

ACCIDENTS

Accidents that occur on the way to or from school shall be reported to the principal. If a serious accident occurs, the principal will notify the parent or guardian. If the parent or guardian cannot be located, the principal will use his/her discretion as to the best course of action.

The "Emergency Medical Authorization Form" is what the school uses for information to contact family members. It is very important that this form be completed and returned to school immediately. It is also very important that any changes to your address, home telephone numbers, work telephone number, approved adults to pick up your child, etc., be given to the school office.

ASSEMBLIES and OTHER SPECIAL EVENTS

Assemblies and other special events are scheduled to enhance student educational and cultural opportunities. Students may be restricted from assemblies for behavioral reasons.

ATTENDANCE POLICIES

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

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

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

- * Class Discussion
- * Group Activities
- * Dialogue between student and teacher
- * Lectures
- * Quizzes, Tests, and Examinations
- * Films
- * Guest Speakers
- * Special Instructions
- * Individualized Assistance

Teachers have a commitment to provide classroom instruction which will be dynamic, productive, creative, and instructive. Without consistent, timely student attendance, it is extremely difficult, if not impossible, for teachers to meet these educational goals.

Continuity in the learning process is seriously disrupted through a student's excessive absences. Make-up work is not a good substitute for classroom attendance.

Generally, students who have good attendance have demonstrated higher grades, enjoy school more, are better citizens, and are more employable after leaving high school. The lack of good attendance usually causes students to achieve a level below their potential; these students frequently experience academic difficulty in school.

Therefore, to ensure the highest level of student success, Chillicothe City Schools will work cooperatively with parents and students to promote increased student attendance.

This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

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

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

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

1. Personal Illness: The administrator may require the certificate of a physician if he/she deems advisable.
2. Illness in the family necessitating the child's presence: A written statement from a physician may be required.
3. Quarantine of home: Absence is limited to the length of quarantine as fixed by proper health officials.
4. Death of a relative: Absence is limited to a period of three days unless a reasonable cause may be shown.
5. Medical or dental appointments: The administrator may require a doctor or dental slip as to why the absence was necessary.
6. Observance of religious holiday: Absence was for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs.
7. Emergency or set of circumstances which in the judgment of superintendent of schools or designee constitutes a good and sufficient cause for absence from school.
8. College visits: The approving authority may require verification of date and time on this visit. There is a limit of three days per year.

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

Chillicothe City Schools Attendance Procedures/Expectations

1. **Friendly Letter Home:** A friendly letter will be sent to parents of students who have 1 unexcused absence to notify of attendance problems.
2. **Student Homework Attendance Responsibility Program (SHARP):** Students (K-8) who are absent for more than 8 days (excused or unexcused) during the school year or have more than one unexcused absence will attend after school tutoring sessions to make up his or her work. Students having Academic Difficulties combined with Attendance Problems will be given priority when assignments are made to SHARP.
3. **High-Achieving Students:** Students with a "B" average or better who have made up all the work they have missed during an absence can be excluded from the After-School Attendance Program if the building principals deem it appropriate.
4. **Timeline:** Students are required to make up all unexcused absences/assigned time by the building's principal predetermined timeline by attending after school tutoring/make-up sessions.
5. **Tardies/Early Sign-Outs:** Students will attend one hour of make-up time for every four unexcused tardies or early sign-outs.
6. **Doctor's Excuse:** Once a student has accumulated six or more days in a semester and 12 or more absences during a school year, he/she must produce a physician/Doctor's excuse for each occurrence thereafter.
7. **A parent or medical note is required to be turned in to the school within two days** of returning from an absence for all absences. If not, the absence will be considered "unexcused".
8. **Court Program:** All students labeled as habitual or chronically truant to school will be turned over to the juvenile court system and are required to follow the recommendations of the court in regards to the student's educational standing.

The **Student Homework Attendance Responsibility Program (SHARP)** is designed to provide a great opportunity for students to improve their academic performance and attendance and to assist students in overcoming their academic difficulties caused by chronic absences.

1. The tutoring/make-up sessions will be held after school as scheduled and announced by the building principal.
2. Failure to serve the assigned (**SHARP**) sessions and/or continued absences will result in:
 - a. Loss of some or all student privileges (field trips, classroom parties, recess, field day, etc.)
 - b. Loss of driving privileges for high school students

- c. Loss of privileges to attend or participate in all after school activities (dances, athletic events, extracurricular events, etc.)
- d. Loss of participation in extracurricular activities including sports, clubs, musical groups, etc.
- e. Assignment to Summer School
- f. Any other disciplinary action as determined by the principal

3. Transportation to and from tutoring/make-up sessions is the responsibility of the parent/guardian.

4. Continued absences could result in:

- a. Referral to Ross County Juvenile Court
- b. Retention in current grade level

The **SHARP** sessions will be after school ([days and times will be determined by the individual building administrator](#)).

