



CENTERVILLE HIGH SCHOOL

STUDENT HANDBOOK

500 E. Franklin Street
Centerville, OH 45459

EMPOWER • CHALLENGE • SUPPORT



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WELCOME

Welcome to Elk Country and the tradition and spirit of Centerville High School! CHS graduates carry Elk Pride across the state and the nation. As you carry forth your part of the fine tradition established at Centerville High School, we are certain it will be a memorable experience.

This handbook is for you to use, to make you aware of the rules, policies, and information items necessary for a successful year. Please read each section closely so you will be aware of all aspects of your environment for the next school year. We will do everything possible to help keep the program in balance for all components of the community – students, teachers, parents, staff, and administrators. We value your input and know that by working together our school will continue to increase in quality and all of you will be proud to say – I am from Centerville High School. Good luck in the upcoming year!

OUR MISSION

Empower, challenge, and support every learner to grow every day.

OUR VISION

Centerville City Schools creates a collaborative learning environment that responds to the needs of each learner, fosters growth, and prepares individuals to be responsible, community-minded members of society.

CORE PRINCIPLES

Centerville City Schools believes that:

- learning is attainable for all
- valuing the unique gifts and experiences of each individual enriches our district and community
- building supportive relationships is necessary for learning
- fostering a growth mindset builds resilience and perseverance
- empowering our students, staff, families, and community to take risks inspires innovation and leadership
- resourcing our students and staff with meaningful support and inspiring tools maximizes potential
- leveraging evidence-based data and feedback helps us understand our impact and progress
- nurturing meaningful partnerships and trust requires open lines of communication
- sustaining growth requires forward-thinking and a fiscally responsible plan

FIVE FOCUS AREAS

- **Teaching & Learning**
Supporting growth of the whole learner, academically, intellectually, and emotionally, through safe environments and evidence-based practices
- **Leading & Innovating**
Taking risks and improving one's community while encouraging others as they do the same
- **Diversifying & Including**
Incorporating all voices that encompass our diverse community to strengthen every aspect of our mission
- **Communicating & Understanding**
Sharing information vital to building trust, defining ways to measure our impact, celebrating successes, and learning from our challenges
- **Resourcing & Supporting**
Providing the support structures necessary to sustain and maximize growth

ALMA MATER, FIGHT SONG, COLORS, MASCOT AND MOTTO

THE ALMA MATER by Steve Paul

There's an Alma Mater close to us
where our hearts may ever rest.

And our loyalty will always be with
dear old CHS.

For her halls are filled with
memories of the cherished joys we
knew

And to you our dearest Centerville we
always will be true.

THE FIGHT SONG by Steve Paul

We're going to fight for Alma Mater
and the glory of our victories

in the days of yore.

We're going to score! score! score! to
win the fame and triumph as we

have in the years before.

Our song is go ELKS go! and carry
forth the spirit and honor

of grand success!

We're going to fight, we're going to
score, we're going to win

this game for Centerville "ole" CHS.

Centerville High School's colors are:
BLACK AND GOLD
The mascot is the:
ELK
And the school motto is:
"LET US BE KNOWN BY OUR SPIRIT"

BELL SCHEDULES

DAILY BELL SCHEDULE			
PERIOD	START	END	# OF MINUTES
Warning Bell	7:45		5 minutes
Advisory	7:50	8:11	21 minutes
1st Period	8:16	9:10	54 minutes
2nd Period	9:15	10:09	54 minutes
3rd Period	10:14	11:08	54 minutes
4th Period	11:13	12:07	54 minutes
Lunch 4th	11:08	11:58	50 minutes
5th Period	11:58	12:52	54 minutes
Lunch 5th	12:07	12:57	50 minutes
6th Period	12:57	1:51	54 minutes
7th Period	1:56	2:50	54 minutes

TWO HOUR DELAY SCHEDULE			
<i>THIS SCHEDULE WILL BE IMPLEMENTED ON SCHEDULED TWO HOUR DELAYS OR INCLEMENT WEATHER DELAYS</i>			
PERIOD	START	END	# OF MINUTES
Advisory	9:50	10:00	10 minutes
1st Period	10:05	10:40	35 minutes
2nd Period	10:45	11:20	35 minutes
3rd Period	11:25	12:00	35 minutes
4th Period	12:05	12:45	40 minutes
Lunch 4th	12:00	12:40	40 minutes
5th Period	12:40	1:20	40 minutes
Lunch 5th	12:45	1:25	40 minutes
6th Period	1:25	2:05	40 minutes
7th Period	2:10	2:50	40 minutes

45 MINUTE EXTENDED ADVISORY			
PERIOD	START	END	# OF MINUTES
Advisory	7:50	8:35	45 minutes
1st Period	8:40	9:26	46 minutes
2nd Period	9:31	10:17	46 minutes
3rd Period	10:22	11:08	46 minutes

33 MINUTE EXTENDED ADVISORY			
PERIOD	START	END	# OF MINUTES
Advisory	7:50	8:23	33 minutes
1st Period	8:28	9:18	50 minutes
2nd Period	9:23	10:13	50 minutes
3rd Period	10:18	11:08	50 minutes

20 MINUTE PM ASSEMBLY			
PERIOD	START	END	# OF MINUTES
<i>ASSEMBLY PARTICIPANTS RELEASED FROM CLASS AT 2:15</i>			
6th Period	12:57	1:36	39 minutes
7th Period	1:41	2:20	39 minutes
Assembly	2:30	2:50	20 minutes

Ohio State Testing (OST) Bell Schedules

OST BLOCK SCHEDULE				
DAY 1 & DAY 3				
PERIOD	START	END	# OF MINUTES	
Advisory	7:50	7:55	5 minutes	
1st Period	8:00	9:55	115 minutes	
3rd Period A	10:00	12:00	2 hours	<i>All English, Math, Science, & Social Studies Classes</i>
Lunch 1	12:00	12:55	55 minutes	
3rd Period B	10:00	11:00	1 hour	<i>All Other Classes</i>
Lunch 2	11:00	11:55	55 minutes	
3rd Period B	11:55	12:50	55 minutes	
7th Period	12:55	2:50	115 minutes	

OST BLOCK SCHEDULE				
DAY 2 & DAY 4				
PERIOD	START	END	# OF MINUTES	
Advisory	7:50	7:55	5 minutes	
2nd Period	8:00	9:55	115 minutes	
4/5th Period A	10:00	12:00	2 hours	<i>All English, Math, Science, & Social Studies Classes</i>
Lunch 1	12:00	12:55	55 minutes	
4/5th Period B	10:00	11:00	1 hour	<i>All Other Classes</i>
Lunch 2	11:00	11:55	55 minutes	
4/5th Period B	11:55	12:50	55 minutes	
6th Period	12:55	2:50	115 minutes	

Example of a three day testing schedule:

Cumulative Assessment / Exam Block Schedule

Tuesday 5/27/25

Group 1		Group 2	
7:50-8:00	Advisory	7:50-8:00	Advisory
8:00 - 8:05	Break	8:00 - 8:05	Break
8:05 - 8:45	Review Period 1	8:05 - 8:45	Review Period 1
8:45 - 8:55	Break	8:45 - 8:55	Break
8:55 - 10:55	Period 1 Exam	8:55 - 10:55	Period 1 Exam
10:55 - 12:00	Lunch	10:55 - 11:05	Break
12:00 - 12:40	Review Period 4/5	11:05 - 11:45	Review Period 4/5
12:40-12:50	Break	11:45 - 12:50	Lunch
12:50 - 2:50	Period 4/5 Exam	12:50 - 2:50	Period 4/5 Exam

Wednesday 5/28/25

Group 1		Group 2	
7:50-8:00	Advisory	7:50-8:00	Advisory
8:00 - 8:05	Break	8:00 - 8:05	Break
8:05 - 8:45	Review Period 2	8:05 - 8:45	Review Period 2
8:45 - 8:55	Break	8:45 - 8:55	Break
8:55 - 10:55	Period 2 Exam	8:55 - 10:55	Period 2 Exam
10:55 - 12:00	Lunch	10:55 - 11:05	Break
12:00 - 12:40	Review Period 6	11:05 - 11:45	Review Period 6
12:40-12:50	Break	11:45 - 12:50	Lunch
12:50 - 2:50	Period 6 Exam	12:50 - 2:50	Period 6 Exam

Thursday 5/29/25

Group 1		Group 2	
7:50-8:00	Advisory	7:50-8:00	Advisory
8:00 - 8:05	Break	8:00 - 8:05	Break
8:05 - 8:45	Review Period 3	8:05 - 8:45	Review Period 3
8:45 - 8:55	Break	8:45 - 8:55	Break
8:55 - 10:55	Period 3 Exam	8:55 - 10:55	Period 3 Exam
10:55 - 12:00	Lunch	10:55 - 11:05	Break
12:00 - 12:40	Review Period 7	11:05 - 11:45	Review Period 7
12:40-12:50	Break	11:45 - 12:50	Lunch
12:50 - 2:50	Period 7 Exam	12:50 - 2:50	Period 7 Exam

Group 1 (1st lunch) - Social Studies, English, World Language, Performing Arts, Health / PE
 Group 2 (2nd lunch) - Math, Science, CTE / FCS, Art, Applied Arts / Electives

2025-2026 SCHOOL YEAR CALENDAR



2025-26 District Calendar

Approved by the Centerville Board of Education on 6/24/2024

AUGUST 2025					SEPTEMBER 2025					OCTOBER 2025				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	29	30				27	28	29	30	31

NOVEMBER 2025					DECEMBER 2025					JANUARY 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					1	2	3	4	5				1	2
3	4	5	6	7	8	9	10	11	12	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	19	20	21	22	23
24	25	26	27	28	29	30	31			26	27	28	29	30

FEBRUARY 2026					MARCH 2026					APRIL 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					2	3	4	5	6			1	2	3
2	3	4	5	6	9	10	11	12	13	6	7	8	9	10
9	10	11	12	13	16	17	18	19	20	13	14	15	16	17
16	17	18	19	20	23	24	25	26	27	20	21	22	23	24
23	24	25	26	27	30	31				27	28	29	30	

MAY 2026					JUNE 2026					JULY 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	29	30				27	28	29	30	31

	School not in session
	Teacher work day (no school for students)
	Schools closed due to holiday

1st quarter: 41 days
 2nd quarter: 43 days
 3rd quarter: 46 days
 4th quarter: 46 days
 Total student days: 176

August 2025	
4-8	New Teacher Academy
11	Teacher in-service day (no students)
12	Teacher work day (no students)
13	First day for K-12 students
20	First day for PreK students

September 2025	
1	Schools closed for Labor Day
12	Teacher in-service day (no students)

October 2025	
10	End of 1st quarter
13	Teacher in-service day (no students)
22-23	Parent-teacher conferences at all levels
23-24	Schools closed due to conferences (teachers do not report on Friday)

November 2025	
14	Teacher in-service day (no students)
26-28	Schools closed for Thanksgiving Break

December 2025	
19	End of 2nd quarter
22-Jan 2	Schools closed for Winter Break

January 2026	
16	Teacher in-service day (no students)
19	Schools closed for MLK Jr. Day

February 2026	
13	Teacher work day (no students)
16	Schools closed for Presidents Day

March 2026	
13	End of 3rd quarter
20-27	Schools closed for Spring Break

April 2026	
24	Teacher work day (no students)

May 2026	
23	Class of 2026 Graduation
25	Schools closed for Memorial Day
28	Last day of school & end of 4th quarter
29	Teacher in-service day (no students)

The Ohio Revised Code requires each grade level to complete a minimum number of hours in a school year. Centerville Schools will waive up to five calamity days without making them up. Any additional calamity days will be made up, with dates to be announced by the Superintendent's office.

DISTRICT CALENDAR - Click [Here](#)

EMERGENCY PROCEDURES

All students need to be knowledgeable of the Centerville High School Emergency Procedures in order to respond at a moment's notice to maintain their health, safety, and security and that of their peers. All students are expected to follow these procedures which will be enforced for the good of the Centerville High School community.

EARTHQUAKE PREPAREDNESS

An earthquake can strike with no warning. As soon as you feel an earthquake's shaking or hear its rumble, take the following actions:

DUCK AND COVER

DROP AND HOLD

- Students and staff should drop to the floor and get under a desk, chair, table, or counter, and hold on tightly to the covering object.
- Put books or any item over your head to protect against hurled objects.
- Move away from the windows and glass.
- Wait for your teacher to instruct you to get up.
- Each teacher is responsible for the immediate care of their assigned class or group.
- Stay in assigned rooms until dismissed by building administrators or fire or police departments.

FIRE ALARM

Upon hearing the fire alarm, note the emergency evacuation route posted on the building walls and the hall exit signs hanging from the ceiling. Exit following the posted route out of the building and move 50 yards from the exit door and off of the driveways. Movement out of the building should be swift, quiet, and purposeful. Follow any verbal directions of school officials. Remain outside until an all clear signal is given.

TORNADO ALARM

Upon hearing the tornado siren, note the emergency evacuation route posted on the building walls and exit following the posted route to the designated safe zone. Sit on the floor and follow the verbal directions of school officials. Remain in your position until the all clear signal is given.

EVACUATION PLAN FOR INDIVIDUALS IN WHEELCHAIRS AND/OR NON-MOBILE CONDITION

First Floor Emergency Evacuation Plan for individuals in wheelchairs and/or non-mobile condition.

Fire alarm or emergency verbal command

- Follow posted routes for exiting the building and the closest building exit.
- Move away from the building to allow an easy pathway for emergency personnel to approach the building.
- An all clear signal will notify all individuals it is clear to enter the building.

