2:02 - 2:37</li> <li>● 7th Period (34 min): 2:41 - 3:15</li> </ul>	<p style="text-align: center;"><b><u>CMS 2-Hour Delay Schedule</u></b></p> <p style="text-align: center;">Building Opens at 10:00</p> <ul style="list-style-type: none"> <li>● 1st Period (42 min): 10:10 - 10:52</li> <li>● 3rd Period (72 min): 10:56 - 12:08 <ul style="list-style-type: none"> <li>○ Lunch 1: 10:52 - 11:22</li> <li>○ Lunch 2: 11:38 - 12:08</li> </ul> </li> <li>● 2nd Period (43 min): 12:12 - 12:55</li> <li>● 4th Period (43 min): 12:59 - 1:42</li> <li>● 5th Period (43 min): 1:46 - 2:29</li> <li>● 6th Period (42 min): 2:33 - 3:15</li> </ul>
<p style="text-align: center;"><b><u>CHS Early Release Schedule</u></b> <b>(Nov 21, Dec 20, March 22, May 22)</b></p> <p style="text-align: center;">Building Opens at 8:00</p> <ul style="list-style-type: none"> <li>● Homeroom (3 min): 8:10 - 8:13</li> <li>● 1st Period (38 min): 8:13 - 8:51</li> <li>● 2nd Period (38 min): 8:55 - 9:33</li> <li>● 3rd Period (38 min): 9:37 - 10:15</li> <li>● 4th Period (38 min): 10:19 - 10:57</li> <li>● 6th Period (37 min): 11:01 - 11:38</li> <li>● 7th Period (37 min): 11:42 - 12:19</li> <li>● 5th Period (67 min): 12:23 - 1:30 <ul style="list-style-type: none"> <li>○ Lunch 1: 12:19 - 12:49</li> <li>○ Lunch 2: 1:00 - 1:30</li> </ul> </li> </ul>	<p style="text-align: center;"><b><u>CMS Early Release Schedule</u></b> <b>(Nov 21, Dec 20, March 22, May 22)</b></p> <p style="text-align: center;">Building Opens at 8:00</p> <ul style="list-style-type: none"> <li>● 1st Period (45 min): 8:10 - 8:55</li> <li>● 2nd Period (45 min): 8:59 - 9:44</li> <li>● 4th Period (45 min): 9:48 - 10:33</li> <li>● 3rd Period (75 min): 10:37 - 11:52 <ul style="list-style-type: none"> <li>○ Lunch 1: 10:33 - 11:03</li> <li>○ Lunch 2: 11:22 - 11:52</li> </ul> </li> <li>● 5th Period (45 min): 11:56 - 12:41</li> <li>● 6th Period (45 min): 12:45 - 1:30</li> </ul>

## GENERAL STUDENT INFORMATION

### CAFETERIA

Each student is scheduled a ½-hour closed lunch period. **No food is to be ordered and/or delivered unless approved by the administration. All students are eligible to receive a healthy breakfast and lunch at NO CHARGE each day of the 2022-2023 school year.** Students will still have to enter a PIN number when securing their lunch each day and may order a la carte items for an additional charge.

#### Cafeteria Regulations

1. All students are required to report to the cafeteria during their assigned lunch period.
2. Students are only permitted in the cafeteria and designated areas during their lunch periods.
3. Students are to observe Code of Conduct regulations in the cafeteria **and must remain seated throughout the lunch period.**
4. **Food and beverages are not to be consumed in any part of the building except the cafeteria, unless given official approval, during 1st period (CCSD-supplied free breakfast only), or items purchased from the Cavalier Cafe before school or during periods 1-3.** Materials found to be brought into school unapproved will be confiscated and thrown away immediately.
5. Each student must have his/her money **for a la carte purchases** and his/her PIN number ready upon reaching the cashier to checkout.
6. All trays, milk cartons, etc., must be carried to the tray return window near the serving lines after finishing lunch.
7. Food delivery services, such as Door Dash, are prohibited for students.
8. **Any student involved in a fight or major disruption at lunch or within the school day will be required to go to lunch detention for the remainder of the semester and/or until the administration deems it appropriate for the student to return to the cafeteria.**

### TEXTBOOKS/WORKBOOKS/CHROMEBOOKS

Textbooks, workbooks, and Chromebooks are provided by the Board of Education for student use. **When a textbook, workbook, or Chromebook is assigned to a student, it becomes his/her responsibility.** Teachers of courses with online textbooks will provide access codes to students. For a lost, stolen, or damaged textbook, a student will be charged for the full price of the item and have that price added to his/her student fees. Workbook fees vary according to individual classes. Information regarding the amount of fees and workbook costs are made available by teachers, in accordance with Board Policy. See the **2023-2024** CMS/CHS Acceptable Use and Chromebook Insurance Policies document for information pertaining to Chromebook damages and repair fees. Payment of any and all fees must be made by the student or parent as soon as possible.

### FEES

**Student fees are expected to be paid as promptly as possible.**

1. Diplomas will be held until all fees are paid.
2. Transcripts and records will be released only after all fees are paid.
3. Grade cards will be held beginning the 3<sup>rd</sup> 9 weeks until all fees are paid.

### WORK PERMITS

A student must go to the Attendance Office between 8:00 and 3:15 to pick up a Work Permit application. After completion by the parent, employer, and physician, the work permit application must then be returned to the Attendance Office for administrative approval. **Work permits will not be issued**

**unless all fees are paid or if a student is currently in “truancy” as defined in the “Attendance” section of this handbook.** If you owe fees, you must set up a payment plan through the Attendance Office and District Office.

### **THE CCSD ALUMNI LIBRARY**

*Library Vision:* The CCSD Alumni Library will ensure that students are effective users of ideas and information; and are empowered to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

*Library Mission:* The CCSD Alumni Library will provide students and staff with an accommodating physical environment that incorporates print and technological resources as well as a robust online presence to support goals for academic and personal growth beyond the library walls. Students are encouraged to utilize the library as necessary for the learning tasks they are assigned in their classrooms. Students and staff should view the library as an extension of the classroom and are encouraged to consult the librarian regarding materials and online resources available to supplement course materials and assignments.

*Objectives:* The goals of the librarian/media specialist are:

1. To teach students to access, evaluate, analyze, and ethically use information.
2. To maintain a well-balanced collection of media appropriate to the needs of the school.
3. To provide assistance in locating and using instructional materials.
4. To promote instruction in information literacy to students and faculty.
5. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation.
6. To manage a planned program and welcoming, learning-centered environment.

#### *CCSD Alumni Library Guidelines*

##### **1. General Information**

a. The library is open during the school day and will offer before/after school hours to be announced during the school year. These hours will support students during times that require heavy studying or preparation such as during exam week, etc. Students must come with a purpose for learning and a classroom pass. Faculty members are welcome to browse and pick up materials in person or notify a librarian of needs via email, phone, or student messenger.

The library operates with a flexible schedule approach. Teachers are encouraged to plan class lessons which include research and reference materials and to schedule time for classes to meet in the library. Teacher and librarian collaboration beforehand assures the best use of resources and time. Students may visit the library individually as needed to complete learning tasks. Teacher permission is needed during class times. With teacher permission, students may use the library for study, make-up tests, or small-group meetings.

b. The library is open to the entire student body and is under the jurisdiction of the librarian.

c. Upon entering the library, students must sign-in at the circulation desk using a student ID or the library card kept in the library. Students must have a pass and a specific reason for using the library written by their classroom teacher or study hall monitor.

##### **2. Library Fees**

a. Students are expected to pay for any lost library book so a replacement can be ordered.

b. All students are issued ONE student ID. Replacement ID cards may be ordered through the library. They are \$5.00 if the picture is taken by library staff. If a student picture is not necessary, the replacement ID will be \$3.00.

##### **3. Access**

Library materials are circulated using the automated program, CAT on InfoOhio. There are stations available in the library media center where students can look-up resources. A website, [cavslibrary.org](http://cavslibrary.org),

provides access and links to pertinent educational sites, online resources, card catalog, announcements, and media center special events.

#### 4. Student Restroom

There is one student restroom inside the library. This restroom is only for students using the library. Students should not use this restroom between classes or during lunch unless there is an agreement among the student, the librarian, and the principal. Students using this restroom must sign in at the circulation desk.

### LOST AND FOUND

Articles which have been found should be taken to the CHS Main Office. Library books should be turned in to the Library. Lost articles may be claimed at the Main Office. Unclaimed articles will be donated at the end of each 9 weeks.