Parents are encouraged to get proof of doctor's visit. If absences exceed the 8 day limit for their child, exceptions to their requirement to attend the **SHARP** sessions will require a doctor's note. Therefore, if parents anticipate their child exceeding the 8 day limit a doctor's note should be attained at time of visit and provided to the school. This will help prevent the inconvenience of parents requesting such information from a doctor at a later date. The explanation will only be needed if there is a question as to whether a student has to attend **SHARP** sessions or not.

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

Medical Statements

A medical statement from a doctor will be required by the Attendance Office for absences totaling 6 or more days in a semester and 10 or more days during the school year.

Mandated Juvenile Court Attendance Procedures

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

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

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

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

Definitions:

1. Habitual Truant: any child of compulsory school age who is absent/tardy without a legitimate excuse for five or more consecutive school days, seven or more school days in a school month, or twelve or more days in a school year.
2. Chronic Truant: any child of compulsory school age who is absent/tardy without legitimate excuse for seven or more consecutive school days, ten or more school days in a school month, or fifteen or more school days in a school year.
3. School Day: The school day as established by the State Board of Education.
4. School Month: Consists of four school weeks and a school week consists of five school days.
5. School Year: Beginning the first day of July of each calendar year and ending on the 30th day of June of the succeeding calendar year.
6. Unruly Child: Any child that does not subject the child's self to the reasonable control of the child's parents, teachers, guardian, or custodian, by being wayward or habitually truant.
7. Delinquent Child: Any child who violates any law of Ohio or the United States, or any ordinance or regulation of a political subdivision of the state, that would be a crime if committed by an adult. (Senate Bill 181 has expanded the definition to include [ORC 2151.02] 1. Any child who is a "habitual truant" and who previously has been adjudicated an unruly child for being a habitual truant and any child who is a "chronic truant.")

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

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

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

Regarding "chronic" truants, if the parent fails to get the child to school and the child is considered a "chronic truant", the Board must file a complaint with the juvenile court jointly against the child and the parent. The complaint must state that the child is a "delinquent child" by virtue of being a "chronic truant" and that the parent has violated the School Attendance Law.

Make Up Work

The number of days for a student to complete work missed while absent will be equal to the number of days of excused absence (e.g., absent 2 days = 2 days to make up work missed). Only school work missed during an excused absence may be made up. All work missed during unexcused absence will be counted as zeros and figured into the child's grades.

BICYCLES

Pupils are permitted to ride bicycles to school. All bicycles are to be parked in the designated area. The school is not responsible for damaged or lost bicycles. Pupils shall not borrow or lend bicycles. Safety rules for bike riding must be obeyed (no double riders, etc.). Parents are encouraged to discuss bike safety with their children before allowing them to ride their bikes to school.

BIRTHDAYS

Sending balloons, flowers, gifts, etc., to school is prohibited. Birthday parties or special treats for students and teachers are not permitted. Please understand the amount of instructional time we would lose by having student parties at school. There are times throughout the year where classrooms have special parties, i.e., Christmas and Valentine's Day.

We do not distribute party announcements unless every child in the class is invited to the party. The teacher will distribute the invitations at the end of the day to the students.

BUS TRANSPORTATION

School bus transportation is a privilege to the student provided by the Board of Education.

A. Parental/Guardian Responsibilities

1. See that the children are at the proper bus stop on time.
2. Any request to ride a bus other than the assigned one will not be granted.
3. Parents will assume responsibility for damage to a bus by their children.
4. Parents are responsible for the safety and conduct of pupils while at or going to and from pickup points and for their meeting the bus on schedule.
5. Buses operate on a time schedule as outlined by the Transportation Director and approved by the Superintendent. Questions regarding scheduling, bus numbers, student behavior, etc., should be directed to the Transportation Director, 775-2936.