Tornado siren or verbal command to take cover for an approaching tornado.

- Follow posted routes for tornado safe zones.
- Remain in a safe zone with staff assistance until an all clear signal is sounded.

Second Floor Emergency Evacuation Plan for individuals in wheelchairs and/or non-mobile condition

Fire alarm or emergency verbal command - Assigned school personnel will move to the center second floor stairwell of Central, South, East, and West Units and look for individuals who are in wheelchairs or are in need of assistance. School assigned emergency personnel will assist movement to the closest safe zone second floor stairwell landing area.

- Safe zones are located in the outside stair closest to the East/West Lanes and in the South Unit at the southernmost part of the building.
- Emergency assigned personnel will stay with non-mobile individuals in the landing area with the exit unit doors closed until such time that a safe signal is given to return to the regular

classroom routine.

- If the emergency zone is blocked all parties must move immediately to one of the other two safe zones.
- Unit safe zone stairwells have been identified by Centerville High School and the Centerville Washington Township Fire Department as safe zone areas which will be immediately checked upon entering the school after an emergency call.

Tornado siren or verbal command to take cover for an approaching tornado.

- All wheelchair and non-mobile individuals must move immediately to the Central Unit elevator.
- All assigned staff emergency personnel are to assist individuals to the first floor.
- Staff members will move all wheelchairs and non-mobile personnel to the South Unit Office area until an all clear signal is sounded.

RESPONSE TO ACTIVE THREATS

Centerville City Schools will be using the Run, Hide, Fight approach to active threats. In partnership with local law enforcement and the Miami Valley Crime Prevention Association, staff and students are trained to make active decisions to react appropriately (i.e. evacuating, barricading or fighting back). No matter where you are, think through your surroundings, potential scenarios, and your possible actions.

STAY PUT STATUS

Stay Put Status means that students and staff should remain in current areas until further notice. Stay Put Status could occur for many reasons: power shutdown, medical emergency in the building, an unwanted intruder on the premises, etc. Students in halls or commons areas should move to the nearest classroom.

THE ABOVE EMERGENCY PLAN MUST BE FOLLOWED WITHOUT EXCEPTION.

SAFE SCHOOLS

The Centerville City Schools Superintendent, Jon Wesley, will be communicating in the fall with parents of every student in the district regarding school safety. Following is a brief excerpt from past letters to parents.

For many years the school district has communicated with parents and guardians about the importance of school safety. Keeping our schools safe is everyone's business. I am again asking you to join our teacher, administrators and support staff in making school safety a combined family-school effort.

A safe school environment, one which is free of disruptive student behaviors and maximizes the opportunity for student learning, is what we all want for our children.

Principals and teachers have been asked to speak with all students about the behavior expectations outlined in the student rules and regulations that have been developed for each school building. The following are the key points that were stressed regarding school safety:

Treat others as you would have them treat you. This simple golden rule, if followed, would keep problems to a minimum.

- Weapons and look-alike weapons are prohibited at school, on school property, or at school sponsored events.
- Fighting, threatening physical behavior, bullying and harassment are prohibited and will not be tolerated.
- Appropriate language will be expected at all times. I have asked school staff to correct students using inappropriate language and to discipline them for its use as well. How we speak to each other and interact with each other must be done in a respectful way. We must all be tolerant of our many differences, learning to appreciate our uniqueness rather than

put down and ridicule those who dress, talk, and look different than we do.

While we continue to have zero tolerance for inappropriate behavior, this does not mean there will be mandatory punishments. When disciplinary action is required, the age and maturity of the child will be taken into consideration. Appropriate action will then be taken.

We have learned from a number of school-related tragedies that other students knew that violent behavior was being discussed or planned. Our students have again been asked to inform a trusted adult if he/she knows any students who have weapons at school or are threatening violence to others or themselves. Our administrative staff will follow up on all rumors to ensure the safety of students and staff. A student who thinks it, says it, and/or writes about it is just one small step from doing it. I ask for your support on this and encourage you to reinforce with your son and daughter the need to confide in a trusted adult when they become aware that another student is planning to hurt themselves or others.

SAFE SCHOOL HELPLINE - Safe School Helpline is a 24-hour anonymous tip line. Callers can leave a message and school officials have three school days to respond. All students must be encouraged to relay information directly to school staff or to use the Helpline!

The Helpline number is **1-866-547-8362**

Reporting can also be completed online at www.centerville.k12.oh.us
Click on Safety Helpline on the top of the screen.

SCHOOL RESOURCE OFFICERS - *Centerville City Schools entered into cooperative agreements with the local law enforcement agencies to provide School Resource Officers in schools. School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety.*

The School Resource Officers are in school to assure the peaceful operation of school-related programs. The School Resource Officers are, first and foremost, police officers and must fairly and consistently enforce laws. With regular attendance in schools, the officers have become more involved in student discipline and have taken action in incidents such as fights, thefts, and harassments, which before were just handled through school disciplinary procedures. The net effect has been a safer school environment but the punishment for misbehavior on certain offenses has increased with both the school officials and law enforcement officers (officers have read students suspected of violations their Miranda rights and contacted parents) having taken action.

School Resource Officers have also made presentations to classes and acted as resources for teachers. The officers, while not professional counselors, have worked with students showing signs of extreme stress, anger, and peer conflicts. Officers have notified school officials and parents that danger signs are evident and that the student may need some personal attention.

SUMMARY

By working together (home, school, and community) we can achieve the safe and orderly school environment we all desire. Please assist us by discussing the expectations we have established for your child's behavior at school and at school related events. Report behaviors that seem to be suspicious or unusual to a school official or staff member. The old adage, "An ounce of prevention is worth a pound of cure", certainly applies here. Information shared will be thoroughly investigated and may prevent a student from hurting himself or others.

School safety is everyone's business. Thank you for partnering with us to make your child's school a safe environment that maximizes the opportunity for learning.

POLICIES AND RULES

All policies, rules, and procedures outlined in the Centerville High School Handbook pertain to ALL curricular and co-curricular activities involving all students enrolled at Centerville High School. Our policies, rules, and procedures are in place to help make responsible citizens of those in our school community. A discipline policy made up of stated rules and consequences has been drawn together by teachers, parents and administration. Members of our school community are treated as individuals.

Students are expected to conduct themselves in a respectful manner by keeping individual rights balanced with responsible behavior. Each member of the school community will be treated with respect and in turn we expect you to treat others with respect. Through these efforts, a strong community culture will remain at Centerville High School.

ATTENDANCE POLICIES

Beginning school bell – 7:50 a.m. Students who arrive late to school must sign in at their unit office. Absences are counted as follows:

- a. Absent two (2) to three and one-half hours (3.5) – considered absent one-half day.
- b. Absent more than three and one-half hours (3.5) – considered absent a full day.

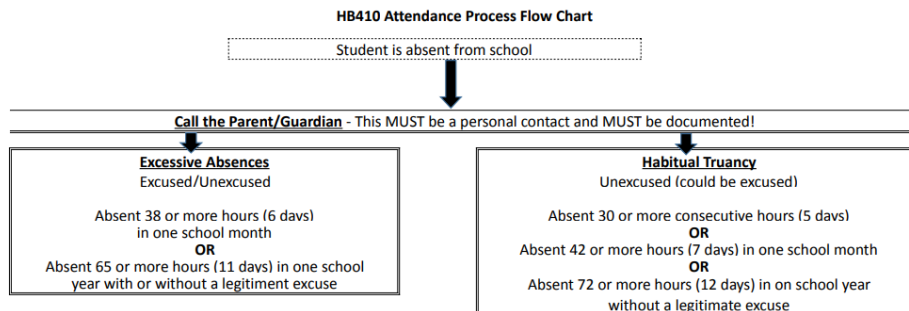
Athletic Participation – A student athlete must be in attendance one-half day to participate in a scheduled game the same day. One-half day is defined as three periods.

ATTENDANCE – Regular attendance correlates to student success in school and life after high school. According to state law, a student must attend school until age 18 except when one or more of the following applies:

1. In accordance with state regulations, a parent/guardian note *is a request* that school officials excuse a student’s absence for a specified reason. The validity of any absence request shall be determined by the unit principal.
2. A student whose physical condition may prohibit attendance at school may apply to the Attendance/Resource Teacher for Home Instruction provided he/she has a physician’s statement documenting his/her condition.

ABSENCES – Parents are requested to call the unit office each day a student will be absent from school. Phone calls will be made to parents who have not called school before 9:00 am. Parents who have not communicated by phone must provide a written note when the student returns to school as to the reason for the absence. If no note is received within three days, the absence will remain unexcused. Unexcused absences from class will result in loss of credit for the class period missed. Ohio’s HB410 is explained in the graphic below.

Students meeting who cross the excessive absence or habitual truancy thresholds will receive the required attendance intervention letter and subsequent processes. Students who have ten (10) tardies or more may be required to follow the same process. Due to a conflict of interest, parents who are in the medical field may not provide a medical exemption for their child. The medical documentation must be renewed each school year.



Administrators or their designee will monitor these thresholds and coordinate absence intervention team meetings as needed. We encourage parents to provide documentation for medical appointments.

EXCUSED ABSENCES

- a. Personal illness
- b. Death in the family
- c. Illness in the family
- d. Emergency at home
- e. Observance of a religious holiday
- f. Court appearance
- g. Special administrative permission
- h. School related activity
- i. College visit during senior year
- j. Travel with parents

Please call or email any time your child will be absent. Please submit the return to school slip for any medical appointment.

A *Planned Absence Form* or a *School Related Activity Form* should be completed before any scheduled absence. These forms are available in each unit office.

For a scheduled doctor appointment, parents should alert the unit office by phone or written note that a student must be excused from school that day. Once a note or phone call has been received, the student may sign out in the unit office to leave for the appointment. Students who arrive late to school from a doctor appointment must provide a note from the doctor's office. Upon return to school students must sign in at their unit office.

Students are responsible the first day back to school for collecting missed assignments for make-up. For a one day absence, students are responsible for submission and/or completion of previously assigned class work, including quizzes, upon their return.

For extended absences (two days or more), students are granted the same number of days to complete the work as days absent. Teachers have the privilege of establishing make up deadlines providing the days allowed are not less than those specified in the policy. Assignments are due at the beginning of the class period on the day following the make-up period. Example: Absent Monday and Tuesday – make-up work due Friday at the beginning of the class period. Teachers may determine that an assignment is unable to be repeated. In that case, the student's grade will be calculated without the specific assignment included.

Absence from advisory is to be counted the same as any other classroom period.

For additional Attendance Policy and Information, please see the Rules and Regulations Section below, letters II. and JJ.

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

UNEXCUSED ABSENCES – Examples include but are not limited to:

1. Shopping trips
2. Job searching
3. Visiting other schools
4. Non-medical appointments
5. Oversleeping
6. Missing the school bus
7. Employment
8. Car trouble

Unexcused absences will result in students being assigned consequences per the Rules and Regulations. Unexcused absences from class will result in loss of credit for the class period missed.

RULES AND REGULATIONS

The action set forth shall be considered routine disciplinary measures for each category and occurrence of events and shall be administered in accordance with the policies and regulations of the Centerville City Schools. By “routine disciplinary measures” it is intended that the penalties delineated shall be considered the standard penalty to be imposed for the offenses described. In incidents where multiple/extreme violations occur, the specified actions may be waived by the school official for stronger measures, such as in loss of driving privileges, school suspension, longer suspensions (not to exceed ten school days), suspensions from bus riding privileges or co-curricular activities for up to one (1) year, expulsion, or other appropriate measures. Similarly, the school official may, at the hearing, consider matters in mitigation and lessen routine disciplinary measures.

Description of Consequences

30 MINUTE DETENTION – Teachers may assign reasonable detention before school, during the student’s lunch period, or at the close of the school day, but such detention should not exceed 45 minutes. Students must be given 24 hours’ notice, however, the student may waive this right. Office assigned detentions will be served after school from 3:10-3:40.

90 MINUTE DETENTION – CHS Administrators may assign a 90 minute detention as another intervention step to modify student behavior.

3 HOUR EXTENDED SCHOOL DETENTION (ESD) - CHS Administrators may assign a 3 hour extended school detention as another intervention step to modify student behavior. Students assigned to 3 hour extended school detention will be permitted to participate in all extra-curricular and co-curricular activities as a participant or spectator. Placement of a student in 3 hour extended school detention will be at the discretion of the unit principal or principal designate.

SELECTIVE INTERVENTION (SI) – Selective Intervention is a program intended to support students. One component of SI is In-School Detention (ISD). ISD is an alternative to out-of-school suspension that removes a student from the classroom for a period of time, while still allowing students to attend school, access services, and complete their work. Students may be assigned Selective Intervention for a multitude of offenses that violate the Student Code of Conduct. It is the discretion of the unit principal or principal designate to assign a student to Selective Intervention and the length of time to which the student will serve. A student assigned to Selective Intervention spends the entire day in the designated location, completing work submitted in advance by the student’s teachers, while being monitored by a staff member. Students are eligible to receive the same services as they would in the classroom. Students will be permitted to participate in all extra-curricular and co-curricular activities as a participant or spectator. Repeated assignment may result in the loss of extra-curricular and co-curricular participation. The number of days of the Selective Intervention assignment will be at the discretion of the unit principal or principal designate.