### HALL PASSES

Students who find it necessary to move from one class to another, **during class time**, must present their teacher their quarterly hall pass. No student is to be in the hallways without a pass. Only one student will be permitted to leave a given classroom at any time. Students will receive a maximum of 20 student-initiated hall passes per grading period. Students who violate hall pass procedures will be subject to disciplinary action. If repeated violations of this policy occur or the hall pass is lost, students will lose their hall pass privileges.

### CELL PHONES

Cell phones may be brought to school but must be turned off and placed in the student's locker before the school day. Any cell phone observed in any location - hallway, cafeteria, classroom, etc. - will result in disciplinary action.

### LOCKERS

Each student will be provided a locker. **Students are not to share their lockers with other students unless assigned.** Combinations should be kept confidential. Books and other materials should be placed in the locker so the door can be closed without forcing it shut. LOCKERS ARE THE PROPERTY OF THE SCHOOL AND MAY BE OPENED FOR EXAMINATION. **Students are not to write on or have posters/stickers on the inside of lockers.**

### OFF LIMITS

**Chillicothe High School maintains a closed campus during the school day.** Therefore, the following areas are off limits for Chillicothe High School students:

- 1) Parking lots and outside campus, except coming to school, going to work, or leaving school.
- 2) All cafeteria lunch periods are off limits unless scheduled to be there.
- 3) Stadium, gymnasiums, and all athletic fields are off limits, unless classes are scheduled to be there.
- 4) Bus loading zone, Board Office, middle school, elementary schools, other schools, and neighboring properties are off limits unless you have permission from the office to be there.
- 5.) Early Release students must either leave campus or have a hall pass to stay with a teacher for the entire period.

### CLINIC

If a student becomes ill during the day, he/she is to report to the school nurse/Attendance Office. If it is necessary for a student to go home because of illness, the nurse or attendance officer will contact

the student's parents and arrange for the student's release from school. ***Students visiting the clinic will have 30 minutes to relax, collect themselves, and be checked out by the school nurse, if needed, before a decision has to be made between the student returning to class or going home due to illness.*** If the student shows signs of a fever or illness, he/she will be sent home. If he/she does not appear to be ill, then the student will be sent back to class. ***Students are not to contact parents on their own as the Attendance Office must verify that the person picking up the student is authorized to do so.***

## **ADMINISTERING MEDICINE TO STUDENTS**

Medication will not be provided during school hours except as specified below. Exception to this policy may be made when a building principal, in consultation with physicians, parent, and teachers, determines that the well-being and safety of the student and the circumstances require special consideration.

When an exception is approved by the principal, the medication will be dispensed by the building principal, building secretary, school nurse, or an appropriate person appointed by the building principal. Liquid medication which is to be measured shall not be dispensed under any circumstances. No employee shall use certain procedures, such as injection, to administer a medication to a student, except as otherwise provided by the Education for All Handicapped Act and with the exception of Epi-Pen and Gluagon.

Pertaining to an approved exception, no medication that is prescribed by a physician for a student shall be administered to that student unless:

1. The principal receives a written request that the drug be administered to the student which is signed by the physician and the parent, guardian, or other person having care or charge of the student.
2. The signed statement that is presented to the principal shall include the following information:
  - A. The name and address of the student.
  - B. The name of the drug and dosage to be administered.
  - C. The times at which the drug is to be administered.
  - D. The date the administration of the drug is to begin.
  - E. The date the administration is to cease.
  - F. Any severe, adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in case of an emergency.
  - G. Any special instructions for the administration of the drug, including sterile conditions and storage.
  - H. A sentence stating that the "Chillicothe City School personnel will not be held liable when such assistance is requested."
3. Inhalers are considered medication and fall under the medication guidelines listed in this section.
4. The parent, guardian, or person having care of the student agrees to submit a revised statement signed by the physician if the previously provided information changes.
5. All medication must be received by a person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist or in the case of non-prescription medications, in the container in which it was originally purchased.
6. All medication shall be stored in a location that is locked except medications that require refrigeration may be kept in a place not commonly used by students.
7. A written documentation of all medication administered shall be kept in the principal's office.

8. The medication must be delivered to the principal's office by the parent, guardian, or person having care of the student. Students are not to deliver medication to school.

9. No person employed by the Board will be required to administer a medication to a student except pursuant to requirements established under this policy.

10. The Board shall not require an employee to administer a medication to a student if the employee objects, on the basis of religious convictions, to administer the medication.

## **MESSAGES**

If messages are of an emergency nature, the office staff will make every effort to deliver them without delay. Only emergency messages from the student's contacts listed on the emergency card can be delivered.

## **STUDENT DRIVING PRIVILEGES**

Students with driver's licenses are permitted to drive to school. To ensure uninterrupted driving privileges, the following regulations are mandatory:

1. Obtain a Student Driving Handbook from the CHS Main Office.
2. Return the last page to the CHS Main Office once all required information has been provided and the document has been signed by both the student and a parent/guardian. **Students must also pay the parking pass fee (\$10).**
3. Obtain a parking permit and display it as directed. All vehicles, including motorcycles and mopeds, must have a current CHS parking permit and be parked in the student parking lot located at the north end of CHS.
4. Follow all regulations stipulated in the Student Driving Handbook.

## **VISITORS**

Visitors to Chillicothe High School, including parents with appointments to see staff members, must bring a valid ID, use the intercom system to enter the building, and report to the Main Office immediately upon entry to obtain a Visitor's Pass, which must be worn at all times. Student visitors who are not accompanied by an adult are only permitted if they are considering becoming a student at CHS. Otherwise, visitation should only occur after school.

## **SKATEBOARDS, SCOOTERS, & SKATES**

Students are not permitted to ride skateboards, scooters, or use skates on school grounds.

## **BICYCLES**

Students riding bicycles to school are to park them in front of the Main Office and use the bicycle rack. Please lock your bicycle. Chillicothe High School is not responsible for stolen or damaged bicycles.

## **SAFE SCHOOL POLICY**

### **CLASSROOM DOORS**

Classroom doors are closed and locked at all times while classes are in session with outside glass toward the hallway covered.

### **EMERGENCY DRILLS**

A quiet and orderly execution of emergency drills is required to ensure the safety of students and staff in the event of actual emergencies. The procedures are as follows:

#### **FIRE**

At the sound of the fire alarm, all windows should be closed. Students should leave the room quickly and in an orderly fashion, with the last student closing the door. Teachers will lead their class to the proper location outside and take attendance. Students must remain with their class.

#### **SEVERE WEATHER**

The Ohio Revised Code requires schools to have a severe weather plan and drills. At the sound of the warning signal (PA announcement), open one window and proceed quietly and orderly to your assigned area. Students must remain with their class. Unless otherwise instructed, students are to kneel facing the wall, head down on knees, with hands clasped behind head upon reaching the assigned area. If this is only a practice alert, you will be informed to stand in the proper area.

#### **LOCKDOWN**

**Lockdown** relates to an extreme circumstance that has the potential of becoming life threatening for one or more individuals within the building (e.g., armed and/or dangerous individual within the building, medical emergency, etc.). During a lockdown, students are to clear the halls and follow the directions of the staff member in charge of their area. When the situation has ended, an 'all clear' announcement will be made by a building administrator or his/her designee.

#### **IMMEDIATE NOTIFICATION**

When a student encounters another person in an emergency situation (e.g., hyperventilation, seizure, fight, fainting, etc.), the student witness must report the emergency immediately to the nearest staff member.

## ACADEMIC INFORMATION

### PUPIL LOAD (Also see the CHS Course Planning Handbook)

Seven (7) credits for freshmen and sophomores, and a minimum of (5) credits for juniors and seniors is the minimum course load for each pupil at CHS. Fifth-year students, or other students with special circumstances, may be granted permission to carry fewer than five (5) units.

### GUIDANCE SERVICES

The Guidance Department has many responsibilities, all of which center around helping the student have a successful high school experience. Students should feel free to make appointments to see their counselor for any school concern. Students must schedule their appointments in between classes, during study halls, or during lunch periods.

### PROCESS FOR SCHEDULE CHANGES

Please consult a guidance counselor.

### PERFORMANCE REPEAT OPTION

Students earning a "D" or "D-" in a class, may request to repeat the class. Refer to the Course Planning Handbook or your guidance counselor for more information.

### CORRESPONDENCE COURSES

See your guidance counselor for information and requirements. All correspondence work for seniors should be completed by May 1<sup>st</sup> in order to graduate on time.

### CREDIT FLEXIBILITY COURSES

The Credit Flexibility Program gives students the opportunity to show mastery of a subject through the traditional coursework option, test out, on-line courses, or through other educational options such as studying abroad or work programs rather than actual seat time in class at CHS. See your guidance counselor for information and requirements. Credit Flex information is also available through the guidance website.