B. Pupil Responsibilities

1. While on the bus, pupils are under the authority of and directly responsible to the bus driver.
2. Be ready and waiting at your assigned stop. Too many stops slow the bus trip down and make others wait too long for pickup. The bus does not wait unless it arrives before the scheduled time or unless the student is in sight.
3. To cross the road, stay 10 feet in front of the bus where the driver can see you clearly. Do not cross roadway before the bus comes to a full stop. When safe to cross, the bus driver will signal students by dropping hand slowly and straight down after making eye contact with the students. Even then, look both ways before crossing. Walk quickly - don't run!
4. Enter and leave the bus single file in a quiet, orderly manner.
5. All pupils are expected to ride their assigned bus both morning and afternoon. They will not be permitted to ride another bus or be let off at another stop.
6. Do not carry anything on the bus that may interfere with the safe operation of the bus. These items are prohibited: firearms, explosives, knives, live animals and water pistols. Prescription drugs are not allowed on the bus. They must be taken to the school by the parent or guardian.
7. 7. Take your seat immediately and stay seated. State law provides for three to a seat. Hold all things you carry on the bus. Keep the aisle and exit clear.
8. The bus driver is authorized to assign seats.
9. Rough play, loud talking, abusive language, or bothering others is not permitted.
10. Keep head, hands, feet, and belongings inside the bus at all times.
11. Talking at railroad crossings and all stops is not permitted.
12. Do not throw anything inside of the bus or from the bus, or shout from the windows of the bus.
13. Eating, drinking, chewing gum, littering, profanity, fighting, and any other misbehaviors are not permitted on the bus. This includes all trips taken on the bus.
14. Absolutely no drugs, tobacco of any type, or alcohol are permitted on any school property, including busses. This rule applies to all people on the bus, including drivers and passengers.
15. Pupils may transport musical instruments, athletic uniforms, class projects, etc., on the bus as long as they can be held in the student's lap or stored under his/her seat, and not by the front door. The bus driver may refuse to transport this equipment if it blocks the aisle.
16. No student will be permitted to harass other students or the bus driver.
17. No student will use the emergency door at any time other than during an emergency drill or an actual emergency.
18. No student may possess or use matches, lighters, or laser pointers on the bus.

19. Pupils will conduct themselves on the school bus as they would in the classroom except that reasonable visiting and conversation are permitted. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil.
20. Pupils will be assigned a residence side "designated place of safety" by the driver. The driver must account for each pupil at their "designated place of safety" before leaving the stop. Pupils are not to proceed to their residence until the school bus has departed.

Parents are encouraged to come to school to discuss school bus problems. The driver has the authority to enforce all the above regulations. The administration reserves the right to discipline students in relationship to the degree of the infraction that has occurred.

Students are still required to attend school even when the privilege of riding the school bus is revoked. Not having a ride is an unacceptable excuse for absence from school. Any days missed will be considered unexcused absences.

CAFETERIA

Breakfast is served each morning. Breakfast and Lunch for Pre-K through 6th grade are at no cost. Extra milk may be purchased for 35 cents.

Menus are on the District web site at: www.chillicothe.k12.oh.us Pupils may purchase a Type "A" hot lunch or bring a sack lunch. A student may prepay so students and parents do not have to handle money daily. Students who desire to eat lunch at school have two options: what is printed on the monthly menu, or a peanut butter sandwich to replace the main food item which is the first item listed on the menu schedule of each school day.

Students are expected to clean up any food or litter they may have from their lunch. The use of appropriate table manners is always expected. A student may be moved to another area to eat if his/her behavior is disruptive to others.

CALENDAR of EVENTS

During the school year, we will keep you informed of meeting dates and special programs at the school. Both a building "Calendar of Events" and the district calendar are available to you. Please refer to them to keep you informed about numerous important events in the school. Some events were not scheduled at the time of their printing and are not indicated on the calendar.

CHILDREN'S SERVICES and OTHER AGENCIES

Caseworkers from Ross County Children's Services, with the proper identification, have the right to contact and interview any child at any school. This interview is conducted privately and without the consent of parents or guardians. The principal will normally be an observer in any interviews conducted at the school.

The right of Ross County Children's Services to conduct interviews in schools is pursuant to the responsibility given them by the authority of the juvenile laws of the state of Ohio. Other enforcement agencies may talk with a child at school or take other necessary measures regulated by the judicial laws of the city, county, state and federal government.

School personnel are required by law to report any suspected evidence of child abuse or neglect to the proper authorities.

CLASSROOM OBSERVATIONS

Parents are always welcome to visit their child's classroom and observe activity in the school. If you desire to visit the classroom, you are to provide us with at least **one day** of advanced notice. To

assure that no unauthorized persons enter the building, all visitors will report to the school office when entering to receive authorization before visiting elsewhere in the building.

When you observe your child in a class, you will be expected to be located in an inconspicuous area in the classroom. This will encourage all children to act in their normal fashion and, therefore, provide you with a more accurate observation your child in the classroom setting. To maintain the high quality of our education program, we ask that classroom visits be limited to approximately thirty minutes.

CLASSROOM RULES

Each teacher shall establish his/her own classroom rules within the scope of board policies.

COMMUNICABLE DISEASES and PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove a student from the classroom who has been ill or has been determined to have a communicable disease or highly-transient pest. If your child is exposed to or contracts a communicable disease (such as chicken pox), please notify the school. If we have been alerted to watch for symptoms, it can be helpful to your child and his/her classmates.

Discovery of Head Lice

A. Live Lice

- a. The parent will be contacted by school officials to come to the school and pick up the student.
- b. If the school is unsuccessful in contacting the parent, the student will be separated into a supervised area until dismissal. The student will then be sent home by special arrangements/or normal procedures.
- c. A letter notifying parents to check their children for head lice may be sent home with the classmates of the affected student.
- d. A separate letter will be sent home with the affected student detailing school absence, re-admission to school, and recommendations for treatment.