SUSPENSION AND EXPULSION - A school principal may assign an out-of-school suspension for a period not to exceed (10) ten days. The superintendent may expel a pupil for a period not to exceed eighty (80) days, except for weapons violations which may result in an expulsion up to one (1) year. Whenever such disciplinary action is necessary, the principal in the case of suspension, or the superintendent in the case of expulsion, will notify the child's parents of the hearing and the reasons thereof in writing. In the case of suspension, no student under 18 may be suspended during school hours and sent home unless parents are contacted, except in cases where the student's continued presence poses a danger to other members of the school community or will disrupt the orderly operation of the academic setting.

Students assigned an out-of-school suspension are not to be on school grounds at any time during the length of their suspension. Students who are identified as being on school grounds during an out-of-school suspension will have additional days added to their suspension or be charged with trespassing. Students serving suspension are not to participate in or attend co-curricular activities. Per Senate Bill 318, students may complete make-up classwork up to 70% credit. The student is responsible for contacting his/her teachers to obtain classwork assigned during the suspension. All classwork is due the day a student returns from suspension. If school is canceled on a scheduled day of suspension, the suspension will be served on the next available day(s). A suspension decision may be appealed to the Coordinating Principal within five (5) days from the date of this notice.

All consequences, unless specifically delineated, refer to a potential range of actions and are not necessarily progressive as listed. Emergency removal of a student from school may be necessary in order to determine any consequences that may be warranted. Any student who aids or assists another in violating the rules and regulations shall be deemed equally responsible for the offense and may receive the same consequence(s). In severe situations, a student who witnesses a violation of the rules and fails to report it shall be deemed equally responsible for the offense and may receive the same consequence(s).

ARSON, UNAUTHORIZED USE OF FIRE, SETTING OFF FALSE FIRE ALARMS, FILING FALSE EMERGENCY REPORTS, TAMPERING WITH FIRE EQUIPMENT, BOMB THREATS, OR INDUCING PANIC

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

CONSEQUENCES:

Student/principal conference, 3 hour extended school detention, out-of-school suspension, referral to the Superintendent of Schools with recommendation for expulsion. Centerville police may be notified. All students involved may lose driving privileges.

TARDINESS TO CLASS/SCHOOL (BY SEMESTER)

This is defined as the student failing to be present by the time stated for the particular activity to begin.

CONSEQUENCES:

First Offense:	Student will be reminded of the rule in a firm but respectful manner.
Second Offense:	The teacher will warn the student that the next offense will necessitate a detaining consequence.
Third Offense:	Student will be assigned a 30 minute tardy detention.
Fourth Offense:	Student will be assigned a 30 minute tardy detention.
Fifth Offense	Student will be assigned a 90 minute detention.
Sixth Offense:	Student will be assigned a 90 minute detention.

Seventh Offense: Student will be assigned a 3 hour extended school detention.
 Eighth Offense: Student will be assigned a 3 hour extended school detention.
 Ninth and Succeeding Offenses: The student will be referred to the unit principal for assignment of two (2) 3 hour extended school detentions and loss of driving privileges/closed lunch. Medical documentation may be required.

TRUANCY

This is defined as the student failing to be present in his assigned class or non-class area, except by permission. Identification of violators of this rule must, primarily, originate with classroom teacher or adult aide. Principals determine truancy. When the student is referred to the unit office for truancy, said student is judged excused or unexcused or truant by the unit principal. Truancy will result in the loss of credit for the class period missed and may result in the loss of driving privileges.

CONSEQUENCES:

First Offense: Student must be referred to the unit principal or principal designate who will issue a 3 hour extended school detention.
 Second Offense: Student will be issued two (2) 3 hour extended school detentions.
 Third and Succeeding Offenses: Selective Intervention. Due to the recurring nature of this offense, additional consequences may apply. This includes, but is not limited to, privileges associated with lunch, parking, and attendance/participation in extracurricular events. Referred to the Centerville City Schools' attendance and resource teacher, and may be referred to the Superintendent of Schools for legal action pursuant to House Bill 410.

POSSESSION AND/OR USE OF INTOXICANTS, ILLEGAL DRUGS, CONTROLLED SUBSTANCES, COUNTERFEIT DRUGS, AND/OR PARAPHERNALIA WITHIN THE DRUG FREE SCHOOL ZONE.

The possession and/or use (including, but not limited to, consumption, inhalation, or ingestion) of any intoxicant, illegal drug, controlled drug, counterfeit drug, or any paraphernalia either intended or adapted for use with such substances described above, is strictly prohibited within the Drug Free School Zone. Such prohibition shall be deemed to include possession and/or use:

1. In a school building;
2. On school grounds;
3. On school provided transportation;At any school sponsored activity;
4. In any private or public transportation while on school grounds or participating in or en route to/from a school sponsored activity;
5. The Drug Free School Zone includes all school properties, any school transportation vehicle, buildings owned by the Board of Education, any property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties.

A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. In the opinion of supervisory personnel of the school or school sponsored activity, if there is reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, then the student will be requested to submit to a chemical analysis of breath to determine the presence or absence of alcohol.

CONSEQUENCES:

First Offense during a school lifetime at Centerville High School:

1. Parents shall be notified and the student shall be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident.

3. Consultation with parent and student emphasizing available counseling and/or treatment services may be conducted. The student may attend a conference with the Centerville High School Counselor upon returning to school.
4. The student shall be suspended from school for five (5) days.
5. The student may be recommended to the Superintendent of Schools for expulsion from school.
6. The student may be required to meet with the High School Principal and/or Superintendent prior to returning to school.

Second Offense during school lifetime at Centerville High School

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

Third Offense or subsequent lifetime offense at Centerville High School

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

POSSESSING, SELLING, DISTRIBUTING, OR TRANSMITTING NON-CONTROLLED PRESCRIPTION MEDICATION, NON-PRESCRIPTION SUBSTANCES AND/OR OVER THE COUNTER SUBSTANCES WITHIN THE DRUG FREE SCHOOL ZONE.

Students are to follow the “Medication Policy” and when required, store prescription, non-prescription and/or over the counter substances in the school clinic. Possessing, selling or intent to see, distribution or transmitting any quantities of prescription, non-prescription medication and/or over the counter substances in any form within the Drug Free School Zone as defined below or at any school sponsored activity, whether on school property or not, is prohibited at any time. The Drug Free School Zone includes all school properties, any school transportation vehicle, and buildings owned by the Board of Education, any property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties.

CONSEQUENCES:

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

for expulsion.

POSSESSION / USE OF NICOTINE PRODUCTS

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

CONSEQUENCES:

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

First Offense: Any student who possesses, smokes, vapes, or uses tobacco in any form will be assigned a three (3) day out-of-school suspension. The student will be referred to the Counselor and the appropriate law enforcement agency if under the age of 18. The student may also lose driving privileges.

Second Offense: The second offense of possession and or use during the school lifetime of the student shall result in a five (5) day out of school suspension. The student will be referred to the Counselor and the appropriate law enforcement agency if under the age of 18. Students may also lose driving privileges.

Third and Succeeding Offenses: The third offense of possession and or use during the school lifetime of a student shall result in suspension out-of-school for ten (10) days with a recommendation to the Superintendent for expulsion and will be referred to the Counselor and the appropriate law enforcement agency if under the age of 18. Students may also lose driving privileges.

SELLING, DISTRIBUTING, OR TRANSMITTING INTOXICANTS, ILLEGAL DRUGS, CONTROLLED SUBSTANCES OR COUNTERFEIT DRUGS WITHIN THE DRUG FREE SCHOOL ZONE

Selling or intent to sell, distributing, or transmitting any quantities of intoxicants, illegal drugs, controlled substances or counterfeit drugs in any form within the Drug Free School Zone as defined below or at any school sponsored activity, whether on school property or not, is prohibited at any time. (The Drug Free School Zone includes all school properties, any school transportation vehicle, buildings owned by the Board of Education, any property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties.)

CONSEQUENCES:

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

Superintendent of Schools for expulsion from school.

SUSPECTED USE OF INTOXICANTS, DRUGS, OR CONTROLLED SUBSTANCES

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

USE, SALE, OR POSSESSION OF EXPLOSIVES OR WEAPONS

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

CONSEQUENCES:

A student who brings explosives, firearms, knives, or dangerous weapons onto school property can be suspended for up to ten (10) days and/or expelled for one (1) year unless the Superintendent determines a reduction of the penalty is appropriate pursuant to Board Policy. Centerville Police Department or other appropriate law enforcement authorities may be notified. All students involved may lose driving privileges.

USE, SALE, OR POSSESSION OF FIREWORKS

Possession, sale, distribution, or use of fireworks on school property, at any school related activity (on or off school property), or directed toward any school property is prohibited. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequences.

CONSEQUENCES:

A student who brings fireworks on to school property may be suspended or can be expelled for one (1) year unless the Superintendent determines a reduction of the penalty is appropriate pursuant to Board Policy.

Centerville Police Department or other appropriate law enforcement authorities may be notified. All students involved may lose driving privileges.

TRAFFIC ACCIDENTS ON SCHOOL GROUNDS

Any student involved in a traffic accident on school grounds is required to notify CHS Security immediately to secure assistance with the exchange of vital information. Students who fail to follow this policy will be subject to the following consequences.

CONSEQUENCES:

Student/principal conference, Detention, 90 Minute Detention, 3 hour extended school detention, Selective Intervention, Out-of-School Suspension and/or loss of driving privileges.

SCHOOL RELATED BUSINESS TRANSPORTATION

All students and or groups leaving school grounds during the school day for school related activities are expected to be transported in school provided transportation vehicles. All exceptions to this policy must have a "Parent Request for Student Travel" from on file in the Central Unit Office for the current school year. A copy of a valid Ohio driver's license and proof of automobile insurance must accompany this request form. This request must be submitted to the high school principal for approval before any exceptions are made to the transportation policy.

All requests will be judged on the basis of a direct connection to a CHS approved day school class requiring business off school grounds.

CONSEQUENCES:

3 hour extended school detention. Multiple offenses may result in revocation of driving/parking privileges, Selective Intervention, or Out-of-School Suspension.

PARKING LOT (STUDENT)

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

1. Student vehicles may be parked in student parking areas only.
2. Student vehicles are not permitted to be parked in the Band Lot after 3:10 p.m. on days during which there is any scheduled band activity.
3. Students may not have in any vehicle parked on school property any alcohol, drugs (except prescription medication for which a school medication form has been filed with the school nurse), tobacco products, weapons, knives (except knives or other cutting objects approved for usage in a class taken by the student), other items which students are prohibited from having on school property under the rules, regulations, and/or policies of the school or other items deemed by the administration to be detrimental to the health and safety of students, faculty, staff, or administration.
4. The Centerville City School District, its board members, administration, staff and employees are not responsible for damages to the student vehicle while on school property or for the loss of any personal property from such vehicle while on school property.
5. The school administration has the right to search and/or inspect vehicle(s) on school grounds, when there is reasonable suspicion that the vehicle contains an item or items described in the above stated item #3. The student to whom the permit for parking of the vehicle is granted shall be responsible for all items found in the vehicle.
6. Any illegal or prohibited items found in a vehicle may be confiscated and will result in appropriate discipline of the student in accordance with applicable school policies and may result in prosecution.
7. In performing any search/inspection of any vehicle, school administrators may utilize police officers and devices or animals trained in location particular items.

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

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

CONSEQUENCES:

Student-Principal conference, Detention, 90 Minute Detention, 3 hour extended school detention, revocation of driving/parking privileges, Selective Intervention, Out-of-School Suspension

OPERATION OF MOTOR VEHICLE

All students must follow all defined traffic patterns and obey all signs. The speed limit on campus is 10 miles per hour. Pedestrians are to be given the right of way at all times. Students observed by staff or security not observing these rules may be issued the following consequences.

CONSEQUENCES:

3 hour extended school detention. Multiple offenses or severity may result in revocation of driving/parking privileges, Selective Intervention, or Out-of-School Suspension.

TRAFFIC ACCIDENTS ON SCHOOL GROUNDS

Any student involved in a traffic accident on school grounds is required to notify CHS Security immediately to secure assistance with the exchange of vital information. Students who fail to follow this policy will be subject to the following consequences.

CONSEQUENCES:

Student/principal conference, Detention, 90 Minute Detention, 3 hour extended school detention, Selective Intervention, Out-of-School Suspension and/or loss of driving privileges.

PLAGIARISM/CHEATING

Plagiarism is using others' work as your own.

1. Includes passages, ideas, and information.
2. Includes using outside sources without proper credit.
3. More info on plagiarism is in classes with research requirements.

Cheating is gaining an unfair academic advantage or compromising class work integrity. It may include:

1. Copying: Copying work not meant to be collaborative.
2. Unauthorized Access: Obtaining a test or scoring device.
3. Unauthorized Materials: Using materials not allowed on an assignment or test. (Including AI)
4. Allowing Copying: Letting another student copy your work.
5. False Attribution: Putting your name on someone else's work.

6. Talking: Speaking during a test.
7. Assignment Help: Someone else completing your work.
8. Electronic Cheating: Submitting or receiving exam information electronically.

Maintain integrity and avoid these practices. Follow your teacher's specific requirements for each assignment.

CONSEQUENCES:

Student/Teacher conference; parent involvement; 3 hour extended school detention; no credit for the assignment; removal from class with loss of credit (for multiple offenses).