Credit flex is designed for **additional** educational opportunities, such as adding an extra class outside of the school day or because of an irresolvable scheduling conflict (e.g., CCP/AP course overlap or two CHS courses only offered during the same period). No student will credit flex a course that their schedule permits them to regularly attend. If no certified teacher is available or willing to teach a course via credit flex, the course will not be offered via credit flex.

### ONLINE SCHOOLING

See your school counselor for information and requirements. All online school work must be completed by the end of the school year. Students are required to keep up on their school work on a quarter by quarter basis as they will be graded like any other student. Any student using online schooling, who is attempting to graduate in that school year must have all work completed by May 1<sup>st</sup> in order to walk at graduation and receive his/her diploma on time.

### CLASSROOM MATERIALS

It is the responsibility of the student to be prepared for class on a daily basis. **Students should always come to class with the proper book, Chromebook, pencil, paper, and other materials required by the classroom teacher.**

## **HOMEWORK**

1. Homework should be reinforcement, expansion, or enrichment of the material taught in the classroom.
2. The student is responsible for the completion of his/her daily assignments.
3. Students should contact teachers via their Chromebook to request assignments.
4. Parents may also request assignments, but please give 24 hours notice to the guidance secretary for assignments of students who have absences. Students should be absent 3 days before assignments will be collected by the guidance secretary.

## **CALCULATING GRADE POINT AVERAGE (GPA)**

### **To calculate the current nine weeks' GPA:**

1. Multiply the letter grade value times the credit value to obtain a number of GPA points for each course.
2. Add GPA points for all courses.
3. Divide total GPA points by total number of credits.

### **To calculate the cumulative GPA, use only a semester and year-end grade as follows:**

1. Multiply letter grade value times the credit value for a number of GPA points for each course.
2. Add GPA points for all courses.
3. Determine total accumulated credits to date.
4. Divide total GPA points by total accumulated credits.

## **GRADING SYSTEM**

We use a plus (+) and minus (-) system of grading. We will also have an established percent grading scale for all teachers to use. The point values and grading scales are listed below:

### **Regular Courses (ALL 7-8 Classes)**

A+ =	99-100 =	4.33
A =	95- 98 =	4.00
A- =	93- 94 =	3.67
B+ =	91- 92 =	3.33
B =	87- 90 =	3.00
B- =	85- 86 =	2.67
C+ =	83- 84 =	2.33
C =	79- 82 =	2.00
C- =	77- 78 =	1.67
D+ =	75- 76 =	1.33
D =	71- 74 =	1.00
D- =	69- 70 =	0.67
F =	<=68 =	0.00

### **Honors Courses**

A+ =	99-100 =	4.83
A =	95- 98 =	4.50
A- =	93- 94 =	4.17
B+ =	91- 92 =	3.83
B =	87-90 =	3.50
B- =	85-86 =	3.17
C+ =	83-84 =	2.83
C =	79-82 =	2.50
C- =	77-78 =	2.17
D+ =	75-76 =	1.83
D =	71-74 =	1.50
D- =	69- 70 =	1.17
F =	<=68 =	0.00

### **Advanced Placement (AP) / CTAG**

A+ =	99-100 =	5.33
A =	95- 98 =	5.00
A- =	93- 94 =	4.67
B+ =	91- 92 =	4.33
B =	87- 90 =	4.00
B- =	85- 86 =	3.67
C+ =	83- 84 =	3.33
C =	79- 82 =	3.00

### **College Credit Plus (CCP) Courses**

A =	5.33
A- =	4.67
B+ =	4.33
B =	4.00
B- =	3.67
C+ =	3.33
C =	3.00
C- =	2.67

C- = 77- 78 =	2.67	D+= 2.33
D+ = 75- 76 =	2.33	D = 2.00
D = 71- 74 =	2.00	D- = 1.67
D- = 69- 70 =	1.67	F = 0.00
F = <=68 =	0.0	

## ACADEMIC HONORS

Chillicothe High School has an Honor Roll and High Honor Roll. They are calculated at the end of each nine (9) weeks.

A student must earn an overall grade point average (GPA) of 3.0-3.49 in order to qualify for Honor Roll and an overall GPA of 3.5 or higher to qualify for High Honor Roll.

## GRADUATION CEREMONIES AND PRACTICES

1. Chillicothe High School's formal graduation ceremony is limited to students who have successfully completed course graduation requirements. Students completing all course graduation requirements who did not meet state testing requirements will be able to walk at graduation ceremonies. However, these students will not receive an actual diploma (rather, they will receive solely a diploma cover) at the ceremony.
2. Seniors who complete graduation requirements during summer school will be awarded a diploma by the high school principal, but will not participate in the graduation ceremony with their class.
3. Tutorial and correspondence courses must be approved by the principal before credit is granted toward graduation requirements.
4. **Students must attend graduation practice.** Students will be notified of the practice date well in advance and should make arrangements with their employer and others so they will be available for practice. Failure to attend practice may result in the student not being able to participate in the graduation ceremony.
5. Students must have all fees and obligations paid or they will not be permitted to walk at graduation, and their diploma and transcripts will be held.

## EARLY RELEASE–WORK & ACADEMIC COURSES OF STUDY

Only 11th and 12th grade students are eligible for early release. Also, 7-semester Early Graduates are not eligible for early release.

Students who meet the following requirements are eligible for early release after 6th period (juniors) or 5<sup>th</sup> period (seniors): minimum 2.5 GPA, no more than five (5) discipline actions per semester, no more than five (5) unexcused tardies per semester, and no more than five (5) unexcused absences per semester.

Students with early release will exit through the doors beside the attendance office after signing out with Mrs. Winfield.

**SPECIAL NOTES:** Students have the responsibility of making up missed work. Teachers may request that make-up work be completed during early release time. Special bell schedules may require a different release time. Students are encouraged to stay for their entire schedule, particularly on 2-hour delay days which will require a later release time. Regardless, students are accountable for all work assigned.

## COLLEGE VISITATIONS (See the Course Planning Handbook)

Students in grades 9 through 12 are permitted to miss up to 15 days of classes over four years (limited to no more than 6 per school year) to make college campus visits, to participate in job shadowing

experiences, to use travel time for distant schools, and participate in other college- or career-related activities. The purpose of this opportunity is to aid students in making effective and informed decisions about post-secondary education and the world of work.

In order for an absence to be considered official, the student must provide the attendance office with verification for the visit by a college- or job-related official, including the student's name and date of the visit, written and signed on official college or business letterhead or on the guidance office's form.

If the above conditions are not met, the absence will be considered excused, but not official. Students may be granted permission by the building principal to exceed 15 days (or 6 in one school year) if circumstances warrant extended time.

These absences will not be included in the denial of credit.

## **CODE OF CONDUCT**

The Chillicothe City Board of Education recognizes the right of each student to receive an education. The Board further recognizes that the primary responsibility of the Chillicothe City School District and its professional staff is to provide all students access to equal educational opportunities and equal consideration under the rules and regulations governing student behavior. These opportunities provide experiences which assist each student in becoming a responsible individual capable of fulfilling his/her role as a citizen. As required by Ohio Revised Code 3313.661, the Chillicothe Board of Education has adopted a student code of conduct.

It is the responsibility of each student, parent and citizen to understand that the school is a community governed by rules and regulations. The major purpose of these expectations is not punitive control; rather, it is intended to protect the rights of those who wish to make full use of their educational opportunities. Those individuals enjoying the rights of education must accept the responsibilities of good citizenship. Students may forfeit their right to educational opportunities when their conduct is such that it disrupts the educational process, deprives others of their rights, or violates the law. The Board of Education acknowledges that deprivation of rights may only occur with just cause and by due process of law.

In addition to academics, one of the most important lessons education should teach is discipline. While it does not appear as a subject, discipline underlies the whole educational structure. Good discipline is necessary to provide an atmosphere of learning for all students. Parents are encouraged to contact the school if they have any questions about discipline practices or school expectations for proper student discipline. All students must be in a safe environment while at school. Each teacher will review the school rules with his/her students.

## **RIGHTS AND RESPONSIBILITIES**

**Scope:** The Student Code of Conduct is in effect for all school and school-related activities, including, but not limited to, school authorized transportation, clubs, organizations and athletics. The purpose of the Code is to provide the guidelines and procedures governing student conduct and discipline in the Chillicothe City Schools. **The examples used in this Code are not intended to be all-inclusive in defining violations and consequences.**

**Power of School Authorities:** The power of school authorities over pupils does not cease when they leave the school premises. The items in this Code of Student Conduct are applicable to all students when

properly under the authority of school personnel during any school activity, function or event, whether on property owned, rented or maintained by the Chillicothe City Schools or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act occurs while on the premises immediately adjacent to school property, within the line of sight of school property or on school transportation, or if the act otherwise affects the operation of the schools. In addition, the Student Code of Conduct applies to misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Adult Students: Students 18 years of age and older are not exempt from any school rules and regulations.