B. Nits

- a. The parent will be contacted by school officials. If it is determined that the child has been treated and is not infested they may return to class.
- b. If the school is unsuccessful in contacting the parent, the student will be sent home by normal procedures with a letter explaining school absence and recommendations for treatment.
- c. A letter notifying parents to check their children for head lice may be sent home with the classmates of the affected student.

C. Absence Due to Head Lice

- a. The day of discovery plus one additional day will be considered an Excused absence for each occurrence of head lice.
- b. Any days in excess of the above will be considered an Unexcused absence.

D. Re-admission to School following Treatment

- a. A parent should accompany the student to school and remain until the student is readmitted.
- b. The student must be checked by the school's designee for lice/nits.
- c. If it is determined that the child has undergone treatment and is no longer infested, the student may return to class.
- d. If the student's infestation is such that he/she cannot return to class, the school's designee will review procedures with the parent to insure the timely return of the student to class.

CUSTODY RECORDS

In situations where custody of a child is assigned to one parent by a court decision, the school must have a copy of the court decision in order to abide by the decision. The teachers, secretary, and principal are not able to accept a parent's verbal or written notification as to who has legal custody. Both parents will be treated as having equal custody and rights until legal documentation is presented to the school office to stipulate otherwise.

In situations involving custody and visitation rights, we strongly urge the parents to make all arrangements for child care outside of school and not place the child or school staff in any difficult situations.

DANGEROUS WEAPONS

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and the relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to a school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above. **No one can have a weapon on school grounds.**

DISCIPLINE

In addition to academics, one of the most important lessons education should teach is discipline. While it does not appear as a subject, discipline underlies the whole educational structure. Good discipline is necessary to provide an atmosphere of learning for all students. Each teacher will review the school rules with his/her students. Parents are encouraged to contact the school if they have any questions about discipline practices or school expectations for proper student discipline. A school without fair discipline is a school where quality education suffers. All students must be in a safe environment while at school.

A separate handout titled, "Code of Conduct and Attendance Standards" has been provided along with this handbook to further explain school policies related to discipline and other areas.

The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may be disciplined as a result of what is recorded.

DRESS CODE

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

When student appearance becomes extreme or, in the opinion of the school's professional staff, violates health or safety regulations, or is not in keeping with appropriate dress for school wear, or violates

commonly accepted standards of modesty, such appearance is not acceptable. Notwithstanding the information contained herein, the School Board or its designee shall make the sole determination as to the standards of acceptability and appropriate dress.

The following statements are provided as guidelines to promote understanding in the area of student appearance; including but not limited to:

1. Clothing should be so constructed and worn in such a manner that it is not unduly revealing. Halter tops, tank tops, midriff tops, sleeveless muscle shirts, very short mini skirts, short shorts and other garments of this nature are not acceptable.
2. Shorts or skorts may be worn if they are modest, of reasonable length, and in good taste. Cut-off jeans and "biker shorts" are not permitted. Jogging or gym shorts are permitted only in physical education class.
3. Shirts and blouses are to be buttoned/zipped as designed. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level.
4. Hair shall not be regulated unless and until it materially and substantially disturbs the educational process.
5. Coats, outerwear, hats, caps, head coverings, pajamas, and sunglasses are not to be worn in the building. Sweaters or sweatshirts should be worn to maintain comfort.
6. Shoes must be worn at all times. No house slippers are permitted. Closed toed shoes should be worn at the elementary level for safety reasons.
7. No article of clothing shall be worn that distracts from the educational process. Articles of clothing associated with alcoholic beverages, tobacco, drugs, or violence are not to be worn. No gang related apparel shall be worn.
8. No article of clothing shall be worn which defames or demeans any person, school, community, entity, or nation.
9. No article of clothing shall be worn that contains or implies obscene, profane, or sex-related words or pictures.
10. Clothing that is obviously dirty, torn, ripped, cut, mutilated or unduly revealing is prohibited.
11. Any jewelry that may cause injury including, but not limited to belts, bracelets, wallet chains, collars with spikes, and heavy link chains are not allowed.

EMERGENCY PROCEDURES

The school has developed procedures for precautions to be taken during a general calamity, e.g., fire, tornado, severe weather, etc. Pupils are instructed by classroom teachers and regular drills are conducted on the proper procedures to be followed in various emergencies.

Should an individual child experience some accident or illness that could be considered of an emergency nature, the school office maintains an emergency notification card listing specific directions for each child. If the emergency contacts cannot be reached, the principal will take action at his/her discretion.

If the information on our "Emergency Medical Authorization Form" should change, the parent is to notify the school immediately. Examples are: change of address or telephone number and addition or change of person given permission to pick up your child from school.