DRESS CODE

Students shall dress in a manner that ensures the health, welfare, and safety of the student body and enhances a respectful, positive, nonviolent, and academic school environment. It is understood that not all unacceptable attire can be listed or described here. Therefore, the final decision regarding the professionalism of clothing and accessories will be made by the building administration. Dress Code expectations are:

1. Clothing and accessories will be without vulgar, suggestive, and/or offensive elements.
2. Clothing and accessories will be without the promotion of alcohol, tobacco, weapons, drugs, and/or gang-related affiliations/symbols.
3. Clothing and accessories will be respectful toward ethnic, cultural, sexual, gender identity, political or religious differences. Such clothing and accessories must not cause a material or substantial disruption to the school environment, or it must not be reasonably foreseeable that the message will cause such a disruption.
4. Clothing must cover the torso (chest, stomach, back, buttocks).
5. Shoes must be worn at all times.
6. Clothing and accessories must avoid the appearance of "costumes".
7. Hats and head coverings, while permitted, may not conceal a student's identity or impede engagement or assessment. Hoods are not permitted.

CONSEQUENCES:

Student/teacher conference; principal conference; student requested to change into appropriate clothing; parent contact; Detention, 90 Minute Detention, 3 hour extended school detention. For repeated disregard for the dress code, Selective Intervention or Out-of-School Suspension.

LUNCH RULES AND REGULATIONS

Freshman students are required to stay on the campus during lunch. Sophomores, Juniors, and Seniors may drive off campus for lunch. Students are not permitted to walk off campus without securing permission from the office. Students are NOT permitted to eat lunch in their cars. Students are expected to be on time to class when returning from lunch. Open lunch privileges may be revoked at any time.

CONSEQUENCES:

Conference with student; parent notification;

First offense- thirty days of closed lunch assigned to study hall

Second offense- sixty days of closed lunch placement assigned to study hall;

Third offense- loss of driving privileges; 3 hour extended school detention; Selective Intervention;

Out-of-School Suspension; referral to the Superintendent of Schools with recommendation for expulsion.

Q. EXHIBITION OR EXCESSIVE DISPLAY OF AFFECTION

Exhibition or excessive display of affection on school premises that offends other members of the school community as determined by the high school administration.

CONSEQUENCES:

Conference with student, principal, and/or counselor and parents, Detention, 90 Minute Detention, 3 hour extended school detention, loss of future dance privileges; loss of driving privileges; Selective Intervention; Out-of-School Suspension

MEMBERSHIP IN SECRET SOCIETY

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

CONSEQUENCES:

Principal/parent/student conference; 3 hour extended school detention: Selective Intervention; Out-of-School Suspension possible; referral to Superintendent of Schools for recommendation for expulsion; referral to Centerville Police Department

THREATS/ HARASSMENT/ HAZING/ BULLYING/ INTIMIDATION

Hazing is defined as persecuting or harassing another person including degrading actions by students toward other students and staff. Students shall not engage in hazing or commit an act that injures, degrades, or disgraces a fellow student or staff member. Any form of harassment including, but not limited to, racial, religious, national origin, sex, gender, gender identity, or disability based is prohibited. Instances of threats, harassment, hazing, bullying and/or intimidation that occur outside of school but materially or substantially disrupt the educational environment and/or discipline of the school will result in consequences. Threatening is defined as any expression of intent to inflict harm. Such expressions may be in written, electronic, verbal or behavioral form. Severe cases of threatening/harassment/hazing/bullying/intimidation can rise to the level of menacing/stalking. Any disruption caused by social media that is an indirect or direct threat to the school community shall result in school consequences. Such cases may be referred to the Centerville Police along with school consequences. Consequences will also be assigned to students who make false reports.

CONSEQUENCES:

Principal and student conference; parent contact; 3 hour extended school detention; Selective Intervention; Out-of-School Suspension; referral to Superintendent of Schools with recommendation for expulsion; referral to the Centerville Police Department

SEXUAL HARASSMENT

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

CONSEQUENCES:

Student/principal conference; parent contact; 3 hour extended school detention; Selective Intervention; Out-of-School Suspension; referral to the Superintendent of Schools with recommendation for expulsion. Serious violations will be referred to the Centerville Police Department.

DISRESPECT/DISOBEDIENCE/DEFIANCE

Any student who is disrespectful, disobedient, and/or defiant may be referred to the unit principal who may involve the Centerville Police Department. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. Failure to comply with a reasonable search will be considered defiance.

CONSEQUENCES:

The Unit Principal may assign 3 hour extended school detention and/or remove the student from the classroom for up to five (5) days. The student may lose driving privileges. In extreme or repeated cases, the principal may assign a five (5) to ten (10) day Selective Intervention or Out-of-School Suspension and withdraw the student from the course with loss of credit; referral to the Superintendent of Schools with recommendation for expulsion.

DISRUPTION

Students should be responsible and respectful throughout the school day to themselves, peers and staff members. To list all instances of disruption is not necessary, but some examples are as follows: excessive noise, non-verbal distractions, gambling, intentional disruption, interfering with the disciplining of another student, and distractions due to social media posts.

CONSEQUENCES:

If unable to obtain a satisfactory change in behavior the teacher may assign a detention and/or refer the student to the Unit Principal. The Unit Principal may assign Detention, 90 Minute Detention, 3 hour extended school detention, and/or remove the student from the classroom. The student may lose driving privileges. In extreme or repeated cases, the principal may assign a Selective Intervention or an Out-of-School Suspension and withdraw the student from the course with loss of credit; referral to the Superintendent of Schools with recommendation for expulsion.

DISRUPTION / DISTRACTION DUE TO SMART DEVICES/ PHONES/ELECTRONIC DEVICES

All devices must remain off and out of sight during academic time. Phones must be placed in classroom phone storage units during academic time. Any device causing a disruption or distraction will be confiscated immediately by the staff. All emergency communications between parents and students must take place through the unit offices.

Students are prohibited from recording and/or distributing any digital audio, pictures, or video without permission.

All equipment in this category may be confiscated. Refusal to relinquish devices will result in additional consequences for disrespect/defiance. The district assumes no responsibility for the safe keeping of this equipment.

CONSEQUENCES:

- | | |
|------------------------|--|
| First offense: | Device confiscated. Principal/Student conference. The student may retrieve their device at the end of the day. |
| Second offense: | Device confiscated. Conference and 90 minute detention. The |

student may retrieve their device at the end of the day.
Third offense: Device confiscated. Conference and 3 hour extended school detention. Parents must retrieve their device at the end of the day.
Fourth offense and beyond: Device confiscated. Conference and selective intervention. Parents must retrieve their device at the end of the day. Devices must be stored in the unit office each day until further notice.

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

PHYSICAL ABUSE OF ANOTHER PERSON

Physical abuse of any person on school premises or a school sponsored or supervised activity will not be tolerated. Examples: fighting, hitting, personal injury, assault, pushing, horseplay, and improper physical contact.

CONSEQUENCES:

Conferences between principal and parties involved; parent conference; 90 Minute Detention; 3 hour extended school detention or Suspension Out-of-School up to ten (10) days and referral to the Superintendent of Schools with recommendation for expulsion; police involvement.

DISHONESTY

All forms of dishonesty, including cheating, altering or use of school documents with intent to defraud. Examples: forging passes, use or possession of forged passes, parking tags, signatures, notes, copying assignments, and lying.

A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

CONSEQUENCES:

Student/parent conference; 90 Minute Detention; 3 hour extended school detention; no credit for tests or assignments; loss of driving privileges; Selective Intervention or Suspension Out-of-School up to ten (10) days; referral to the Superintendent of Schools with recommendation for expulsion; police involvement.

THEFT/RECEIVING STOLEN PROPERTY/UNAUTHORIZED USE OF PROPERTY

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

CONSEQUENCES:

Parent notification; 3 hour extended school detention or Selective Intervention, or up to ten (10) days Out-of-School Suspension or; notification of police; referral to Superintendent of Schools for expulsion; restitution

VANDALISM

Vandalism or damage to any school premises or property, any property of a member of the school community (on or off school property) will result in the following consequences. Any student who aids or assists another in committing the above infraction shall be deemed equally responsible for the

offense and may receive the same consequences.

CONSEQUENCES:

Parent notification; 3 hour extended school detention; Selective Intervention, or up to ten (10) days Out-of-School Suspension; notification to police; work detail; referral to Superintendent of Schools for expulsion; restitution

USE/POSSESSION OF VULGAR OR UNACCEPTABLE LANGUAGE, MATERIALS OR GESTURES

Students who use unacceptable language, materials, and/or gestures will receive the following consequences. This includes materials found in electronic devices. Also includes sexting or possession of any inappropriate material(s) involving a minor.

CONSEQUENCES:

Conference with student; parent notification; 90 Minute Detention, 3 hour extended school detention; Selective Intervention; or Out-of-School Suspension; referral to Superintendent of Schools for expulsion; police notification

LOITERING, UNAUTHORIZED ENTRY AND/OR TRESPASSING

Loitering, unauthorized entry, and/or trespassing shall be defined as any student entering the facility, part of the facility, and/or secured area without permission. This applies to any property owned by the school district/board. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. Students are not permitted in the school building unless involved with a school schedule, supervised activity during the day or after school hours.

CONSEQUENCES:

Student/principal conference, parent notification, 90 Minute Detention, 3 hour extended school detention; Selective Intervention or Out-of-School Suspension; issue notice of trespass, referral to Centerville Police Department.

CONSUMPTION OF FOOD AND BEVERAGE/LITTERING

Consumption of food and drink is restricted to designated areas and designated times. Littering is defined as leaving trash anywhere on school property or at a school event.

CONSEQUENCES:

Any student who violated this rule will be referred to the Unit Principal who will assign a three (3) day, 20 minute per day, clean up detail in the unit lunchroom during the student's assigned lunch period. This cleanup detail will include washing tables and assisting the custodian in the lunchroom. Additional consequences of Detention, 90 Minute Detention, 3 hour extended school detention, Selective Intervention or Out-of-School Suspension may be assigned.

OUT OF ASSIGNED AREA

Out of assigned area or in a hall during class time without permission. This includes leaving class prior to the bell or leaving school after arrival in the morning.

CONSEQUENCES:

Conference with Unit Principal; Detention; 90 Minute Detention, 3 hour extended school detention or Out-of-School Suspension

FAILURE TO SERVE ASSIGNED DETENTION

Any student who fails to serve an assigned detention will be assigned an additional detention.

CONSEQUENCES:

1. Student/principal conference
2. Failure to serve detention results in two (2) detentions
3. Failure to serve 90 Minute detention results in two (2) 90 Minute detentions.
4. Failure to serve 3 hour extended school detention results in two (2) 3 hour extended school detentions, not to exceed 2 unserved ESDs at any given time. Having 3 unserved ESDs will result in Selective Intervention.

ACCUMULATION // FAILURE TO EFFECTIVELY SERVE 3 HOUR EXTENDED SCHOOL DETENTIONS

Any student who does not effectively serve 3 hour extended school detention.

CONSEQUENCES:

Students who fail to serve 3 hour extended school detention or accumulate three (3) or more 3 hour extended school detentions will receive:

- First Offense:** Two (2) days Selective Intervention
- Second Offense:** Three (3) days Selective Intervention and/or suspension or privileges and / or loss of lunch, parking, and attendance/participation in extracurricular events.
- Third and Succeeding Offenses:** Additional days of Selective Intervention and loss of privileges associated with lunch, parking, and attendance/participation in extracurricular events.

NOTE POLICY VIOLATION

Failure to submit a note for absence within three (3) days will result in the absence being classified as “unexcused”.

CONSEQUENCES:

- First Offense:** Warning issued and review of policy with student
- Second Offense:** After School Detention
- Third Offense:** 90 Minute Detention
- Fourth Offense:** One 3 hour extended school detention
- Fifth and Succeeding Offenses:** Two 3 hour extended school detentions assigned; Selective Intervention. Due to the recurring nature of this offense, additional consequences may apply. This includes, but is not limited to, privileges associated with lunch, parking, and attendance/participation in extracurricular events.

NOTE: Should Selective Intervention be assigned due to “Failure to Serve 3 hour extended school detentions”, the student will also be required to serve the 3 hour extended school detentions and be assigned the necessary number of daily lunch detentions until all remaining 3 hour extended school detentions are served.

SIGN IN/OUT VIOLATION

Students arriving late or leaving early are required to sign in/out through their unit office.

CONSEQUENCES:

First Offense: Warning issued and review of policy with student
Second Offense: After School Detention
Third Offense: 90 Minute Detention
Fourth and Succeeding Offenses: 3 hour extended school detention assigned; Selective Intervention. Due to the recurring nature of this offense, additional consequences may apply. This includes, but is not limited to, privileges associated with lunch, parking, and attendance/participation in extracurricular events.

SENIOR PARTICIPATION IN YEAR-END CEREMONIES

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

CONSEQUENCES:

Student may lose the privilege of participating in any school related activity including commencement.

UNAUTHORIZED SALES/FUNDRAISERS

Students are not permitted to sell any items for personal profit on school premises. Examples: calculators, watches, soft drinks, snacks. All fundraisers must be approved by the Coordinating Principal.

CONSEQUENCES:

Conference with Unit Principal; Detention; 90 Minute Detention; 3 hour extended school detention; Out-of-School Suspension

COMPUTER USE BY STUDENTS

Student Access to Networked Information Resources - Acceptable Use Policy Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

To view our full **Student Technology Acceptable Use and Safety Policy** go to:

<https://www.centerville.k12.oh.us/departments/technology/aup>

CONSEQUENCES:

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

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

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

CONSEQUENCES

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

- Principal/student conference
- Parent contact/notification
- 3 hour extended school detention
- Selective Intervention
- Out-of-school suspension
- Recommendation for expulsion to the Superintendent
- Restitution for costs involved in restoring the integrity of the network and or individual computer workstations in addition to any of the above consequences.