All students have the right to an education. That right carries with it responsibilities; primarily, to respect the rights of others. This includes the avoidance of any discrimination in regard to race, color, national origin, gender, religion, handicap, or sexual orientation. Rights of all students are best served in a school that is well organized and safe in order to maintain a positive climate for learning. When inappropriate student behavior disrupts effective learning conditions, students may be denied participation in the educational system for varying periods of time.

Students also have the right to communicate grievances without threat to grades, course credits, college recommendations or other aspects of scholastic life. Clearly stated rules and regulations ensure that all students know what is expected of them. The following Code of Conduct is designed to make students and parents aware of the rules and regulations and the consequences of failure to obey the same.

## **RULES AND REGULATIONS FOR THE BEHAVIOR AND DISCIPLINE OF STUDENTS**

Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Teachers may call on other school personnel to help in discharging their responsibilities. They may refer students to the building administrator who is then responsible for determining further disciplinary action. Referrals will be made to the appropriate law enforcement agency in regard to suspected criminal offenses. The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may be disciplined as a result of what is recorded.

An administrator may deal with student misconduct in a variety of ways, including but not limited to: parent involvement, counseling, detention, referral to school or other support personnel, loss of privileges, Friday evening/Saturday alternative to suspension, in-school restriction, Alternative Learning Center, loss of Driver's License, out-of-school suspension and recommendation for expulsion or permanent exclusion. Examples of misconduct which show just cause for an administrator to initiate such action, include but shall not be limited to the following:

1. **TRUANCY** - A student shall not be absent from school without a valid excuse, as determined by the Superintendent or his/her designee. A student shall not leave school premises before the hour of dismissal or without first obtaining the consent of the principal, assistant principal, or their designee. Valid excuses are outlined in Ohio Administration ORC 3301.

2. **TARDY** - A student shall not be tardy to school. Please consult the building handbooks for the tardy/absence times for each school building.

3. **FIGHTING/VIOLENCE** - A student may not participate or associate in any act which may have the potential to cause physical harm, threaten to cause or participate in any action tending to cause physical or emotional injury to any other person, physically, verbally, or otherwise. This includes pushing, shoving, wrestling, punching, hitting or attacking to harm or to bring harm to such other person or bystander.

Events that are deemed a fight will result in a 10 day out of school suspension and automatic enrollment to online virtual learning.

4. **VANDALISM** - A student shall not willfully or maliciously damage, attempt to damage property of others, destroy or deface property, including school property, which shall include, but not be limited to buildings, equipment, lockers, signs posted in a building, vehicles and personal property. Students, parents and/or guardians will be held financially responsible for any property damage by the child under ORC 3109.09 and 2307.70. This also includes deletion of files, knowingly introducing viruses to computers, and damage to staff property.

5. **THEFT** - A student shall not take or attempt to take school property or the personal property of other individuals or entities. Any theft incident may result in charges being filed with the Chillicothe Police Department.

6. **FIREARM** - A student shall not use, possess, exhibit, handle, transmit or conceal a firearm. A firearm is any weapon which is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun.

7. **DANGEROUS INSTRUMENT** - A student shall not use, possess, exhibit, handle, transmit or conceal an object that could be classified as a weapon or dangerous instrument. Such weapons and dangerous instruments shall include any object which may be used or is used to threaten or inflict physical harm, as determined by the Board of Education or its designee. (This rule also applies to any look-alike or self-protection devices and possession of a knife with a blade of more than 2.5 inches.)

8. **EXPLOSIVE** - A student shall not use or possess any destructive device which would include a bomb, grenade, a rocket having a propellant charge, a missile or a mine or similar device. This definition includes any barrel with a base of more than one-half inch in diameter. A student shall not cause or attempt to cause the setting of fire, use or possess any poison gas or incendiary device (such as fireworks), cause false fire alarms or make bomb threats. This includes the unauthorized use of fire.

9. **TOBACCO** - A student shall not smoke, chew, possess, handle, transmit or conceal tobacco or other related smoking products, such as vapes or juuls, on school premises or property, or at any school activities. For the purpose of this policy, "tobacco product" is defined to include any product that contains tobacco, is derived from tobacco, or contains nicotine, which is intended for human consumption, or is likely to be consumed, whether smoked, heated, vaporized, chewed, absorbed, dissolved, or ingested by any other means. The term "tobacco products" includes e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence. No student is permitted to use tobacco products (including e-cigarettes) at any school-sponsored event, whether such event occurs on-campus or off-campus.

10. **ALCOHOL** - A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal alcoholic beverages. A student shall not be under the influence of alcoholic beverages on school grounds or at school functions. "Possession" includes with limitation, retention on the student person or in purses, wallets, lockers, desks, automobiles parked on school property, or other personal property of students. "Under the Influence" is defined as manifesting signs of chemical misuse including but not limited to restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class, or any other behavior indicating signs of chemical misuse.

11. **DRUGS** - A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal or be under the influence of drugs, mood altering chemicals or drug paraphernalia. A student shall not be under the influence of drugs, mood altering chemicals or drug paraphernalia. "Possession" and "Under the Influence" are the same as for alcohol. "Mood Altering Chemicals" include without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, and marijuana.

12. **CLASS CUTTING** - A student shall not cut class. Class cutting is an unexcused class absence.

13. **DRIVING** - A student shall not drive or park on school premises in violation of Board Policy and Regulation JHFD, "Student Automobile Use," or when his/her privileges to drive or park have been revoked.

14. **THREATS** - A student shall not cause false alarms or make bomb threats.

15. **ELECTRONICS** - Cell phones may be brought to school but must be turned off and placed in the student's locker before the school day begins. Any cell phone observed in any location - hallway, cafeteria, classroom, etc. - will result in disciplinary action. Portable devices in violation of this policy will be confiscated by staff members and will not be returned to the students. The school district assumes no liability for lost, stolen, or damaged items of this nature while in school or on school grounds as defined in ORC 3313.753 (A). Audio or video recording of other individuals without their permission is prohibited.

16. **FORGERY** - A student shall not falsify any school-related information, which shall include, but not be limited to, writing the name of another person, times, dates, grades, addresses or other data on forms or correspondence directed to or from the school. Forgery also includes hacking into unauthorized computers, sites or information databases.

17. **DISRUPTIONS** - A student shall not violate the dress code. A student shall not fail to comply with disciplinary procedures and/or directions of authorized school personnel. A student shall not, by use of profane, vulgar or other improper language, violence, force, coercion or threat, harassment, intimidation or any other action, cause or threaten to cause the disruption or obstruction of any function including athletic and/or extra or co-curricular events, or operation of the school.

18. **INTIMIDATION** - A student shall not engage in any act or conduct which, under the circumstances a reasonable person would believe does or is intended to frighten, intimidate, or bully the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct that causes another person to reasonably believe that such student may cause physical harm to the person or property to such other person.

19. **BULLYING** - A student shall not engage in bullying behaviors. Bullying is defined as harassment, intimidation or other behavior whether intentional, written, verbal or other physical act exhibited toward another particular student more than once which causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. (ORC 3313.666) The Jessica Logan Act in accordance with ORC 3313.666 requires schools to monitor and discipline cyber bullying between students at all times of the day if reported. A student may be disciplined according to the bullying policy if reported regardless of the time the bullying took place or mode in which it took place.

20. **FIREARM LOOK-ALIKES** - A student shall not use, possess, exhibit, handle, transmit or conceal any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object (toy guns, cap guns, bb guns, pellet guns).

21. **SEXUAL HARASSMENT/CONDUCT** - A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be written, verbal, visual, or physical contact. Prohibited conduct includes but is not limited to propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures, or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, assaulting a person, or any act or intended act of consensual sexual conduct on any school property.

22. **BODILY INJURY** - A student shall not be involved in any activity that could result in serious bodily injury to oneself or others, or an incident that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or faculty.

23. **INAPPROPRIATE LANGUAGE** - A student shall not use language that is deemed profane, vulgar, abusive, obscene or other words or gestures that are verbal or written which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications, inappropriate language, either verbally or nonverbally. This includes obscene print material. Students are not permitted to use the "N" word or any variation of the word. Consequences administered may be up to a 10-day suspension with a recommendation for expulsion.