EMERGENCY SCHOOL CLOSINGS or DELAYS

Occasionally, schools are closed due to inclement weather conditions. When this occurs, parents should monitor the local radio stations for announcements about school closings. [It is very important for families to listen to the radio stations and check district social media \(Facebook and Twitter\) for school delays/closing on any day weather may be a factor.](#)

Do not call the school for this information, since the radio stations will also have the most current information directly from the Superintendent of schools.

When the start of school is delayed, students will not be permitted in the building until ten minutes before the rescheduled start time of school. In the event that school is closed during the school day, parents must have made prior arrangements with their child about where he or she is to go. This should be done at the beginning of each school year. A separate letter will be sent home at the start of school for parents to indicate emergency child-care arrangements at school. Parents will have the opportunity to have a recorded message sent to their home or cell phone about emergency closings.

ENTRANCE and IMMUNIZATION REQUIREMENTS

A child must be five years old on or before August 1 to be enrolled in kindergarten. At the time of enrollment, parents must provide a birth certificate, a copy of the child's immunization record, a Social Security card, [and proof of residency](#) in order to complete their child's registration.

Immunization shall include five DPT doses (if the fourth dose was administered before the child's fourth birthday), four polio doses (if the third dose was administered before the fourth birthday), two MMR given after the first birthday, and three doses of Hepatitis B vaccine.

No pupil shall be admitted into school unless such pupil has presented written evidence from his/her physician or the Board of Health, that he/she has been immunized according to the program as approved by the State Legislature and the Chillicothe Board of Education. Any student who presents a written statement in which the parent or guardian objects to the immunization for good cause, including religious convictions, is not required to be immunized.

Chillicothe City Schools will not admit any child to first grade who has not successfully completed kindergarten unless this requirement is waived by the district Special Services Director. This policy is in accordance with Ohio Senate Bill 140.

Any document relating to custody must be presented at the time of enrollment.

FIELD TRIPS

When field trips are taken to enrich the instructional program and provide some firsthand experiences for children, various classes will participate in field trips. These trips are considered an integral part of the instructional program and offer a unique experience for students. There may be rare instances a student may not be permitted to go on field trips due to disciplinary actions.

[Teachers will inform parents of the purpose of the trip as well as the place, date, time, cost and means of transportation for a trip. A permission form will be included in each child's beginning of the year packet along with other required documents for parents to give their permission for their child to participate on any trip. Without your written permission, your child will stay at school.](#)

GIFTED PROGRAM

Annually, the CCSD assesses children in grades 2, 3 and 5 to identify those as gifted, per the Ohio Department of Education Gifted Identification criteria. Students may qualify to be identified as gifted in the following areas: superior cognitive ability, specific academic ability in one or more content areas, creative thinking, and visual or performing arts. The Board of Education encourages efforts to provide services for the students who are gifted as an integral part of the total kindergarten through 12 program. Identified K-6 students receive services in the classroom through differentiated instruction in all content areas.

GRADING POLICIES and PROCEDURES

The achievement of each student shall be reported to his/her parents by a report card sent home each nine-week period.

The primary years (first and second grades) are developmental in nature. Based on this philosophy, no averaging will be done. The teacher will record the fourth nine-week grading period on the cumulative folder as the end of the year grade. Students will be evaluated using Outstanding (O/+), Above Average (S+/✓+), Average (S/✓), Below Average (S-/✓-), or Unsatisfactory (U/-)

Grades K-2

Percentage	Grade Letter	Grade Value	Grade Point Average
90-100	O/+	4.0	3.5-4.0
80-89.99	S+/✓+	3.0	2.5-3.49
70-79.99	S/✓	2.0	1.5-2.49
60-69.99	S-/✓-	1.0	0.5-1.49
0-59.99	U/-	0.0	0-0.49

Grades 3 - 6

Percentage	Grade Letter	Grade Value	Grade Point Average
93 - 100%	A	4.0	3.95 - 4.0
90 - 92%	A-	3.9	3.67 - 3.94
87 - 89%	B+	3.5	3.33 - 3.66
83 - 86%	B	3.2	3.00 - 3.32
80 - 82%	B-	2.9	2.67 - 2.99
77 - 79%	C+	2.5	2.33 - 2.66
73 - 76%	C	2.2	2.00 - 2.32
70 - 72%	C-	1.9	1.67 - 1.99
67 - 69%	D+	1.5	1.33 - 1.66
63 - 66%	D	1.2	1.00 - 1.32
60 - 62	D-	.9	.60 - .99
Below 60%	F	.0	.59 and Below

HOMEWORK

Homework is reinforcement, expansion, or enrichment of the material taught in the classroom. Homework is an expectation for all students and is an integral part of the learning process. The student is responsible for the completion of his/her daily assignments. Homework may be considered as much as ten (10%) percent of the grade for a nine-week period.