GENERAL POLICIES

CENTERVILLE - KETTERING - OAKWOOD COOPERATIVE VOCATIONAL DISTRICT

Statement of Discipline Code for Cooperative District:

When students from Centerville, Kettering, or Oakwood attend a vocational class in a cooperative district school (hereafter called the visiting school) other than their official attendance district school (hereafter called the home school), they assume the responsibility of following the discipline code of the visiting school. Upon violation of the visiting school's discipline policy, the student will be responsible for carrying out the consequence stipulated by the visiting school up to and including

out-of-school suspension. Students deviating from the home school rules and regulations while attending the home school will receive the consequences of the home school discipline policy.

When students reach a point of expulsion from a career education class due to deviation from the written discipline code of the visiting school, the home school will be notified in writing and the student will return to the home school. The home school will accept the responsibility for the deviating student's future educational plans.

GRIEVANCE PROCEDURE -

SECTION I- DEFINITIONS

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

SECTION II - PURPOSE AND BASIC POLICY

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

SECTION III - PROCEDURES

- A. It is a basic policy of the student grievance procedure that the student shall discuss his/her grievance informally with the person(s) with whom the grievance is concerned. This initial discussion must take place within two (2) days of the occurrence of the event which gives rise to the grievance. The student, teacher, or principal may bring another person to this informal conference to act as an observer only. The informal conference will be formed to the extent that both parties are aware of the time, date, place, and who will attend 24 hours in advance of the conference. It is expected that the great majority of cases will be resolved in this informal fashion. However, where this is inadequate, the student may proceed to the first step of the grievance procedure.
- B. Step One - If the student is not satisfied with the resolution at the informal level, he or she shall

within two (2) days submit it in writing, on an official form (see form below), a grievance involving a teacher to the Unit Principal.

- The Unit Principal is responsible for testing the grievance for its conformity to the definition and may nullify the grievance if it does not conform, explaining the reasons to the student in writing and informing the student of recourse through his/her parents with the complaint procedure in Board Policy 9130 or under state law.
 - If the grievance involves the Unit Principal, the student may skip this step and proceed to Step Two. The Unit Principal shall consider the grievance, confer with both parties (either individually or as a group), and report the resolution in writing to both parties within three (3) days.
- C. Step Two - If the student is not satisfied with the resolution at Step One, or if the grievance involves the Unit Principal, the student shall within five (5) days submit the written grievance to the Coordinating Principal. The Coordinating Principal shall consider the grievance, confer with both parties (either individually or as a group), and report the resolution in writing to both parties within three (3) days.
- D. The resolution at Step Two as implemented by the Coordinating Principal shall be final and binding on all parties unless the parents of the student involved file a complaint to the Superintendent or the Superintendent's designated representative and proceed as outlined in the Board Policy 9130.

SECTION IV

- A. All meetings described in this procedure shall be private. At no time shall any confidential file be open to the public.
- B. Release to the public or media of information concerning the results or proceedings of any of the aforementioned meetings other than those communications already provided for must be approved by all parties involved.
- C. If a grievance affects a group or class of students, after informal discussions with the appropriate teacher, Unit Principal, or Coordinating Principal by representatives of the group, the procedure shall be used as described for individuals beginning at the step which is congruent with the effect of the grievance.
- D. If the grievance is filed by any student under the age of 18; the grievance must also be signed by the parent or guardian of the student to be a valid grievance.
- E. Documents, communications, and records dealing with the processing of the grievance shall be filed separately from the student or personnel files of the participants.
- F. This procedure does not replace Board Policy 9130, but rather adds details at the building level.

FORMAT FOR FILING A STUDENT GRIEVANCE

STUDENT NAME:

UNIT:

DATE:

PERSON WITH WHOM GRIEVANCE IS CONCERNED:

DESCRIBE THE GRIEVANCE: (Include factual details. What school rule or school board policy is involved.)

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

Have you done so?

What was the outcome?

Who was present?

STUDENT SIGNATURE:

SIGNATURE OF PARENTS:

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

Alleged Discrimination Grievance Procedure

In accordance with the U. S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff; e. g., teachers, counselors, or supervisors who believe that the Centerville City School District, or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin) Title IX of the Education Amendment Act of 1972 (sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability; e.g., Special Education and Orthopedic), or the Age Discrimination Act of 1975, as amended, 20, U. S. C. et. seq., which prohibits discrimination of the basis of age in educational programs receiving financial assistance, she/he may file a complaint, which shall be referred to as a formal grievance. It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the principal/supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed:

Step 1

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

Step 2

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

Title IX/Title VI/Section 504 Coordinator – Tammy Drerup
Centerville City Schools
111 Virginia Avenue, Centerville, OH 45458

Step 3

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

Step 4

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

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

GENERAL POLICIES

ADVISORY - Each student at Centerville High School will be assigned to any advisory group for his/her high school experience. Advisors will aid the students in orientation, personal growth, information sharing, career orientation, course selections, scheduling, and miscellaneous personal guidance. Advisory groups in each unit are constructed by grade level and will meet each day for 21 minutes. Extended Advisory will be held on a demand basis.

ANNUAL NOTIFICATION OF PRIVACY RIGHTS - Each year the schools shall give notice to parents of students in attendance and students eighteen years of age or older of their rights under federal law and regulations and district policy, including their right to file an administrative complaint with the Department of

Education, their rights under district policy and where copies of the district policy may be obtained.

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

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

ATHLETIC AND CO-CURRICULAR POLICIES - For students in grades 9-12 to be eligible to participate in the interscholastic activities defined above, a student must in the quarter preceding the activity:

- Received passing grades in five (5) 1/2 credit graded courses or the equivalent that count toward graduation. *Excludes PE, Faculty Assist and Peer Tutoring
 - Have a minimum 2.000 grade point average.
- OR
- Received passing grades in five (5) 1/2 credit graded courses or the equivalent that count toward graduation.
 - Have a 1.500 – 1.999 grade point average
 - Must attend two (2) mandatory study table sessions per week. Failure to attend two (2) study table sessions per week will result in ineligibility for seven calendar days.

Students in grades 9-12 are ineligible to participate in any form including practice if in the preceding quarter the student:

- Has a 1.499 grade point average or below.
- Is not enrolled in five courses, each of which equates to one-half (½) credit per semester.

Interscholastic Sports (GWOC) – The interscholastic teams compete in the **Greater Western Ohio Conference**, which is composed of Beaver Creek, Centerville, Fairmont, Miamisburg, Springboro, Northmont, Springfield, Wayne.

CLINIC- All students must have an Emergency Medical Form updated & submitted online. The health clinic is to provide First Aid for school related illnesses and injuries. The school health clinic is not a replacement for parent-directed medical care, including providing diagnoses and treatments.

Epinephrine is the only emergency medicine the clinic has on hand. All other medication must be brought from home with a completed permit for dispensing form.

Please keep your student home if they are ill. If a fever is present (≥ 100.4), students must be fever free for at least 24 hours without the assistance of fever reducing medicines.

Doctor's Orders - The clinic will follow written doctor's orders submitted to the School Nurse.

- Update the School Nurse on your student's health.
- Update contact info and emergency medical form on the Home Access Center.

Clinic to home communications - Students should not use their cell phones to communicate about illness. All illness-related communications should happen in the clinic. Students need a teacher's pass to visit the clinic.

The District recommends scheduling medications so students don't take them during school hours. Parents can come to administer medications as needed. If not possible, have a physician complete the permit for dispensing medications (one for each medication). Please note that:

- Medications are stored and dispensed under supervision.
- Students may not keep medication with them or in lockers.
- Medications are given in the presence of authorized personnel only.
- A written record is maintained.
- Please update the clinic with any changes to medications.
- Written permits for dispensing must be resubmitted each year.
- No liability for authorized employees administering meds per Board policy
- Exceptions:
 - Inhalers (asthma) – Needs Authorization Form.
 - Epi-pen, Benadryl (life-threatening allergies) – Needs Emergency Allergy Plan/Epinephrine Authorization.
 - Diabetes supplies – Diabetes Management Plan.
- Injectable Medications:
 - Only for life-threatening emergencies:
 - Allergic reactions – Requires epinephrine device.
 - Insulin-dependent diabetes – Emergency hypoglycemia kit required from parents.
- Field Trips & Work Sites:
 - Trained staff administer meds on field trips.
 - Students with emergency meds (inhalers, Epi-pens) can carry them by completing the self-carry authorization form.
 - Self-administration allowed at work sites with written authorization.

Immunizations - Parents must provide either proof of required immunizations or a signed waiver. The state of Ohio allows for a parental waiver for those who choose not to vaccinate their children or a medical waiver for those children who have a medical contraindication to vaccination. Students new to the district are required to show proof of immunization within 14 days of school entrance per Ohio State School Immunization Law.

For incoming 12th graders: Students must provide proof of Meningococcal vaccination (MCV4) or waiver prior to entering their 12th grade school year. To meet the requirements for the meningococcal vaccine, two doses are required. The second dose must be given after your student's 16th birthday. However, if your student receives their first meningococcal vaccine after their 16th birthday, then only one dose is required.

Make sure your child is up-to-date with all recommended vaccines, including for flu. All school-aged children should get an influenza flu vaccine every season, with rare exceptions.

Communicable Diseases/Exclusion from School - Promotion of daily preventative measures and up-to-date immunizations is the most effective method of preventing the spread of communicable diseases and illness. Assessment of students with communicable diseases, sudden illnesses, and serious injuries should be done to determine if exclusion from school is indicated. Registered Nurses in collaboration with school staff should complete an assessment to determine if exclusion should be recommended. The American Academy of Pediatrics recommendations for exclusion from school are conditions that:

- Prevent the child from participating comfortably in activities and/or poses a significant risk to themselves or others
- Result in a need for care that is greater than staff members can provide without

- compromising the health and safety of other students
- Pose a risk of spread of harmful disease to others

Some illnesses/injuries may justify exclusion from school until cleared by a healthcare provider (e.g. a student returning to school after surgery).

A temperature above 100.4F is generally recognized as a fever. Normal body temperature varies throughout the day and with the person's level of activity. The degree of temperature may not indicate how sick the student is. Consideration of exclusion based on body temperatures less than 100.4 should include assessment of the student's overall health status and other symptoms.

Decisions for exclusion from school are based on recommendations of the individual's health care provider, the assessment of the individual and evidence based practice. Utilization of the local public health department, the Ohio Department of Health Guidelines for Communicable Diseases, and the Center for Disease Control and Prevention assist in making determinations of exclusion.

CLUBS AND STUDENT ORGANIZATIONS - A complete list of clubs can be found in the unit offices. You may also scan the QR code on the announcement boards for an up to date list.

COURSE LOAD - The minimum course load is five (5) classes. Students are encouraged to schedule six (6) classes so that they will be carrying and passing enough credits to meet the graduation requirements and special requirements such as the Ohio High School Athletic Association mandate of passing courses which would yield five credits per year. Faculty Assistant, IMC Aide, Office Assistant, and Peer Tutoring do NOT count toward the minimum course load requirement.

COURSE WITHDRAWAL POLICY - Students must maintain the five-course minimum at all times. A student who wishes to drop a course he or she is passing must do so by the last day of the semester. The passing grade for the current semester will NOT become a part of the student transcript. If a student chooses to drop any course, while currently failing, he/she must do so by December 1 (first semester) or May 1 (second semester) in order for the grade not to be included on the transcript. In all classes, all grades entered on the student's transcript prior to withdrawal will stand as recorded.

EARLY GRADUATION - Students completing the graduation requirements before the end of eight semesters may elect to graduate early. Any student who opts for early graduation must notify the guidance office one semester prior to graduation and obtain an early graduation form. The form must be signed by the student's parents or legal guardians and will be placed in the student's file. The student's participation in school activities will be terminated upon completion of early graduation requirements. Students who graduate early are invited to participate in the end of year ceremonies.

EDUCATION RECORDS - "Education records" include any records which contain information directly related to a student and maintained by Centerville City Schools or by a person acting for the Centerville City Schools. However, "education records" does not include 1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the records and which are not accessible or revealed to any other person except a substitute; or 2) records maintained in the normal course of business which relate exclusively to the student as an employee of Centerville City Schools which are not available for use for any other purpose.

Access to Student Records

1. Access to the records will be granted to any professional staff member who has legitimate educational interest. Access will also be provided to law enforcement personnel conducting missing child investigations.
2. Parents and students, through individual conferences, may view the contents of the records with interpretation by a professional staff member. The request for this conference must be in writing and will be scheduled as soon as possible.

Release of Records

1. Student records may be released to officials of other schools or school systems in which the student intends to enroll, without written permission.
2. No information may be furnished in any form to any other persons than listed above unless in compliance with a judicial court order or subpoena or there is written parental consent specifying records to be released, the reasons for such release, and to whom. In such cases, parents and students have the right to receive a copy if desired.
3. All persons, agencies, or organizations desiring access to records shall be required to sign a written form which shall be kept permanently with the file of the student, only for inspection by parents or students indicating specifically the legitimate educational or other interest each has in seeking information.
4. Records may be released to either parent in case of separated families unless the district has on file a court order restricting access to records.
5. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto (including school psychologists), which are in the sole possession of the maker thereof, and which are not accessible or revealed to any other person except a substitute, are not educational records and not subject to disclosure. Such records would include such items as teacher notes, psychologist notes and test protocols.