24. **INAPPROPRIATE LANGUAGE toward STAFF** - A student shall not use language that is deemed profane, vulgar, abusive, obscene or other words or gestures that are verbal or written toward a staff member. If this violation is directed at a staff member, the student may serve an out of school suspension for up to 5 days.

25. **FAILURE TO COMPLY** - A student shall not refuse, upon request, to identify him/herself to any school authorities on school premises or property or at school-sponsored events, wherever they shall occur.

26. **ACADEMIC DISHONESTY** - A student shall not engage in academic misconduct, to include but not be limited to cheating or plagiarism or transmission of unauthorized academic information. A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his or her own

mind. Unlawful copies of copyrighted materials may not be produced on district-owned equipment. Students may make a single photocopy of any materials for schoolwork, but may not sell them nor make copies of the copies. You may use copyrighted material if you give an author's ideas the credit through text or in a footnote. This can result in the loss of credit for the assignment in question.

27. **EXTORTION** - A student shall not compel or attempt to compel any student, school employee or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person or property or reputation of said person.

28. **HAZING** - A student shall not participate in any act that tends to injure, degrade, disgrace or coerce another student, including the victim; to do any act of initiation onto any student or organization which causes or creates a risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

29. **LIBEL/SLANDER** - No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures or signs; Slander is defamation by speaking. Unauthorized publications are prohibited.

30. **GAMBLING**- A student shall not play any game for money or other consideration on school grounds or at school functions regardless of the location.

31. **SALES** - No items or services shall be sold on school property without prior approval of the building administration.

32. **PUBLICATION/DISTRIBUTION** - Publishing or distribution of any printed material or promoting any club or organization that has not been approved by the Superintendent or his/her designee is prohibited.

33. **PUBLIC DISPLAYS** - Unacceptable public displays of affection are those physical actions which are contrary to good judgment and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff, and guests. Students who engage in such inappropriate and/or unacceptable public displays of affection will be subject to the intervention of staff and, if necessary, referral to the office for disciplinary action. An example of inappropriate touching could include holding hands and hugging.

36. **TRESPASSING** - A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours, except with the express permission of the principal of that building or to attend or participate in a school-sponsored event where students from his/her regularly assigned school have been invited to attend or participate. A student under out-of-school suspension or expulsion shall not enter upon the grounds or premises of any school building or attend a school activity without the permission of the Superintendent or his/her designee.

37. **REPEATED VIOLATIONS** - Repeated violations of the discipline code can result in a Recommendation for Expulsion (RFE).

38. **BUS** - A student shall not interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus. These activities include, but are not limited to, causing damage; failing to remain seated; throwing objects out the window, at passengers, or the driver; shouting; failure to board the bus at the assigned stop; and/or other disorderly

conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Students shall abide by the directives of the bus driver. (Transportation Code of Conduct)

### **GUIDELINES FOR DRESS**

Although the major responsibility for good grooming rests in the home with each student and his/ her parents, the school has certain concerns based on consideration of health, safety, and the maintenance of a school atmosphere that promotes study and learning. The mission of each school fosters the development of social skills, respect for all people, and understanding and respecting diverse viewpoints, all with the goal of providing a safe, friendly and productive learning environment for all students.

When student appearance becomes extreme or, in the opinion of the school's professional staff, violates health or safety regulations, or is not in keeping with appropriate dress for school wear, or violates commonly accepted standards of modesty, such appearance is not acceptable. Notwithstanding the information contained herein, the Superintendent or his/her designee shall make the sole determination as to the standards of acceptability and appropriate dress.

1. Pants must be worn at waist level.
2. Pants, jeans, or shorts with tears or fraying above the mid-thigh must have clothing underneath.
3. Any shorts, dresses, or skirts must not be any shorter than mid-thigh.
4. Revealing clothing (transparent, tube tops, crop top/midriff, holes, backless, low cut blouses, spaghetti straps) is not acceptable. Straps on tank tops or sleeveless shirts must be at least 2" wide for all students.
5. Coats, outerwear, pajamas, blankets and sunglasses are not to be worn in the building unless otherwise determined by building administration.
6. Shoes are required to be worn at all times. No house slippers are permitted. No shoes with wheels are to be worn.
7. Students may not wear clothing, outerwear, pins, symbols, or insignia of prohibited organizations or street gangs while at school or at any school-related activity.
8. Students may not wear clothing, buttons, patches, jewelry, or any other items with words, phrases, symbols, pictures, or signs that are indecent, profane, suggestive, inflammatory, or that have negative overtones that appear to be derogatory or discriminatory.
9. Any jewelry that may cause injury including, but not limited to belts, bracelets, wallet chains, collars with spikes, and heavy link chains are not allowed.
10. Head coverings:
  - a. Hats: may be worn during the school day, however during special events (i.e. Veterans Day Assembly, Black History Month, etc...) hats will be removed out of respect for our special guests.
  - b. Hoods: due to the nature of their ability to conceal identity, vapes, and headphones, they are not to be worn in school.
  - c. Head coverings that can be perceived as symbols or insignia of prohibited organizations or street gangs shall not be worn.

- d. Head coverings for the purpose of religious observations or hair restraint are acceptable.

## **DEFINITIONS AND DISCIPLINARY CONSEQUENCES**

The CCSD believes in addressing conflict through restorative practices that foster healthy relationships and promote positive discipline in our schools. The district will make every attempt to reduce, prevent, and improve harmful behavior by repairing the harm and resolving conflict caused by violating the Code of Conduct and restoring positive relationships among students, staff, and stakeholders. The following disciplinary consequences are some of the potential actions that may occur if a student violates the code of conduct.

Community Conferencing: A conflict resolution technique that involves conferencing with all stakeholders, students and staff, affected by the behavior where preventative measures are put in place to respond to the conflict and improve the behavior.

Behavior Contracts: A positive-reinforcement intervention that lays out in detail the expectations of a student and stakeholders in carrying out an intervention plan to improve behavior.

Community Service: The superintendent may require a student to perform community service in lieu of or in conjunction with a suspension or expulsion. (Not applicable for firearm violations.) Such community service may be performed at the school or in the community. It will be the responsibility of the student to arrange for such community service.

Peer Mediation/Peer Jury: A student may have to appear in front of trained student jurors or participate in a peer mediation group to collectively discuss why a rule was broken, who was affected, and how the referred student can repair the harm caused.

Circle Process: A restorative practice that can be used proactively, to develop relationships and build community, or reactively, to respond to wrongdoing, conflicts and problems. Circles allow students and educators to be heard and offer their own perspectives and to deal with difficult situations.

Tutoring/Counseling Services: A student could be assigned to on or off-site tutoring in lieu of other consequences as well as referred for counseling services. The district works closely with organizations such as The Counseling Source and Integrated Services.

In-School Restriction (ISR): A student may be assigned to in-school restriction. Although removed from his/her "regular" classes, he/she will be permitted to earn credit if work is completed on a daily basis while in ISR.

Student Management Room (SMR): A student may be instructed to report to the Student Management Room (SMR) during the school day if he/she is tardy to school, tardy to class, or is disruptive in class. The student will remain in SMR for the rest of the period and be assigned a working lunch for the next

school day to make up the class work he/she missed when he/she was sent out of class. This disciplinary action can be issued by classroom teachers or building staff.

Reverse Suspension: In lieu of a student being suspended from school, the student's parents/guardian is invited to come to school and spend the entire day with the student.

Temporary Denial of Admittance: The Superintendent may, after offering an opportunity for a hearing before the Superintendent or his/her designee, temporarily deny admittance to the Chillicothe City Schools to any student if the student has been expelled from the schools of another district and the period of the expulsion has not expired. Any student who is temporarily denied admittance to the Chillicothe City Schools, or the student's parent, guardian or custodian, may appeal that denial to the Board of Education's designee, who may affirm or reverse the denial on the basis of the record so made.

Emergency Removal is defined as the immediate denial of either a place within a classroom or elsewhere on school premises to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Detention: Students may be required to remain in school after the school day with the notification of parent or guardian. Usually, the student remains after school the next day after parent notification.

- Lunch
- After School

Special Assignments: Students may be required to perform reasonable tasks as suited to the disciplinary infraction.

Withholding of Privileges: Special privileges including but not limited to recess, dances, and hall passes, or parking permits may be withheld.

Court or Police Referral: Students may be referred to court authorities or to law enforcement officials for violation of the law while under the authority of school personnel, violation of the Student Code of Conduct, poor attendance patterns, chronic misbehavior, fighting, etc., which may result in the student being placed at the Ross County Juvenile Detention Center.