Students with **excused absences** are permitted to make up all worked missed, including homework assignments. It is the responsibility of the student to get assignments and complete them in the time allotted. The number of days allowed to complete work missed during an excused absence is equal to the number of days the student was absent; i.e., a student absent for five days must have the work completed within the first five school days after returning to school

If a child is going to be out of school for multiple days for an excused reason and wants to receive their homework assignments during their absence, please call the office secretary to request homework assignments. Allow 24 hours for assignments to be available for pickup in the office.

HONOR ROLL RECOGNITION

Students in the third grade and above will be recognized for their academic achievements by qualifying for an "Honor Roll." There are two levels of honor rolls: Honor Roll 3.0-3.49 and High Honor Roll 3.5-4.0.

INTERIM PROGRESS REPORTS

All students who make unsatisfactory progress in achievement in classroom assignments, homework assignments, and/or tests shall be issued an interim progress report halfway through each nine-week grading period. Interim progress reports shall also be issued if there is a drop of two letter grades from the previous reporting period. Supplemental and special reports may be issued when a need exists.

LOST and FOUND

Lost and found articles are kept in a designated area. Please encourage your child to check in the office for lost items. Unclaimed articles are discarded. It is suggested that parents label lunch boxes and clothing when possible to assist the school in returning the lost items to the proper students.

MEDICATION

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

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

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

1. The principal receives a written request that the drug be administered to the student which is signed by the physician and the parent, guardian, or other person having care or charge of the student.
2. The signed statement that is presented to the principal shall include the following information:
 - A. The name and address of the student.
 - B. The name of the drug and dosage to be administered.
 - C. The times at which the drug is to be administered.
 - D. The date the administration of the drug is to begin.
 - E. The date the administration is to cease.
 - F. Any severe, adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in case of an emergency.
 - G. Any special instructions for the administration of the drug, including sterile conditions and storage.
 - H. A sentence stating that the "Chillicothe City School personnel will not be held liable when such assistance is requested."
3. Inhalers are considered medication and fall under the medication guidelines listed in this section.
4. The parent, guardian, or person having care of the student agrees to submit a revised statement signed by the physician if the previously provided information changes.
5. All medication must be received by a person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist or in the case of non-prescription medications, in the container in which it was originally purchased.
6. All medication shall be stored in a location that is locked except medications that require refrigeration may be kept in a place not commonly used by students.
7. A written documentation of all medication administered shall be kept in the principal's office.
8. The medication must be delivered to the principal's office by the parent, guardian, or person having care of the student. Students are not to deliver medication to school.
9. No person employed by the Board will be required to administer a medication to a student except pursuant to requirements established under this policy.

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

The role of the school will be one of cooperation with the parent and the student. The school will dispense medication only if there is no other feasible way and all of the above guidelines have been followed.

The intent of these procedures is to ensure that no medications will be administered at school without administrative approval.

OPEN ENROLLMENT

Open enrollment is a program which allows a parent to request their child attend a school other than their home attendance school. Parents are to make application for this program each year in the month of April. Parents must reapply each year to maintain their child in the open enrollment program. Additional information is available from the school office or the Board of Education (7754250) for those parents interested.

Parents who provide false, inaccurate or misleading address information may have their child removed from their open enrollment school to return to their home school.

PARENT-TEACHER COMMUNICATION

Parents are encouraged to call the school when the need arises. Teachers may be contacted by sending a note or [email](#) to school or by a phone call. If you call during the school day, the secretary will leave the teacher a message to return the call. If you wish to have a conference with your child's teacher, please call ahead to make an appointment. Teachers' schedules make it very difficult for "drop-in" conferences. If you have difficulty scheduling a conference, the principal will assist you.

PTO or PARENT ADVISORY BOARD

You are encouraged to be involved in your child's school. Numerous activities are made possible by these parent organizations through financial support and/or personal volunteer efforts. Additional information will be made available throughout the school year.

PARENT PARKING

Parents who bring or pick up their child in their car must be aware of safety for all children. In the morning when school is beginning and in the afternoon when school is over, the children are excited and want to run, often forgetting about their personal safety. These are the most dangerous times of the day and your adult supervision is necessary to help ensure their safety.

PERSONAL PROPERTY

No electronic devices, radios, tape players, skateboards, in-line skates, or toys are permitted in school unless they are part of a school project. No sunglasses are permitted in school, unless they are prescription sunglasses. Parents are encouraged to have their child leave at home all non-school items which don't belong in school and can cause distractions. These items can be broken, lost, or taken while at school and we will not take responsibility for their safety, if brought to school.

However, from time-to-time a child may be asked to bring in items to share with the class related to subjects being studied or a show-and-tell event. In this situation, it is appropriate to bring in items which normally would be discouraged. A note from the child's teacher will usually be sent home to explain the unique situation involved.

Items brought to school deemed to be inappropriate by the school staff will be held by the teacher or placed in the office during the day and may be picked up by the parent.