Right to Challenge

1. Parents and students have the right to inspect all school records kept on the individual student and have the right to an explanation and interpretation of the records.
2. Parents and students have the right to a hearing to challenge the contents of cumulative records on the individual. A request to amend information in a record may be made if the information is deemed to be inaccurate, misleading, or violating of the student's privacy or other rights.
3. If as a result of the hearing, the school district decides the challenged information is inaccurate, misleading, or otherwise violates the student's rights, the district shall amend the record and inform the parent and/or student in writing.
4. If, as a result of the hearing, the school district does not agree to an amendment of the records, parents and/or student shall have the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the district's decision. (O.R.C. T71.23, T71.24, and T71.25)

Copies of Records

Students currently enrolled in grades 9-12 may obtain copies of their transcripts through the guidance office. Copies of records for transfer purposes shall be made available at no cost.

Students enrolled in grades K-8 may obtain copies of their school records through the Pupil Services office. Copies of records for transfer purposes shall be made at no cost.

After students have graduated or withdrawn from the Centerville City Schools, records shall be maintained in the Department of Pupil Services. Transcripts of student records shall be made available upon request though

Destruction of Records

A records commission composed of the Board President and the Treasurer of the Centerville Schools, the Superintendent of Schools, and the Public Services Administrative Assistant shall meet annually to review lists of school district records marked for disposal. The disposal lists must contain those records to be disposed of because they have been microfilmed or no longer have administrative, legal, or fiscal value to the district or to the citizens of the district.

When the disposal of such records is authorized by the commission, the commission must, prior to the actual destruction of the records, send a list of such records to the Bureau of Inspection and

Supervision of Public Offices in the State Auditor’s Office.

Student records destroyed shall be disposed of in a manner that ensures the privacy of the student identified in the records.

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974, Pub. L. No. 93-380, § 438, 88 Stat. 57-79 (1974) ORC 149.41; 1347.01 et seq., 3313.50; 3317.031; 3319.32; 3319.321; 3319.33; 3321.12; 3321.13;

3331.13. State Board of Education Minimum Standards
 3301-35-02(B)(4)(b);3301-35-03(E). CROSS REFS.: AFI, Evaluation of Educational Resources; KBA, Public’s Right to Know.

CONFIDENTIAL RECORDS AND THEIR LOCATIONS

TYPES OF EDUCATIONAL RECORDS	LOCATION(S)
Cumulative Folders ·history of grades, class assignments, group testing, teacher notes, and related information.	Individual Buildings, Computer System (EMIS)
Evaluation Data ·MFE team reports, assessment, teacher evaluations work samples and related information	Student Services Department
Procedural Safeguard Documentation ·surrogate assignment, custody determination, permission forms, parent notices, referrals, and related information.	Student Services Department
Individualized Education Programs	Individual Buildings, Student Services Department
Child Information Management System	Student Services Department
Medical Records ·medication records, prescriptions, health records, immunizations	Individual Buildings

FUNDRAISING BY STUDENT GROUPS - Fundraising or collection of money for any reason, whether for charity or other causes that may arise, must be coordinated through the Coordinating Principal’s office

before any contractual agreement or promise of any kind is made by any group or club. Permission must be obtained from the middle school principals one month in advance of any high school fundraising that may take place in the middle schools.

GIFTED CHILDREN IDENTIFICATION AND SERVICE - The State of Ohio defines children who are “gifted” as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Ohio law requires the Centerville City School District to identify gifted students annually under Ohio Revised Code 3324.03. Children in grades K-12 may be identified as gifted in one or more of the following areas:

1. Superior Cognitive Ability
2. Specific Academic Ability in one or more of the following content areas: Mathematics, Science, Reading/Writing or a combination of these skills, and Social Studies.
3. Creative Thinking
4. Visual or Performing Arts Ability such as the visual arts, music, dance, or drama.

The district Policy and Plan for the Identification of Children who are Gifted, which complies with the Ohio Rule regarding screening and identification, is accessible to parents in each building office. Formal screening periods will be scheduled in the fall and spring. Parents may refer their children for screening in any or all of the four areas. Referral forms may be obtained at the school office and should be submitted to the building principal. Parents of students transferring into the district who have been identified as gifted in other school districts in Ohio or out-of-state should use the Referral Form to initiate a review of data to determine compliance with Ohio Standards.

Children referred as potentially gifted in any of the areas as listed above will be evaluated using assessment tools approved by the State of Ohio for the purpose of screening and identification. The Centerville City Schools assess all children in grades 2, 5, and 7 annually as part of our comprehensive testing plan as well as for gifted identification purposes. In alternate years, opportunities for screening and identification are provided for students demonstrating remarkably high levels of accomplishment through nomination by parents, teachers, self, or others.

Identification of *superior cognitive ability* requires a cognitive test score of 130 or higher. Whereas, identification in a *specific academic* content area requires an achievement test score of 95% or better. *Creative thinkers* must earn a score of 115 on a cognitive test and demonstrate sufficient performance on the State of Ohio approved checklist of creative behaviors. Gifted identification in the *visual or performing arts* may occur through a display of work, audition or other performance or exhibition which demonstrates superior ability along with a sufficient score on an approved checklist of behaviors related to a specific arts area as established by the Ohio Department of Education. Screening and identification assessment criteria is valid for a 24-month period.

Please note: Most of the needs of identified gifted children can and are met within daily programming in the Centerville City Schools. However, those students demonstrating remarkably high levels of ability may be eligible for other services.

GRADES - All grades recorded for the semester will be used in the calculation and computation of grade point average even though credit may not be granted because of withdrawal from a course before its completion. This is considered a course/credit attempted, and therefore, should reflect a total picture of the student’s progress and scholastic record. GPA is calculated in the following manner: Courses attempted which receive a letter grade for the semester average are used to determine the grade point average (P - passing is not considered a letter grade). The weight table for each letter grade is as follows:

	HONORS	REGULAR
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Symbol	GPA Value	GPA Value
H+	5.333	NA
H	5.000	NA
H-	4.667	NA
A+	4.333	4.333
A	4.000	4.000
A-	3.667	3.667
B+	3.333	3.333
B	3.000	3.000
B-	2.667	2.667
C+	2.333	2.333
C	2.000	2.000
C-	1.667	1.667
D+	1.333	1.333
D	1.000	1.000
D-	0.667	0.667
F+	0.333	0.333
F	0.000	0.000
F-	0.000	0.000

NA = Not Available

Quarter grades are 45% of the semester average. Semester exams are 10% of the semester average.

The total weights of the semester average grades divided by the total credits attempted yields the cumulative GPA. GPAs are calculated at the end of each semester.

Latin Honors System - Academic recognition will be according to the Latin System.

Summa Cum Laude: ≥ 4.500

Magna Cum Laude: 4.00 – 4.499

Cum Laude: 3.500 – 3.999

GRADUATION REQUIREMENTS

English 9, 10, 11, and 1 additional credit of English

4 credits of Mathematics including one unit of algebra II or the equivalent of algebra II

3 credits of Science including Physical Science, Biology, and one advanced credit

1 credit of U. S. History

1/2 credit of U. S. Government

1 1/2 credits of Social Studies elective (Modern World History and Social Studies Elective)

1/2 credit of Health

2 units of Physical Education (Refer to PE Waiver in the Course of Studies Book)

1 credit of Fine Arts

1/2 credit of Financial Literacy

21 total credits including additional electives

GUIDANCE AND COUNSELING SERVICES - This may best be defined as the services available to each student to help him/her achieve academic success in school, to help him/her better understand strengths and limitations, to help identify interests, and to aid in planning for and obtaining realistic goals. Guidance is a function of all personnel within the school system. However, the Guidance Department provides special services to students, parents, teachers, administrators, and the community. The heart of guidance is the counseling session where the student and the counselor discuss whatever situation has brought the student to the guidance office. The student may need information, an impartial point of view, or the opportunity to talk about a problem instead of only thinking about it and can expect some assistance in resolving the matter.

Guidance Offices are located in each unit. Counselors are available during regular school hours and usually after school by appointment. To see your counselor, make an appointment personally. Many times you will be able to drop in between classes or during your lunch period or study hall. From time to time, you will be called to the guidance office to see if your counselor may be of assistance to you. The Guidance Department attempts to create an open door atmosphere for both students and faculty. The Guidance Department encourages students to make use of its services. These may include personal counseling, career planning, academic concerns and post-high school planning. Each counselor meets with his or her students each year. These sessions are either group or individual contacts. When a counselor requests to see a student, he or she will send a guidance pass in advance to the student. If a student signs up for a guidance appointment, he or she is to keep the appointment and will be given a pass to return to class. When making an appointment, students are encouraged to plan appropriately so as not to miss essential classroom work. If a faculty member is concerned about a particular student missing his or her class for a guidance appointment, he or she should direct the concern to the student's counselor. A counselor will be available each week during the summer months to register new students. Guidance services are achieved for each student through:

1. Individual counseling
2. Group Guidance

3. Testing
4. Faculty advisors
5. Informational services related to
 - a. Vocations
 - b. Educational opportunities
- c. Personal-social growth
6. Assistance to teachers and staff
7. Parent conference
8. Work with community groups

Students may seek help from their Guidance Office regarding:

1. Information about one's own strengths and weaknesses, interests and potential.
2. Personal guidance--help in solving problems that might involve friends, parents, teachers, etc.
3. Social guidance--help in meeting the problems concerned with association with others.
4. Educational guidance--assistance in the wise choice of courses, schools, and colleges.
5. Information about the world of work and the requirements for specific occupations.
6. Assistance in determining whether future goals are realistic.
7. Clearinghouse for job opportunities--Career Education Counselor.

IDENTIFICATION CARDS - ID cards will be included in the underclass picture package. All students are required to have their picture taken whether or not they purchase a picture package. Each registered student at CHS must carry this ID card. If the card is lost it may be replaced at a cost to be determined by the Coordinating Principal.

INTERNATIONAL EXCHANGE STUDENTS -Centerville High School welcomes students from across the world who participate in Foreign Exchange Programs sponsored by the Department of State. The primary purpose of such programs is to allow foreign students the opportunity to immerse themselves in American culture and education. As such, all foreign exchange students will be admitted as juniors and are ineligible for graduation from Centerville High School. In addition, exchange students must abide by all academic and athletic policies and procedures. All admissions decisions will be made by the Foreign Exchange Coordinator prior to enrollment in the Centerville City Schools. Further policy information is available through the Guidance Department Foreign Exchange Coordinator.

LAB FEES - In order to defray the cost of expendable supplies and the wear and tear of equipment used by students, a lab fee will be assessed for certain classes. Each student will be charged a \$12.00 fee to cover the cost of rebind expenses and technology. These fees are billed through the automated billing system. It further provides that when school property, equipment or supplies are damaged, lost or taken by individuals, a reasonable fine, seeking only to compensate the school for the expense or loss incurred, will be assessed. Per the ORC 33.13.64(c) The Centerville City Schools will withhold all official student records including grade reports, until all fees for consumable materials and supplies are paid.

LOCKERS - Student school lockers and storage areas are the property of Centerville City Schools for the safekeeping of textbooks, school materials, and school appropriate student belongings. While respectful of a student's privacy, the school administration does retain the right to inspect student school lockers, desks, and storage areas. Lockers are assigned to all students at the beginning of each school year. Students are to keep lockers clean and free of any item detrimental to the health and safety of fellow students and teachers. Any materials found in a student's locker will be the responsibility of the assigned student. Any illegal or prohibited materials will be confiscated. Lockers must be cleaned out at the end of each school year.

LUNCH - Freshman students are required to stay on the campus during lunch. Sophomores with licenses may drive off campus for lunch. Sophomores are NOT permitted to have passengers or leave with juniors and seniors. Juniors and seniors may drive off campus for lunch. Students are not permitted to walk off campus without securing permission from the office. Students are not permitted to eat lunch in their cars. Each lunch period is 50 minutes. Students are expected to be on time to class when returning from lunch. Open lunch privileges may be revoked at any time.

MILITARY RECRUITER INFORMATION - The Every Child Succeeds Act requires that schools provide students' name, address and phone number to military recruiters. The Act also allows parents to protect student privacy by signing an opt-out form to withhold student information. (This form can be downloaded from Centerville City School website or obtained by contacting the Career Education office).

NATIONAL HONOR SOCIETY - The NHS is an organization that recognizes students who have achieved high standards of scholarship, character, leadership, and service. It is important to remember that academic achievement is only one aspect of selection; the others are equally important. The purpose of the Centerville High School *Societas Honoris* Chapter of the National Honor Society is to further an interest in scholastic pursuits through recognition of student achievement. Juniors and seniors with a minimum grade point average of 3.650 after four or six semesters of work, as well as early graduates, will be eligible for consideration in the fall of their junior or senior year. Following the selection process, new members will be invited to participate in a formal induction ceremony. Members are required to participate in at least two NHS sponsored service projects as well as attend meetings and take part in committee planning and activities. Juniors inducted into NHS must complete 25 additional hours of service throughout their junior and senior years. Seniors inducted into NHS are expected to complete 10 additional hours of service during their senior year. The membership list will be published; members will receive various forms of recognition. Any member who falls below the standards which were the basis for his/her selection could be dismissed by a decision of the faculty council. In all cases of impending dismissals, a member shall have a right to a hearing before the faculty council. All procedures and guidelines are in accordance with both the Constitution of the National Honor Society and the constitution of the Centerville High School Chapter of the National Honor Society.

At Centerville High School there are several steps in the selection process.