Alternative School: A student may be assigned to an alternative school. Although removed from his/her "regular" classes, he/she will be permitted to earn credit when work is completed on a daily basis while in the alternative school. A student in the alternative school, however, may be denied participation in any extracurricular activity during the duration of the alternative school placement. In some cases, alternative assignments may have to be given to students, due to the nature of their courses.

Friday Evening/Saturday School: A student may be assigned to a Friday Evening/Saturday School. Friday Evening/Saturday School is not appealable as a suspension. Student absence(s) from Friday Evening/Saturday school may result in a change of discipline, reassignment of the Friday Evening/Saturday School, or suspension. An "unexcused" absence from Friday Evening/Saturday School may result in an up to ten (10) day in-school suspension or ten (10) day out-of-school suspension.

## **STUDENT-ATHLETE DISCIPLINE POLICY**

Any student-athlete who commits a Code of Conduct violation during his/her sports season will be ineligible to participate in his/her next athletic contest.

### **ADMINISTRATIVE REMOVAL FROM SCHOOL**

Section 3313.66 of the Ohio Revised Code grants school authorities the right to remove students from school for violations of its Code of Conduct. Students may be suspended for up to 10 days for an infraction by the Superintendent of Schools, the principal, or by a building level administrator. The Superintendent of Schools may expel students for a period not to exceed 80 days unless a dangerous weapon is involved. In that case, the Superintendent may expel the students for a period of one calendar year.

The Superintendent, or his/her designee, may remove a pupil from a classroom, activity or school premises without prior notice or hearing if the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process. A teacher may remove a pupil from curricular or extra-curricular activities under his/her supervision. A student may be suspended or expelled for violations of the Code which occur on school property, or at school-sponsored activities on or off school property, or on the way to or from school-sponsored activities, or for misconduct which is directed at a district official or employee, or the property of such official or employee.

#### **1. Suspension**

No student may be suspended for more than 10 school days for an infraction.

If a student is removed on an emergency basis for a period which exceeds 24 hours, then a written notice of the hearing and of the reason for the removal shall be given to the student as soon as practical prior to the hearing. The hearing shall be held within 72 hours from the time the initial removal is ordered.

Within 24 hours after the time of a student's suspension, the principal shall provide written notification of the suspension to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the suspension and notification of the right of the pupil and/or his/her parent, guardian or custodian to

- appeal such action to the Superintendent of Schools, who serves as the Board's designee on suspension appeals,
- be represented in all such appeal proceedings,
- be granted a hearing before the Superintendent or his/her designee in order to be heard against such suspension.

Any such appeal must be filed with the Treasurer of the Board of Education in writing within 10 calendar days of the suspension. The district is permitted to deny admission to any student who is currently under a period of suspension from another district in Ohio.

Students who are suspended are expected to make up classroom work and tests. Assignments are posted online or may be picked up at the office after calling and requesting the assignments. Make-up work must be completed based on the number of days of suspension. (i.e., 5 days suspension, 5 days to make up work. 8 days suspension, 8 days to make up work.) It is the student's responsibility the day he/she returns to school to conference with the teachers for the date of the make-up test(s) and finalize

work missed. Students may not attend any school functions, home or away, while serving OSS. **Students are not permitted on school grounds while serving OSS**

If at the time of the OSS there are fewer than ten days remaining in the school year, the Superintendent may require the pupil to participate in a community service program or other alternative consequence during the first full week day of summer break. Each district may develop an appropriate list of such alternative consequences. If the pupil fails to complete the service or alternative consequence, the district may determine the next course of action, which shall not include requiring the pupil to serve the remaining time of the suspension at the beginning of the following school year.

## **2. Expulsion**

Expulsion is a removal of a student for more than 10 days and up to 80 days or the number of school days remaining in the semester in which the incident takes place, whichever is greater. If fewer than 80 days are left in the school year, any remaining part or all may be applied to the following year.

The student and his/her parent, guardian or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of pupil and his/her parent, guardian, custodian and/or representative to appear before the Superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.

Within 24 hours after the time of a student's expulsion, the Superintendent shall provide written notification of the expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion and notification of the right of the pupil and/or his/her parent, guardian or custodian to:

- appeal such action to the Board of Education, or designee,
- be represented in all such appeal proceedings,
- be granted a hearing before the board or its designee in order to be heard against such expulsion.

Any such appeal must be filed with the Treasurer of the Board of Education in writing within 14 calendar days for an expulsion after the notice has been issued.

Students who are expelled cannot receive high school credit for post-secondary courses during the expulsion period.

The superintendent is required to initiate proceedings against a pupil who has committed an act that warrants expulsion under the Board's Policy, even if the student withdraws from school. If the superintendent determines expulsion is warranted, disciplinary action must be handed down for the same period as would be appropriate for a student who had not withdrawn.

A student may be expelled for a period not to exceed one year for committing an act that is a criminal offense when committed by an adult and that results in various physical harm to persons or property or any property owned or controlled by the board or at an interscholastic competition, extra-curricular event, or any other school program or activity.

If the expulsion is for more than twenty school days, or it will extend into the following semester or school year, the notice must also provide information including names, addresses and phone numbers about services offered by public or private agencies that work toward improving those aspects of the student's attitude and behavior that contribute to the expulsion.

### **3. Permanent Expulsions**

A student who brings a weapon or knife to school or to a school activity requires an expulsion of not less than one year, except that the district superintendent may modify the expulsion on a case-by-case basis.

A student who makes a bomb threat to a building or premise may receive a full-year expulsion.

If a student age 16 or older has been convicted of or adjudicated a delinquent child for the following reasons, the superintendent is empowered to issue an adjudicated order that permanently excludes a student from attending any Ohio public school.

1. illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises (ORC 293.122);
2. carrying concealed weapons on school property or at an activity (ORC 2923.12);
3. selling or offering to sell or possessing a controlled substance or drug abuse instrument, other than a minor drug possession offense on school property or at a school activity;(ORC 925.03 or ORC 2925.11);
4. aggravated murder, voluntary manslaughter, felonious assault (ORC 2903.11), rape (ORC 2907.02) gross sexual imposition (ORC 2907.05), felonious sexual penetration on school property (ORC 2907.12) or at a school function if the victim at the time of the act was a school employee.
5. complicity in any of the above - described violations regardless of whether the act of complicity was committed on school property or at a school activity.

### **LIABILITY OF PARENTS FOR STUDENT MISCONDUCT**

Under Ohio law, parents having custody of a minor under age 18 are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages. Any person(s) who has been willfully and maliciously assaulted by a minor may recover compensatory damages from the parent/guardian.

### **SEARCH AND SEIZURE**

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc., and the seizure of items in or on his/her possession as identified in Ohio Revised Code 9.70, 9.71, 9.72:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item(s), and, if possible, conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted on a periodic basis.

4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Lockers and school desks are school property and may be searched at any time.

### **SEARCHES OF STUDENT PROPERTY BY POLICE**

A proper search warrant by police is required for any search of a student's personal property kept on school premises; however, if the police have reason to believe any item that might pose an **immediate** threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

### **SECURITY DIGITAL VIDEO RECORDINGS**

The Chillicothe City School District may record security images on District property. These recordings, which are made for the protection and welfare of the school community, typically contain images of many students, as well as District employees and other people.

Security recordings contain personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the recordings as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians. Security recordings, and the personally identifiable information contained on the recordings, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The videotapes otherwise will not be disclosed to any person.

### **STUDENT INTERVIEWS**

1. Prior to interviews of minor students by the police, the building principal will make every effort to contact the parent or legal guardian for permission, and an administrator or counselor will remain throughout the interview.
2. Students shall not be permitted to leave the school with an officer unless parental/guardian permission has been granted or a warrant has been issued and presented to the principal or unless the student is to be taken directly into custody for the purpose of being charged with an unlawful act.
3. Law enforcement officers from communities outside the Chillicothe City School District with warrants shall be requested to ask the appropriate local police department for courtesy assistance when serving warrants on school property.
4. Law enforcement officers, court officials, or others should not be permitted to interrupt normal school activities in their investigative activities, except in cases of immediate threat to safety or security. Children's Services, with the permission of the principal and by prior written agreement approved by the Superintendent, shall have permission to speak to students when deemed necessary for the safety and welfare of the child.

### **STUDENT CONDUCT ON SCHOOL BUSES**

Although the Chillicothe City School District furnishes transportation in accordance with state law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards

the bus in the morning and after the child leaves the bus at the end of the school day. Only when a child boards the bus does he/she become the responsibility of the school district. Such responsibility will end when the child is delivered to the bus stop at the close of the school day. Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct and safety, including but not limited to assignment of seats for any or all students.