PETS AT SCHOOL

Many students have pets and like to have family members bring them to school when being picked up at the close of school. However, pets are NOT allowed at school. Some of the students are not comfortable around pets and some have allergies to animals. There is also the liability involved by bringing a pet that may hurt a child because it is in an unfamiliar, noisy and crowded environment with students.

PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS

Teachers in the Chillicothe City Schools have degrees. All staff participates in an ongoing professional development program that updates them in the latest strategies to increase student performance.

Parents may request information regarding the professional qualifications of their child's classroom teacher, including:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught.
- If the teacher is teaching under emergency or provisional status.
- Baccalaureate degree major, graduate degree, and field(s) of discipline.

If the student is provided services by a paraprofessional, the parent may request the qualifications of the paraprofessional. There will be a timely notice if students are assigned to be taught, or have been taught for four or more consecutive weeks, by a teacher who does not meet the "highly qualified" federal standards.

RELEASE OF STUDENT DIRECTORY INFORMATION

Under provisions of Ohio Revised Code 3319.321, the schools will make available, on request, "directory information." Directory information is a student's name, address, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation awards received or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to an organization for profit-making purposes. Parents and adult students may refuse to allow the school district to disclose any or all directory information upon written notification to the district by submitting in writing to the Principal of the student's school the specific information not to be disclosed. Request to withhold Directory Information must be received by September. You must indicate on the parent sign-off form at the back of this book if you do not want your child's directory information released.

RELEASE OF STUDENT PHOTOS, MEDIA INTERVIEWS

During the year, the Chillicothe City Schools often have the opportunity to photograph and videotape students in a variety of school related activities. Student recognition programs, academic programs and fine arts programs are a few examples of these activities. As such, these personally identifiable photographs and/or videotape may be used in communication tools such as the district newsletter and calendar and in communicating with the media such as allowing interviews or photographs with students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way of sharing the success of our schools and students. For this reason, the district has designated student photographs as "directory information." However, it is our primary goal to respect your privacy. Parents have the right to submit a written request to the building principal, within two weeks after the first day the student is enrolled in a school year, directing the district not to release the information as listed above. The written request or any questions should be directed to the building principal.

RECESS

Children are outdoors for recess each day, weather permitting. They should be dressed according to weather predictions. If health conditions dictate that your child is unable to participate in outdoor activities, please send a doctor's excuse.

ROOM PARENTS

A room parent's function is to assist when requested by the teacher: assist with parties, chaperone on field trips, assist with other functions as they relate to classrooms, and assist and support school activities when related to that room and the total educational program of the school.

SAFETY PATROL

The Safety Patrol is for the protection of students while they are on their way to and from school. Students selected for Safety Patrol are considered to be dependable and dedicated in their concern for others. The success of this program depends upon parents and teachers explaining to younger students the purpose of the Safety Patrol. Students are to obey the directions of student Safety Patrols for their own safety.

If a parent parks across the street from the school to deliver or pick up a child, the parent must come across the street and escort the child back across the street to their car. The most dangerous times of the day are at the start of school and at the end of school and this safety practice must be followed.

SCHOOL HOURS

Grades K -6—school day is 8:40 AM to 3:10 PM

Any change in the above schedule will be announced in advance. The school will not accept responsibility for any child before 8:30 AM in the morning nor after 3:15 PM in the afternoon. Parents are asked to make arrangements with their child to follow these attendance hours for his/her safety.

SCHOOL PARTIES and CLASS TREATS

There are two scheduled school parties each year: Christmas and Valentine's Day. Parent representatives and the teachers help in the planning of any school parties. School parties are governed by Board of Education policy and by the principal.

SCHOOL PICTURES

School pictures are taken each year. Parents will be notified of the date and cost of the pictures as well as payment arrangements prior to picture day.

SCHOOL RECORDS

Parents may inspect and review the student's education records upon request. Persons should submit to the student's principal a written request which identifies as precisely as possible the record or records he/she wishes to inspect. The principal will contact the parent of the student to discuss how access will be arranged. The principal will make the needed arrangements as promptly as possible and notify the parent of the time and place where the records may be inspected. This process must be completed in 45 days or less from the receipt of the request for access.

SPECIAL CLASSES and SERVICES

Part of the regular instructional program includes instruction in the areas of Art, Music, and Physical Education. In some instances, there will be special needs for these classes, e.g., gym shoes on some days when a pupil has physical education. It is suggested that the parent become acquainted early in the year when these classes are scheduled.

The school system has special services available to qualifying students. These special services are available at each elementary building and are to aid in the educational process of your child. The special services available are:

- * Guidance and testing
- * Nurses
- * Speech and Language Development
- * Special Intervention Program

STUDENT HEALTH CONCERNS

If your child has a health problem, please ask your physician to put it in writing for the school's records and update the information at regular intervals. Mutual understanding regarding health problems can help us better care for your child.

Please contact our school nurse about any health issues.

Students are to be **free of a fever for 24 hours** before returning to school.