1. Any junior or senior with a 3.6500 average (in attendance at CHS the minimum of one semester) will be invited to fill out a Student Activity Information Form and to write a 300-500 word essay indicating the ways he/she demonstrates leadership and service over approximately the last (2.5) two and a half years. Qualifying candidates will be notified in advisory by the middle of October during their junior or senior year. Any candidate who does not return this form by the specified deadline is no longer considered for membership. This Student Activity Information Form will be assigned and collected during February and/or March with the induction to take place in the March.
2. A faculty survey form containing all names of eligible candidates is given to each faculty member who then rates the students he/she knows well in the area of character and classroom leadership, using a score of 0-4 in each area. An average score for each characteristic is determined and serves as input to the faculty council.
3. The principal appoints a faculty council of five members which has the responsibility for the final selection. The council considers only the candidates who have submitted the Student Activity Information Form which includes the typed essay. The faculty council reads the candidate's Activity Information form and essay.
4. Students not achieving membership into NHS during their junior year but qualifying the following year WILL BE ELIGIBLE to submit their information again or for the first time during their senior year with similar procedures and expectations (see note below about added service hours in the Service section of the process). This senior year induction process will take place in the autumn of the students' senior year (September/October).
5. Each candidate is considered separately by the council. The faculty council considers:
 - The input from the faculty survey.
 - Whether the candidate has demonstrated (on his/her information form and essay) high standards of service and leadership.
 - Any additional input brought to the attention of the council. A majority vote of the faculty council is necessary for NHS membership.

The decision of the faculty council in selecting the membership of the National Honor Society is final; this policy is in accordance with the *National Honor Society Handbook* which states: "...students not selected for membership in the NHS are not legally entitled to any kind of formal hearing or other kind of due process..." If a student is not selected into NHS, they may request a face-to-face meeting with an NHS advisor, where the process can be

reviewed. During this meeting, potential returning candidates can be informed on how to improve a future candidacy. No results of the Teacher Survey are ever shared with candidates.

The faculty council uses the following guidelines provided by the *National Honor Society Handbook* when evaluating each student:

Leadership - The student who exercises leadership (school and community):

- Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability.
- Is resourceful in proposing new problems, applying principles, and making suggestions.
- Demonstrates leadership in peers in upholding school ideas.
- Exercises influence on peers in upholding school ideas
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Demonstrates leadership in the classroom, at work, and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

Service - The student who:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for aged, poor, or disadvantaged. Service outside of classroom activities – demonstrate (3) three year pattern of service.
- Volunteers, is dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Completes committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.
- Participates in at least (3) three school activities.
- Shows a (2-3) two to three year pattern of service (after 8th grade – through completion date of NHS Student Activity Information Form)
 - e.g.: service hours each year
 - minimum service hours for eligible juniors – 25 hours for junior year induction
 - Note: for eligible seniors who were not inducted during their junior year, the service requirement will be 35 hours (the additional 10 hours to be accumulated during their junior year).
 - must have all service hour references, which must be noted on the Student Activity Form with the name and contact number of the adult supervisor (other than parent)

Character - The student of character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise and stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- A person of character demonstrates: trustworthiness, respect, responsibility, fairness, caring & citizenship.
- Abides by codes of conduct/behavior (ex., Co-curricular, agreements of behavior when participating in academic, cultural experiences with other students and staff).
- Student has demonstrated quality attendance.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness to acknowledging obedience to rules, avoiding cheating in written work, and showing

- unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

There is no right to membership; membership in NHS is a privilege bestowed upon a student by the faculty of the school. The decision of the faculty council in selecting the membership of the National Honor Society is final; this policy is in accordance with the *National Honor Society Handbook* which states: "...students not selected for membership in the NHS are not legally entitled to any kind of formal hearing or other kind of due process..." The only allowable response to inquiries regarding selection is a review of the selection process

PARKING PERMIT - Parking Pass applications are available online or by scanning the QR codes posted in unit offices. Student fees must be paid in full prior to purchasing a parking pass. Students must complete the Google Application Form prior to picking up their pass. In order to receive a pass, students must present a valid driver's license and fee. Passes can be picked up beginning the first day of school between 7:30 am and 7:50 am. Students must notify the Central Unit Office to add or delete a vehicle. In case of loss or theft of the parking tag, students are responsible for purchasing a new tag. All students must park in the lots at the rear of the high school complex and display a CHS parking tag. Parking lots on the east and west sides of the Central Unit, the Athletic Lot, and the lot adjacent to the Performing Arts Center are for staff parking only. The parking lot at the front of the building is reserved for staff and visitors. The band lots are to be cleared immediately after school during Marching Band season. Security staff will monitor the student parking lots and have the responsibility of administering the rules and regulations. Cars thought to contain items which are illegal, prohibited, or detrimental to the educational process are subject to inspection. Centerville High School is NOT responsible for damage to individuals or to the personal property of students or parents. The school carries no insurance for damage to automobiles due to collision or vandalism.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS - PBIS is a framework that guides school teams in the selection, integration and implementation of evidence-based practices for improving academic, social and behavioral outcomes for all students. The PBIS process at Centerville High School emphasizes three integrated elements: Respect, Responsibility, and Citizenship.

PRIVACY RIGHTS - Under certain circumstances, the Centerville Schools may release "directory information" on students.

"Directory information" includes a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

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

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

REPORT CARDS - Midterm grades, end of quarter grades, semester exam grades, and final grades are available through the Home Access Center (HAC).

SEARCH AND SEIZURE - General searches of any person or personal property may be conducted at any time by school authorities when there are reasonable grounds to fear for the welfare or safety of the school community. This includes when officials have reasonable grounds to believe that a violation of the law or school rules and regulations has occurred or will occur. Abandoned materials (book bags, purses, etc.) are deemed suspicious and subject to search. Cell phones, cameras, and other equipment may be searched if there are reasonable grounds to believe that they were used to violate the law or school rules and regulations.

SCHEDULE CHANGE PROCEDURES - Schedule adjustments will be handled in the Guidance Offices according to the following order of priority during the first two weeks of school:

1. New students and/or students with no schedule.
2. Seniors without sufficient credit or required courses.

3. Juniors without sufficient credit or required courses.
4. Sophomores without sufficient credit or required courses.
5. Freshmen without sufficient credit or required courses.

The procedure for changing a schedule begins in the Guidance Office. Changes are made via computer and teachers receive the necessary information from the Guidance Office. Students must be carrying more than the minimum course load in order to drop a course. All students will be accounted for and grades recorded in all classes until an official change is recorded in the Guidance Office.

No schedule change will be officially recorded on permanent records until the following conditions are fulfilled:

1. All schedule changes must go through the assigned counselor in each unit.
2. A note signed by the student's parents is required before any student will be permitted to drop or change a class. (The reason for the note is simply to ensure that parents are informed.)
3. The schedule change has been entered into the computer.

Adding a Class - Course additions must occur no later than six school days after the beginning of a semester or year course, since a student who adds later will have missed valuable work upon which the rest of the course is built.

Course Level Changes - There will be no course level changes during the first quarter of instruction. Students and parents should recognize that course recommendations are given by teachers based on current and past student performance. When students and/or parents choose to select a course different from the recommendation, they are responsible for the decision. If they wish to make a change, they must follow the level change policy as outlined below:

Level Change Policy - A level change request may originate with a parent, student, or teacher. Any level change, however, requires direct communication between the current course teacher and the parent. The process will also involve the student's guidance counselor and unit principal. Guidelines to consider when requesting a schedule change will include the student's current grade test scores, teacher observations, etc. Once a student has changed levels, the student may not change back to the original level.

- The quarter grade average of a student who changes levels during a quarter must include grades from the "old" level as well as the "new" level. The student is responsible for the course content covered before his or her entrance to the class. The incoming student accepts the responsibility for completing all assignments and exams given during the marking period after entering the new class.
- Members of the high school administration will serve as the appeal board and will hear the appeal if one party feels the above process has been violated. The appeal process must originate in the Unit Principal's Office.

New Student Course Changes - A student new to Centerville High School is scheduled by the guidance department based on the information provided at the time of registration. As records are received and teachers become more familiar with the student's background, it may be necessary to change the student's schedule to accommodate needs. This change may involve level changes outside the normal window or the addition/deletion of a course from the student's schedule.

Timeline For Adding A Class - Course additions must occur no later than six (6) school days after the beginning of a semester or year course, since a student who adds later will have missed valuable work upon which the rest of the course is built.

STUDENT GOVERNMENT/ CLASS OFFICERS ASSEMBLY - The Class Officers are the student government at Centerville High School. The Senior Class Officer group includes the President, Vice President, Business Manager, Secretary, and at least three unit representatives. The other classes are represented by elected and

appointed students. The group meets with the high school principal twice a month on coordination of the student body in morale, service projects, assemblies, class concerns, and general student concerns. Each of the representatives and class officers are responsible for contacting specific advisory groups, thus creating a network for soliciting input as well as dispersal of information. Leadership of the assembly is delegated to the senior class officers with the official school student leader being the senior class president. Each class of representatives meets every Tuesday through the year with its faculty class sponsor to plan school wide activities. Students must have a 2.667 cumulative GPA at the first, third, or fifth semester in order to run for office.

Characteristics Of A Good Leader - Class officers represent Centerville High School at all times—both in school and in the community. They are looked upon as the school’s leaders and their behavior reflects on all members of the CHS student body. Leadership characteristics that a class officer/unit assembly member must have include:

- The ability to organize one’s time, projects, activities
- The ability to be assertive
- A cooperative attitude
- Excellent listening skills
- The ability to project energy and school spirit
- A commitment to fulfilling responsibilities

Expected time commitments:

- Spirit Chain – Approximately 20 or more hours per week for 2 weeks
- Dances, fundraisers – 10 hours per week – week of dance 20-30 hours
- Other class officer events—5-8 hours for the project

Leadership Expectations

- A class officer is expected to attend all class officer meetings and events.
- A class officer must follow through on any projects for which he/she is responsible.
- A class officer is expected to be tobacco, drug and alcohol free and to follow school rules at all times.
- A class officer is expected to exhibit good communication skills, which includes listening to other ideas and suggestions.
- A class officer is expected to display a positive attitude.

Dismissal from Class Officer / Unit Assembly duties- Leadership is a privilege, not a right.

- Students unable to fulfill their duties may be dismissed at the discretion of the Coordinating Principal.
- Students may be dismissed for violations of the code of conduct.

Class Officer/ Unit Assembly Expectations - A successful class officer is a person with an outgoing personality and a spirited attitude who is not afraid to take responsibility and to work hard. Balance is important since being a class officer takes a great deal of time away from academics and other activities. An officer needs to be willing to work and to get projects done on time. They need to be able to work well with others all the time and especially under stressful or adverse situations.

Unit Assembly - Each unit has its own student government group called the Unit Assembly. Elections/selections are conducted during the beginning of freshman year and the end of sophomore year, with students serving for two years. The Unit Assembly is responsible for initiating and maintaining communication between the students and unit administration, for conducting elections, working on unit projects and assisting at various school functions, such as Open House and Freshman Orientation. In addition, the members of the Unit Assembly assist new students by familiarizing them with the people, program and facilities available to them as students of Centerville High School. The Unit Assembly meets regularly with the Unit Principal and Counselors.

SPORTS TICKETS - Tickets for all CHS sporting events can be purchased online at www.goelksathletics.com click Tickets or pay cash at the gate.

STUDENT RECORDS - The Federal Privacy Act directs that student records can be used only by school personnel and legal authorities without parental permission. Any other release of records will be done only upon signed permission from parents of students under 18 years of age. Students 18 and over may release their records by completing the release form. Release forms are available through the guidance offices in each unit.

TESTING INFORMATION -

TEST CODE NUMBERS FOR NATIONALLY STANDARDIZED TESTS

Centerville High School's Test Code Number for all these tests is 360850.

Test Center Number for CHS for SAT in October and May is 36-160.

Test Center Number for CHS for ACT in September and February is 191600.

NOTE: Students are required to present proper identification for admission to the test center on the test day. Failure to have any ID on the test day can result in being turned away at the test center.

Advanced Placement - The Advanced Placement (AP) Program - which the College Entrance Examination Board has sponsored since 1955, offers able and ambitious secondary school students an opportunity to study one or more college-level courses and then, depending on examination results, to receive advanced placement, credit, or both when they enter college. This credit and placement represents a significant saving of time and tuition.

The Advanced Placement Program at Centerville High School is as follows- AP Exams will be made available in the subjects listed below. Students are strongly encouraged to take AP exams after completion of their Advanced Placement courses. Students taking AP tests must adhere to the sign in/sign out policy. Students taking AP exams may choose to be in attendance only for the AP exam if they so desire. Students register for AP exams in late February and early March. The cost of AP exams is the responsibility of the student/parent. Assistance for exam fees may be available by contacting the AP Coordinators. The exams are administered during the school day in May. More information is available on the College Board/Advanced Placement website.

The following subject areas offer advanced placement opportunities: American Government, American History, Biology, Calculus, Statistics, Chemistry, English, European History, French, German, Music, Physics, Psychology, Spanish, and Economics. Ask your teachers about this program and how you might fit into it. Information is available in the guidance office on all aspects of the Advanced Placement Program.

PSAT/NMSQT - Preliminary Scholarship Aptitude Test, National Merit Qualifying Scholarship Test For Juniors - will be given at school in October to any interested 9th, 10th, and 11th grade students. The test is 2 hours and 14 minutes in length broken into two sections: (1) Reading and Writing, and (2) Math. Most questions are multiple choice, though some math questions ask you to write in the answer rather than select it. The Reading and Writing section is 65 minutes in length and contains 54 questions, and the Math section is 70 minutes in length and contains 44 questions. The test will be administered during a Saturday in October that is designated by the College Board. It is a digital test and students must bring their school-issued Chromebook in order to take the test. Students can access practice test materials in the Bluebook application that has been uploaded onto every school-issued Chromebook. Cost: \$20.