Disorderly conduct or refusal to comply with basic safety regulations and procedures will be sufficient reason for denial of transportation service to any student. Such regulations and procedures also apply to transportation to athletic events, field trips, and other student activities. As identified by the Ohio Revised code 3109.09 and 2307.070, no student will willfully damage or attempt to damage a school bus.

## **ATTENDANCE POLICIES**

**Philosophy:** The Chillicothe Schools have a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school.

All students are expected to be in all classes and study halls. Attendance and promptness to class is the responsibility of each student and his/her parents or guardian. Attending classes and being on time allows the student to benefit from the school's program in addition to developing habits of punctuality, self-discipline, and meeting responsibilities.

Students must attend school regularly if they are to derive maximum benefits from the educational process such as:

- Class discussion
- Group activities
- Dialogue between student and teacher
- Lectures
- Quizzes, tests, and examinations
- Films
- Guest speakers
- Special instructions
- Individualized assistance

Teachers have a commitment to provide classroom instruction which will be dynamic, productive, creative, and instructive. Without consistent, timely student attendance, it is extremely difficult, if not impossible, for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted through a student's excessive absences. Make-up work is not a good substitute for classroom attendance.

Generally, students who have good attendance have demonstrated higher grades, enjoy school more, are better citizens and are more employable after leaving high school. The lack of good attendance usually causes students to achieve a level below their potential; these students frequently experience academic difficulty in school. Therefore, to ensure the highest level of student success, Chillicothe Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be

based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

**Compulsory Attendance:** Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school for the full time the school is in session. Such attendance must begin within the first week of the school term or within one week of the school term, or within one week of the date on which the child begins to reside in the district.

**THE STATUTES GOVERNING SCHOOL ATTENDANCE ARE VERY SPECIFIC AND LEAVE LITTLE OPTION FOR SCHOOL AUTHORITIES TO EXCUSE CHILDREN FROM SCHOOL.**

The Ohio Revised Code, Administrative Code 3301 classifies absences from school as EXCUSED or UNEXCUSED. The Ohio Revised Code identifies the following conditions as constituting reasons for excused absence from school:

1. Personal illness: The administrator may require the certificate of a physician if he/she deems advisable.
2. Illness in the family necessitating the child's presence. A written statement from a physician may be required.
3. Quarantine of home: Absence is limited to the length of quarantine as fixed by proper health officials.
4. Death of a relative: Absence is limited to a period of three days unless a reasonable cause may be shown.
5. Medical or dental appointments: The administrator may require a doctor or dental slip as to why the absence was necessary.
6. Observance of religious holiday: Absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. Emergency or set of circumstances which in the judgment of superintendent of schools constitutes a good and sufficient cause for absence from school.
8. College visits. The approving authority may require verification of date and time on this visit. Seniors have a limit of three days per year. Applications shall be made with the guidance counselor. Students in grade 11 may be allowed the same privilege with adult/parental supervision. College visitations may not be excused during the first and last two weeks of school. These absences will not be included in the denial of credit.

The final responsibility for educational assignments will rest with the parent/guardian of the child; the parent/guardian must not expect work missed by their child to be re-taught by the teacher.

### **Chillicothe City Schools Attendance Procedures/Expectations**

The district attendance policy will be distributed to parents at the beginning of each school year. Each school will review the procedures and expectations with all students no later than the first week of school. Parents are expected to review the policy with their child as well. Each building will provide opportunities to recognize students for excellent attendance each grading period. Each building will provide an incentive program to encourage and reward students demonstrating excellent attendance. Consideration will also be given to recognize students who improve their attendance from one grading period to the next. Any student who has exemplary attendance (missing three or fewer days) or perfect attendance for the school year will be recognized by the Board of Education at the June Board Meeting.

**A parent or medical note is required to be turned in to the school within two days of returning from an absence for all absences. If not, the absence will be considered as unexcused.**

### **CCSD Student Homework Attendance Responsibility Program (SHARP)**

Students in grades K-12 who are absent for more than 8 days (excused or unexcused) or have more than one unexcused absence will be required to attend the **Student Homework Attendance Responsibility Program (SHARP)** sessions. Students having Academic Difficulties combined with Attendance Problems will be given priority when assignments are made to **SHARP**. Students are required to make up all unexcused absences or assigned time by the timeline determined by the principal or designee by attending **SHARP** sessions. Students will attend **SHARP** sessions for excessive tardies to school at the discretion of the principal. Transportation to and from **SHARP** sessions is the responsibility of the parent/guardian.

**SHARP** is designed to provide a great opportunity for students to improve their academic performance and attendance and to assist students in overcoming their academic difficulties caused by chronic absences.

1. The tutoring/make up sessions will be held after school as scheduled and announced by the building principal.
2. Failure to serve the assigned tutoring/make-up sessions may result in a loss of privileges and/or disciplinary consequences at the discretion of the building principal:
  - a. Loss of some or all student privileges (field trips, classroom parties, recess, field day, etc.)
  - b. Loss of driving/parking privileges for high school students
- c. Loss of privileges to attend or participate in all after-school activities (dances, athletic events, extracurricular events, etc.)
- d. Loss of participation in extracurricular activities including sports, clubs, musical groups, etc.
- e. Assignment to Summer School
- f. Any other disciplinary action as determined by the building principal.
3. Transportation to and from tutoring/make-up sessions is the responsibility of the parent/guardian.
4. Continued absence from school could result in:
  - a. Referral to Ross County Juvenile Court
  - b. Retention in current grade level

**SHARP** sessions will be held after school. ***Any absences still needed to be made up by students at the conclusion of the school year may be done in summer school.*** There may be additional opportunities for students to make up days after school during the month of May but **SHARP** sessions may conclude at the end of April each school year.

As a district we are confident that the changes mentioned above to the attendance policies will not only deter students from missing school but also improve student achievement. One way or another, students of the CCSD will learn, do their work, and attend class whether that is during the normal school day or after school at the aforementioned tutoring sessions. We care about students and we, as a school district, feel the policy changes are in the best interest of the students.

### **MEDICAL STATEMENTS**

A medical statement from a doctor will be required by the Attendance Office for absences totaling more than six (6) days during one semester or for absences totaling more than twelve (12) days during the school year. Extended illness may require an exception to this rule.

### **MANDATED JUVENILE COURT ATTENDANCE PROCEDURES**

At one unexcused absence/tardy, school officials make the first contact by writing to the parent. The school will mail the "Be a Winner" letter and the "Laws Regarding School Attendance" to the parent.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the Chillicothe City Schools and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

#### **Definitions:**

1. habitual truant - any child of compulsory school age who is absent/tardy without a legitimate excuse for 30 hours or more consecutively, 42 hours or more in a school month or 72 hours in a school year.
2. school day - the school day as established by the State Board of Education.

3. school month - consists of four school weeks and a school week consists of five school days.
4. school year - beginning the first day of July of each calendar year and ending the 30th day of June of the succeeding calendar year.
5. unruly child - any child that does not subject the child's self to the reasonable control of the child's parents, teachers, guardian or custodian, by being wayward or habitually truant.
6. delinquent child - any child, except juvenile traffic offender, who violates any law of the State of Ohio including a child who violates a court order regarding the child's prior adjudication as an unruly child for being habitual truant.
7. Attendance Intervention Team (AIT) – Students with attendance problems may be assigned to meet with the Attendance Intervention Team. Team membership can include principal, social worker, counselor, attendance officer, teacher, parent/guardian, student, and any other stakeholder deemed appropriate. Parents/guardians are an integral part of the AIT. Three (3) meaningful, good faith attempts to secure participation of parents/guardians on the AIT will occur.
8. Attendance Intervention Plan – a plan developed by the school's Attendance Intervention Team to help the student improve attendance.

The courts may order the “habitually truant” child not be absent without legitimate excuse from school for five or more consecutive days, seven or more school days in one school month or twelve or more school days in a school year.

Regarding “habitual” truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the child and the parent. The complaint must state that the child is an “unruly child” by virtue of being a “habitual truant”, and that the child's parent violated the School Attendance Law.

For the correction of the habitually truant unruly child, the courts may now order the Board to require the child to attend an alternative school.

The district will utilize an Attendance Intervention Team at the following absence intervals to make every effort to help a student improve his/her attendance. Attendance Intervention Plans will be in place to provide direction and support for improved attendance to school. These teams will individualize the plans in order to best support each student. Ongoing meetings may be necessary to adjust plans and readdress the individual's needs. The district will make every attempt to inform parents/guardians and include them in the creation and implementation of the plans.