SSMT (Student Services Management Team)

The CCDS has a Student Services Management Team (SSMT) in place in every building. The SSMT meets on a regular basis to review and determine a plan of intervention to address any academic or behavioral needs that are adversely impacting a student's performance in the classroom. The SSMT is comprised of teachers, related service staff and other specialists within the district. The SSMT process includes communication with the parent and student. If a parent believes that their child is having ongoing difficulties in the classroom and believe that the child would benefit from a team of professionals reviewing the needs of the child and determining if the child would benefit from a written intervention plan, please contact your school principal or your child's teacher. In the event that a student fails to make adequate progress, specific to the area of concern, after going through the SSMT process a child may be referred for a multi-factored evaluation.

SUPPLIES

At the beginning of each year, your child will be given a list of the supplies needed. The teachers will send the list home. In addition to the usual pencil, paper, crayons, scissors, etc., most pupils will use workbooks throughout the year.

"TAKE YOUR CHILD TO WORK" DAY

This day is growing in interest with more students being absent from school due to their participation in this day to see what a parent's day at work is like. However, the school system is not a sponsor of the event and if your child is going to miss school for this event, you are expected to complete a form and submit it to the office five (5) days before the date of expected absence.

TELEPHONE USE

Students may not use the office telephone except for emergencies. Also, students cannot be called from class to accept telephone calls. Important messages for students may be taken by the secretary and delivered to the student during the day. Parents are to have arrangements for transportation home after school made before the child comes to school. Frequent changes in plans and calls to school to relay messages are disruptive.

TEST SECURITY/STANDARDIZED TESTS

Each year, Chillicothe students are required to take a number of "standardized" tests. These include state achievement tests and "norm-referenced" tests such as the Terra Nova. All of these tests are considered "secure." The tests must be kept locked up when not in use and students should refrain from discussing test times or otherwise divulging information regarding the content of these tests - even after the test is given. Any student sharing information with others regarding secure tests or cheating in any other way will be referred to the building administrator for disciplinary action.

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year. Books should be treated with care and returned in good condition. Students who lose or damage a book will be charged a fee based on the book's condition.

TITLE VI & TITLE IX, ANTI-DISCRIMINATION

The school district affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to students and employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the assistant superintendent or any principal.

Policies of the Chillicothe City Schools prohibit discrimination- including but not limited to harassment in the school district's education activities, employment practices, programs and services on the following bases: race, color, national origin, ancestry, citizenship, religion, handicap/ability level, age, sex or sexual orientation. For this purpose harassment is defined as including slurs, unwelcome sexual advances and requests for sexual favors, or other verbal, non-verbal, or physical conduct which results in discriminatory treatment or creation of a hostile environment for work or education.

This policy meets all requirements and directions of the U.S. Department of Education under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and Section 504 Rehabilitation Act of 1973. Inquiries should be made to the Assistant Superintendent, Chillicothe City Schools, 235 Cherry Street, Chillicothe, Ohio 45601-2350, or phone 740-775-4250, ext. 104.

VALUABLE PROPERTY

Valuable property such as radios, CD and tape players, pagers, expensive jewelry, electronic games, cell phones, virtual pets, iPods, etc., may not be brought to school by students. The school will NOT accept responsibility for the loss of personal property. We recommend that students who ride bicycles and/or scooters to school lock them to prevent theft.

VISITORS

The following rules and regulations have been adopted by the Chillicothe City Board of Education governing school visitors.

1. In compliance with Board of Education policy, all visitors to the building must report to the school office when they arrive at the building. This is for the safety of all students. This includes parents who bring items to school such as lunches, musical instruments, lunch money, school work, books, library books, etc. **Parents are not to go directly to their child's classroom at any time without prior arrangements.** The time before school is not "free time" for the staff. This is part of their planning and

preparation time and the teacher may not have enough time to meet with you without prior arrangements.

2. No person shall trespass or loiter in any school building of the Chillicothe City School District or on the grounds thereof.
3. No person or group of persons shall remain in any school building or on the grounds thereof after being requested to leave by a principal, teacher, member of the administrative staff, or any person assigned to the duties of custodian.
4. No person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone. (ORC 2923.122)
5. Any person who fails to comply with the provision of any of the preceding sections shall be in violation of the rules and regulations of the Board of Education and may result in police being summoned.

This policy has been adopted for your child's protection. Your cooperation in abiding by this policy will be greatly appreciated.

Upon entering the building, please come to the office first. Parents are not to go directly to a classroom.

Board of Education and Administrative Staff

Chillicothe Board of Education Office: 425 Yoctangee Parkway

Board of Education Members:

- Steve Mullins, President
- Matt Markley, Vice President
- Joy Shoemaker
- Jeff Hartmus
- Tamra Lowe
- Jon Saxton, Superintendent
- Deborah Swinehart, Assistant Superintendent