Students will receive three scores from their assessment—total score, Reading and Writing section score, and Math section score. National Merit Scholarship Corporation (NMSC) uses NMSC Selection Index scores to screen students who enter its scholarship programs (11th graders only). Selection Index score is calculated by doubling your Reading and Writing Score, adding it to your Math score, then dividing that sum by 10.

Students can view their scores in their College Board account or by downloading the BigFuture® School mobile app. A text message is sent when scores are available to view. Also in the app, students will have access to additional information including detailed score insights and percentile data and resources about scholarships, financial aid, and planning for college or careers.

The Reading and Writing Section: Reading and Writing includes 54 questions evenly divided between 2 modules. Students have 32 minutes to answer the questions in each module (~1 minute and 11 seconds per question). To help you budget your time, questions that test similar skills and knowledge are grouped together and arranged from easiest to hardest.

This section is designed to measure success with building critical college and career readiness in literacy. In this section, students will answer multiple-choice questions requiring them to read, comprehend, and use information and ideas in texts; analyze the craft and structure of texts; revise texts to improve the rhetorical expression of ideas; and edit texts to follow core conventions of Standard English. Passages in this section, which serve as the basis for answering test questions, represent the subject areas of literature, history/social studies, the humanities, and science. There is a single question per passage. Questions in this section fall into four broad categories: Craft and Structure, Information and Ideas, Standard English Conventions, and Expression of Ideas.

The Math Section: The Math section includes 44 questions evenly divided between 2 modules. You have 35 minutes to answer the questions in each module (~1 minute and 35 seconds per question). Across each module, questions are arranged from easiest to hardest, allowing you to have the best opportunity to demonstrate what you know and can do. An acceptable calculator can be used on the entire Math section of the test.

This section is designed to measure your success with building critical college and career readiness knowledge and skills in math. It focuses on key elements of algebra, advanced math, problem-solving and data analysis, and geometry and trigonometry. Over the course of the Math section, you'll answer multiple-choice and student-produced response questions that measure your fluency with, understanding of, and ability to apply the math concepts, skills, and practices that are most essential.

Approximately 30% of Math questions are set in context. These in-context "word" questions require you to consider a science, social studies, or real-world scenario and apply your math skills and knowledge, along with an understanding of the context, to determine the answer to each. Questions in the Math section fall into four domains: Algebra, Advanced Math, Problem-Solving and Data Analysis, and Geometry and Trigonometry.

The basic aim of the test is to help in predicting academic success in college and scholastic ability to obtain eligibility for NMSC administered scholarships, and to gain experience and know-how in taking tests.

SAT - The Scholarship Aptitude Test - is structured and formatted the exact same way as the PSAT/NMSQT, with the same sections and types of questions. The test is 2 hours and 14 minutes in length broken into two sections: (1) Reading and Writing, and (2) Math. Most questions are multiple choice, though some math questions ask you to write in the answer rather than select it. The Reading and Writing section is 65 minutes in length and contains 54 questions, and the Math section is 70 minutes in length and contains 44 questions.

The test is given on weekends designated by the College Board at area testing sites. Registration information and test dates can be found on collegeboard.org. The SAT is a digital test, and students must bring their personal device with the Bluebook app downloaded, or select to borrow one from the College Board during registration.

Cost: \$68

The Student Descriptive Questionnaire is completed by students voluntarily when registering for the SAT or at any time after that. It is a set of questions about the student's activities, experiences, interests and plans.

The Student Search Service (SSS) - The Student Search is designed to assist colleges and scholarship sponsors in identifying students with certain characteristics, based on information they provide on the SDQ. By answering "yes" to item 1 on the SDQ, students indicate their interest in being included in the Student Search Service.

Participating colleges and scholarship sponsors receive for each student: name, address, gender, high school and intended major. Through SSS, students receive factual information and new opportunities for post-secondary education planning.

ACT - The Enhanced American College Test Assessment - The Enhanced ACT consists of three tests that measure academic achievement in the areas of English, Mathematics, and Reading. The Science and Writing tests are optional. Students can choose to take the ACT online or on paper. Format options depend on what the test center offers. The ACT is held on select Saturdays as determined by the ACT, and students can choose the date and test center at which to test when registering. Registration information and test dates can be found at act.org. Practice tests for each test section can be found on act.org.

English Test - 50 questions/35 minutes. This measures the understanding of the conventions of standard English, knowledge of language, and production of writing.

Math Test - 45 questions/50 minutes. This measures math reasoning skills, emphasizing quantitative reasoning, integrating skills, and modeling rather than memorization of formulas or computational skills. Areas covered include Number & Quantity Algebra, Functions, Geometry, and Statistics & Probability.

Reading Test - 36 questions/40 minutes. This measures reading comprehension as a product of skill in referring and reasoning. Skills assessed include identification of key ideas and details, craft and structure, and integration of knowledge and structure.

Optional Science Test - 40 items/40 minutes. It measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in natural science. This test consists of interpretation of data, scientific investigation, and evaluation of models, inferences, and experimental results.

Optional Writing Test - 40 minute section with one writing prompt. Students will receive a total of five scores for this test: a single subject-level writing score reported on a range of 2-12, and four domain scores, also 2-12, that are based on an analytic scoring rubric. The subject-level score will be the rounded average of the four domain scores. The four domain scores are: Ideas and Analysis, Development and Support, Organization, and Language Use and Conventions.

The new ACT Composite score will be calculated using the English, math, and reading scores. The Composite score and each test score (English, math, reading) range from 1 (low) to 36 (high). The Composite score is the average of the three test scores, rounded to the nearest whole number. Students who take the optional science and writing tests will receive separate scores. The writing test score will be on a scale of 2 (low) to 12 (high).

Cost is \$68 with add-on fees for the science test (\$4) and writing test (\$25).

The State of Ohio mandates that all juniors be given the ACT during the school day in March.

OST - Ohio State Test - For the OST's, each school district chooses a consecutive series of school days to administer state tests within a specified window. Ohio's State Tests are required for all students in Algebra I, Geometry, Biology, US History, US Government, and English 10.

Spring Testing Special Schedules

English Language Arts OST will follow the Two Hour Delay Schedule

Mathematics, Science and Social Studies will follow the Block Schedule

Special Testing Information For Students With Special Needs:

Administrators, Intervention Specialists and the Testing Accommodations Coordinator will coordinate with students and families to arrange for testing accommodations.

STUDENT BILL OF RIGHTS - Students are citizens of the United States and are subject to its laws and

responsibilities. Where applicable to the school community, these rights and responsibilities are defined at CHS by Board Policy and regulations contained in the Student Handbook.

Centerville High School is an academic community consisting of all students, teachers, administrators, parents and community at large.

Such a community will serve its function best if all of its members are provided reasonable means of exercising and protecting their constitutional rights.

1. Freedom of Expression

The primary liberties in a student's life have to do with the process of inquiry and learning, of acquiring and imparting knowledge, and of exchanging ideas. In such an atmosphere, students should be able to express opinions, take stands, and to support causes, publicly or privately. In allowing students to express their ideas freely there are certain guidelines that all members of the school community should follow:

A. Buttons and Badges:

The wearing of buttons, badges, or arm bands bearing slogans or sayings shall be permitted as a form of expression unless the message thereof falls within the restricted categories (those of libelous, slanderous, or obscene by legal definition). Interference with this form of expression on the grounds that it may be unpopular with the students, faculty, or administration is not a valid reason under any of the aforementioned provisions, the school has the responsibility to see that its rules are applied on a nondiscriminatory basis.

B. High School publications are vital and necessary tools of education to be utilized in teaching students the purposes and functions of mass media in a democratic society. It is essential that students who participate as editors and staff members be offered the opportunity to gain educational and realistic experiences in the concepts of the provisions of the First Amendment to the Constitution which asserts the freedom of the press and speech.

C. Forums:

The community at large may provide speakers who have knowledge and insights that may not otherwise be available to students and persons whose presence enriches the educational experience. According to Board Policy any outside resource speaker must be cleared through the principal. In order to facilitate a free and open exchange of ideas, the following guidelines shall be followed in the selection of outside resource persons and the planning of forums at Centerville High School:

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

II. Code of Conduct:

A. Search and Seizure

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

III. Student Organizations:

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

IV. School Records

A. Scholastic, discipline, personal:

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

B. Psychological:

Except as otherwise provided by law:

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

SYMBOLIC EXPRESSION - The Supreme court has ruled that students have the right to wear armbands, buttons, badges, and other forms of symbolic expression under their first amendment rights of free expression as long as they do not disrupt the educational process of the school or infringe upon the rights of others (i.e., prevent people from learning, etc.) Students have the right to freely express their opinions through symbolic expression so long as there is no disruption or reasonable anticipation of interference with the educational environment at CHS.

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

SCHOOL PUBLICATION POLICY - The Board of Education sponsors student publications and productions as means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. For purposes of this policy, "school-sponsored student media" shall include both student publications and productions. "Student publications" shall include any written materials, (including, but not limited to, banners, flyers, posters, pamphlets, notices, newspapers, playbills, yearbooks, literary journals, books, and t-shirts and other school-sponsored clothing), as well as material in electronic or on-line form (including, but not limited to, websites, web logs ("blogs"), video or audio clips, and newsletters or announcements transmitted by email, wireless broadcast or other similar distribution/dissemination). "Student productions" shall include vocal and theatrical performances, impromptu dramatic presentations, or any electronic media (including, but not limited to, radio and television programs, podcasts, and other video or audio productions that are recorded for re- broadcast or broadcast in real time using any available broadcast technology). Further, the term "publication" shall include distribution and dissemination of a student publication; and the term "performance" shall include presentation and broadcast of a student production.

The following speech is unprotected and prohibited in all school-sponsored student publications and productions: speech that is defamatory, libelous, obscene or harmful to juveniles; speech that is reasonably likely to cause substantial disruption of or material interference with school activities or the educational process; speech that infringes upon the privacy or rights of others; speech that violates copyright law; speech that promotes activities, products or services that are unlawful (illegal) as to minors as defined by State or Federal law; and speech that otherwise violates school policy and/or State or Federal law. The Board authorized the administration to engage in prior review and restraint of school-sponsored publications and productions to prevent the publication or performance of unprotected speech.

All school-sponsored student publications and productions are nonpublic forums. While students may address matters of interest or concern to their readers/viewers, as nonpublic forums, the style and content of the student publications and productions can be regulated for legitimate pedagogical, school-related reasons. School officials

shall routinely and systematically review and, if necessary, restrict the style and/or content of all school-sponsored student publications and productions prior to publication/performance in a reasonable manner that is neutral as to the viewpoint of the speaker. Legitimate pedagogical concerns are not confined to academic issues, but include the teaching by example of the shared values of a civilized social order, which consists of not only independence of thought and frankness of expression but also discipline, courtesy/civility, and respect for authority. School officials may further prohibit speech that is ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.

School-sponsored student media may not be published/performed outside the school community (i.e. publication/performance is limited to students, staff and parents/family members) except with prior written approval of the building principal and/or Superintendent.

Advertising is permitted in all school-sponsored student publications/productions.

Advertisements submitted for publication or inclusion in a production shall be reviewed by the class/activity advisor, the building principal and/or the Superintendent for a determination that they are appropriate for juveniles. The Superintendent retains the final authority to determine whether an advertisement is appropriate and will be included in a publication/production. Advertisements may be rejected for legitimate pedagogical school-related reasons unrelated to the viewpoint of the advertiser (e.g., the advertisement encourages action that would endanger the health and safety of students).

STUDY TABLE GUIDELINES -

1. The CHS Study Table (ST) is available to ALL students four (4) times a week Tuesday –Friday mornings for 45 minutes sessions. The ST is an excellent way to receive special help for difficult academic questions. The academic sessions occur Monday through Friday in room W205. Mature and positive purposeful behavior is expected of all participants. Students arriving tardy will not be admitted to the session.
2. The weekly schedule for Study Table sessions is as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
	7 – 7:45 am	7 – 7:45 am	7 – 7:45 am	7- 7:45am

Study table week is defined as Tuesday through Friday 7:00-7:45 am

Interscholastic Sports (GWOC) – The interscholastic teams compete in the **Greater Western Ohio Conference**, which is composed of Beaver creek, Centerville, Fairmont, Miamisburg, Springboro, Northmont, Springfield, Wayne.

TESTBOOKS AND CHROMEBOOKS - Charges will be assessed for textbook and Chromebook damage or wear beyond a reasonable amount. Textbooks and Chromebooks lost or not accounted for at the end of the year will be billed to the students. Records and/or transcripts may be held until these bills are paid.

TRANSCRIPT AND APPLICATION FEES - Transcripts for college and/or scholarship applications may be secured from the unit guidance office. When processing college applications, Centerville High School will include the student transcript of courses, grades, credit, and current year course enrollment. A transcript request should be submitted a minimum of three (3) school days in advance of a deadline in order to ensure proper processing time. Any other information regarding the student must be specifically requested in writing by the student and/or parent in order for it to be released to a college or university.

WITHDRAWAL FROM SCHOOL - Students withdrawing from school must inform their Guidance Office. A

withdrawal form will be issued to the student. All of the student's teachers must sign the form indicating the current class grade and confirming that textbooks have been returned. The completed form should be returned to the Guidance Office. All outstanding obligations (school fees, book fees, etc.) must be paid in full before any records will be released.

WORK PERMITS - Under Ohio law, a student under the age of 18 must have a work permit before they can legally take a job. Guidance offices issue work permits. *Work Permit Forms* can be found in all unit offices.