<b>Student Absences</b>	<b>Within 7 Days</b>	<b>Within 14 Days</b>	<b>On-going</b>	<b>61 Days from Plan Date</b>
<b>Unexcused Absences</b>	Parents notified and	Attendance Intervention	The Attendance Office and Team will monitor progress	Attendance Intervention Plan

<b>30 Consecutive Hours</b>	letter sent home regarding absences and invitation to attend the Attendance Intervention Team Meeting.	Team meets to develop a plan for improved attendance.	with the plan and make adjustments to the plan as needed on an individual basis.	implemented and reviewed by the Attendance Intervention Team. By 61 Days from the Plan date, the district attendance officer shall file a complaint to the juvenile court if the child has refused to participate or failed to make satisfactory progress with the plan.
<b>42 Hours in a month</b>				
<b>72 Hours in a year</b>				
<b>Excused Absences</b>	<b>Within 7 Days</b>	<b>Within 14 Days</b>	<b>On-going</b>	<b>61 Days from Plan Date</b>
<b>38 Hours in a month</b>	Parents notified and letter sent home regarding absences and invitation to attend the Attendance Intervention Team Meeting.	Attendance Intervention Team meets to develop a plan for improved attendance.	The Attendance Office and Team will monitor progress with the plan and make adjustments to the plan as needed on an individual basis.	Attendance Intervention Plan implemented and reviewed by the Attendance Intervention Team. By 61 Days from the Plan date, the district attendance officer shall file a complaint to the juvenile court if the child has refused to participate or failed to make satisfactory progress with the plan.
<b>65 Hours in a year</b>				

### **Absences May Impact Promotion**

Any student who is truant for more than 10% of the required attendance days of the current year and has failed two or more of the required curriculum subject areas in the current grade is retained unless the student's principal and teacher of the failed subject areas agree that the student is academically prepared to be promoted. "Academically prepared" means the principal, in consultation with the student's teacher(s), has reviewed the student's work and records and has concluded that, in his/her judgment as a professional educator, the student is able to progress through and successfully complete work at the next grade level.

### **Open Enrollment**

Open Enrollment policies are available to interested parents by picking up a copy at the Chillicothe City School District Office, 425 Yoctangee Parkway, Chillicothe, Ohio 45601.

### **Denial of High School Credit**

A large part of any student's learning takes place with the interaction which occurs in a classroom. It is imperative that students maximize their learning by actually being in class. Therefore, students may lose credit for any course in which they exceed 15 unexcused class absences per semester course or 30 unexcused absences per year-long course.

School sponsored activities and approved college visits are not included in these totals.

1. Long-term Medicals - The Attendance Office will check long term medical notes before a denial letter is issued. Teachers will be informed of these special circumstances.
2. Appeal of Denial of Credit - Parents, students, and teachers may appeal the denial of credit. The Attendance Office representative, a grade level administrator, a grade level counselor, and three teachers will review the case.

The review board will meet near the end of each semester to review all appeals. Students are required to remain in class and encouraged to build the strongest possible academic record. The Attendance Office will review the denials for the committee. Parents and teachers will be notified of the results of the appeal.

3. The final appeal is at the Superintendent level. Parents, students, and teachers may appeal the Committee's decision to the Superintendent who will make the final decision.

### **Absences May Impact Driving Privileges**

If a student of compulsory school age has been absent without legitimate excuses for more than 60 hours consecutively or a total of 90 hours, the Board authorizes the Superintendent to hold a hearing for the purpose of denying said student's driving privileges by notifying the registrar of motor vehicles and the juvenile judge in the county.

### **Make Up Work**

**It is the responsibility of the student to get assignments and complete them in the time allotted.**

The number of days allowed to complete the missed work is equal to the number of days the student was absent.

Regardless of the absence type (excused, unexcused, or suspended), students will be expected to make up the work and be held accountable for learning all material they missed. Any student who is absent from school (excused, unexcused, or suspended) will have 1 additional day for every day he/she missed to make up his/her work for up to full credit (100%) (e.g., absent 2 days = 2 days to make up work missed).

Any student who exceeds the allotted time to turn in an assignment for full credit, can still turn in late work for partial credit. Any work, up to one {1} week late, must at least be given the opportunity to earn 80% on

the assignment they turn in. Work turned in between one and two weeks late, must at least be given the opportunity to earn 70% on the assignment they turn in.

The end of the 9 weeks is the cut off point for teachers to accept late work from students for full or partial credit unless the teacher decides to give the student an incomplete for the 9 weeks.

Students who have not completed their regular assignments are not eligible to perform extra credit assignments until they have completed all their regular class assignments.

Each building in the CCSD should create opportunities within the school day for students to complete missing work such as After-School Attendance Program, Lunch Study Sessions, Recess Study Tables, etc.

### **CCSD 7-12 ABSENT/TARDY PROCEDURES**

1. Parents are required to call the school every day students are absent. (Call numbers listed on Pg. 10, preferably between the hours of 8:00 a.m. and 9:00 a.m.)
2. Upon their return, each student is to secure a pass and signature from the staff member in the attendance office to excuse absences or tardies.
  - a. These notes should be from either the parent/guardian or doctor verifying the reason for absence.
  - b. Students failing to report with proper note within two (2) school days following their absence will be marked unexcused.
  - c. Included in the note: student's name and grade, date(s) of absences, reason(s) for absences, name and signature of parent/guardian (attach medical/legal statement if applicable).
3. To maintain eligibility for a given day's extracurricular activities (e.g., practice, rehearsal, game, performance, etc.) at Chillicothe High School, students and/or student-athletes should be in attendance at school at least half of the school day and provide a parent or doctor's note to excuse their partial day absence from school by 3:15 p.m. on the day of the absence. Students are allowed up to twelve (12) parent notes to excuse tardies and/or absences from school. This means that, if they exceed 12 tardies or absences, a doctor's note will be required for the absence to be excused.

The only exception to this policy (i.e., the **only** way that an individual will be allowed to miss an entire school day and still participate in that evening's event) is if a student and/or student-athlete obtains a **pre-approved absence** through the attendance office and gains administrative approval for said absence.

4. A student is considered tardy if he/she is not in homeroom by 8:10 a.m. Any student who is tardy to school must report to the attendance office immediately.

#### **5. ARRIVING TO SCHOOL**

8:10 a.m. - 8:27 a.m. Tardy

A student must sign in by 10:59a.m and stay the duration of the school day on his/her respective academic schedule to be counted as a half-day AM absence.

After 10:59 a.m.: Partial Day Absence

#### 6. DEPARTING FROM SCHOOL

8:10 a.m. – 10:59 a.m. Partial Day Absent

A student must report on time and stay until at least 11:00 a.m. to be counted as a half-day PM absence.

After 1:41 p.m.: Early Departure

#### 7. SIGN-IN/SIGN-OUT

During school hours, the school is legally responsible for each student. Therefore, it is necessary to establish rules in order to fulfill this responsibility. Student sign-outs will be limited to illness and medical or legal appointments

a. **Under no condition are students to leave the school building without first reporting to the Attendance Office and receiving permission to leave.**

b. No student will be excused from school during school hours without a note from home that is presented to the Attendance Office, except in case of illness.

c. In the case of illness, the school will use the contact information on the emergency medical card to contact the student's home to determine if someone is there to care for the student.

d. Students who need to be released early must present a note from the parents to the Attendance Office prior to 8:10 a.m. for approval.

e. All students are to remain on school grounds during the school day and until official departure.

### **PERFECT ATTENDANCE**

Students are considered to have perfect attendance when it can be shown that they have neither had a tardy, an early departure, nor an absence – whether excused or unexcused - from school for that grading period or the entire year.

### **ATTENDANCE AND DANCES**

Students who have more than five (5) unexcused absences prior to Homecoming will be ineligible to attend Homecoming. Students who have more than fifteen (15) unexcused absences prior to Prom will be ineligible to attend Prom.

### **ATTENDANCE AND PBIS**

Students who are in truancy will be deemed ineligible to attend any PBIS-related activities.

### **WITHDRAWING 18 YEAR-OLD OR OLDER STUDENTS**

#### **Background: ODE Guidance**

- Students 18 years old or older can withdraw themselves.
- Students cannot be withdrawn for nonattendance simply because they are 18.
- If a student is 18 years old or older and has not provided excuses to the district for his or her absences, the district must document its efforts to attempt to ascertain the location of the student and when the student is expected to return.
- If the district is unable to ascertain information concerning whether or when the student will return, the district must follow the appropriate attendance and truancy laws and policies and may withdraw the student accordingly.

**Note:** Students on an IEP, those who have a disability, or those who are/were in foster care cannot be withdrawn from school for any reason unless the student or guardian is compelled to do so.