

**CODE OF CONDUCT  
AND  
ATTENDANCE POLICY**



**235 CHERRY STREET  
CHILLICOTHE, OHIO 45601**

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## CODE of CONDUCT and ATTENDANCE POLICY

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

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

### **RIGHTS AND RESPONSIBILITIES**

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

Power of School Authorities: The power of school authorities over pupils does not cease when they leave the school premises. The items in this Code of Student Conduct are applicable to all students when properly under the authority of school personnel during any school activity, function or event, whether on property owned, rented or maintained by the Chillicothe City Schools or property owned, rented or maintained by another party. Additionally, the provisions of this Code shall apply to students if the prohibited act occurs while on the premises immediately adjacent to school property, within the line of sight of school property or on school transportation, or if the act otherwise affects the operation of the schools. In addition, the Student Code of Conduct applies to misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

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

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

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

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

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

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

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

2. **Miscellaneous** - In general, disciplinary action will result from, but is not limited to: Disrespect to school personnel; habitual or extreme acts of misconduct; misappropriating teacher's school records; being in an authorized area of school premises or property; littering; loitering; refusing to pay for purchases; or any conduct in violation of the criminal code of the State of Ohio. General misconduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place in the school or which substantially and materially is or poses a threat to the safety of persons or property.

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

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

5. **Theft** - A student shall not take or attempt to take school property or the personal property of other individuals or entities.
6. **Use, Possession, Sale or Distribution of a Firearm** - A student shall not use, possess, exhibit, handle, transmit or conceal a firearm. A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer, or any machine gun.
7. **Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas** - A student shall not use, possess, exhibit, handle, transmit or conceal an object that could be classified as a weapon or dangerous instrument. Such weapons and dangerous instruments shall include any object which may be used or is used to threaten or inflict physical harm, as determined by the Board of Education or its designee. (This rule also applies to any look-alike or self-protection devices and possession of knife with a blade of more than 2.5 inches.)
8. **Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas** - A student shall not use or possess any destructive device which would include a bomb, grenade, a rocket having a propellant charge, a missile or a mine or similar device. This definition includes any barrel with a base of more than one-half inch in diameter. A student shall not cause or attempt to cause the setting of fire, use or possess any poison gas or incendiary device (such as fireworks), cause false fire alarms or make bomb threats. This includes the unauthorized use of fire.
9. **Use, Possession, Sale or Distribution of Tobacco Products** - A student shall not smoke, chew, possess, handle, transmit or conceal tobacco or other related smoking products on school premises or property, or at any school activities.
10. **Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages** - A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal or be under the influence of alcoholic beverages. "Possession" includes with limitation, retention on the student person or in purses, wallets, lockers, desks, automobiles parked on school property, or other personal property of students. "Under the Influence" is defined as manifesting signs of chemical misuse including but not limited to restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class, or any other behavior indicating signs of chemical misuse.
11. **Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol** - A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal or be under the influence of drugs, mood altering chemicals or drug paraphernalia. "Possession" and "Under the Influence" are the same as for alcohol. "Mood Altering Chemicals" includes without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit control substance, and marijuana.
12. **Tardy/Class Cutting** - A student shall not be tardy to school. A student shall not cut class. Class cutting is an unexcused class absence.
13. **Driving/Parking** - A student shall not drive or park on school premises in violation of Board Policy and Regulation JHFD, "Student Automobile Use," or when his/her privileges to drive or park have been revoked.
14. **False Alarms/Bomb Threats** - A student shall not cause false alarms or make bomb threats.
15. **Pagers and Electronic Communication Devices** - Students are prohibited from using any electronic communication device such as cell phones and pocket pagers during school hours. Elementary students are prohibited from bringing cell phones to school. Middle school students must leave cell phones off and in their lockers during school or they will be confiscated by school personnel. High school students are prohibited from using them during school hours. They must be turned off and out of sight. Chillicothe City Schools assumes no liability for lost, stolen, or damaged items of this nature while in school or on school grounds as defined in ORC 3313.753 (A).
16. **Portable Electronic Devices for Personal Listening or Viewing** - Students are not permitted to bring radios, tape/CD players, or play back devices in the school. Exceptions are made for educational purposes with advance permission from the teacher/administrator.
17. **Forgery/Falsification** - A student shall not falsify any school-related information, which shall include, but not be limited to, writing the name of another person, times, dates, grades, addresses or other data on forms or correspondence directed to or from the school, Forgery also includes hacking into unauthorized computers, sites or information databases.
18. **Disobedient/Disruptive Behavior** - A student shall not violate the dress code. A student shall not fail to comply with disciplinary procedures and/or directions of authorized school personnel. A student shall not, by use of profane, vulgar or other improper language, violence, force, coercion or threat, harassment, intimidation or any other action, cause or threaten to cause the disruption or obstruction of any function including sports events, or operation of the school.
19. **Frightening, Intimidating, or Bullying Acts** - A student shall not engage in any act or conduct which, under the circumstances a reasonable person would believe does or is intended to frighten, intimidate, or bully the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct that causes another person to reasonably believe that such student may cause physical harm to the person or property to such other person.
20. **Firearm Look-Alikes** - A student shall not use, possess, exhibit, handle, transmit or conceal any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object (toy guns, cap guns, bb guns, pellet guns).
21. **Sexual Harassment** - A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual advances which may be verbal, visual, or physical contact. Prohibited conduct includes but is not limited to propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects,

making sexual remarks or gestures, making sexual comments, displaying sexual pictures, or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person.

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

23. **Use of Profane, Vulgar or Abusive Language or Gestures** - A student shall not use profane, vulgar, abusive, obscene or other words or gestures that are verbal or written which, under the circumstances are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications, inappropriate language, either verbally or non-verbally. This includes obscene print material.

24. **Refusal to Identify Self** - A student shall not refuse, upon request, to identify him/herself to any school authorities on school premises or property or at school-sponsored events, wherever they shall occur.

25. **Emergency Removal from Class** - Students told to leave class must report directly to the main office.

26. **Cheating and Plagiarism (Academic Dishonesty)** - A student shall not engage in academic misconduct, to include but not be limited to cheating or plagiarism or transmission of unauthorized academic information. Ohio Achievement Tests, Ohio Graduation Tests, and standardized assessments are secured and students are not permitted to discuss test questions during or after test administration.

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

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

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

30. **Gambling** - A student shall not play any game for money or other consideration.

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

32. **Publications and Organizations** - Publishing or distribution of any printed material or promoting any club or organization that has not been approved by the building administrator/Superintendent is prohibited.

33. **Copyrighted Materials** - A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his or her own mind.

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

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

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

37. **Repeated Violations** - Repeated violations of the discipline code can result in a Referral for Expulsion (RFE).

38. **School Bus Rules** - A student shall not interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus. These activities include, but are not limited to, causing damage; failing to remain seated; throwing objects out the window, at passengers, or the driver; shouting; failure to board the bus at the assigned stop; and/or other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention. Students shall abide by the directives of the bus driver. (Transportation Code of Conduct)

## **GUIDELINES FOR DRESS**

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

## **DEFINITIONS AND DISCIPLINARY CONSEQUENCES**

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

Student Management Room (SMR): Will be utilized throughout the day at the high school anytime a student is late to school or an individual class. Students will be immediately set to SMR where they will be held throughout the period. At the end of the period students will be released back into the general population to resume their regular class schedule and attend their regular classes. But, students who come tardy to class and are set to SMR will be required to attend two lunch detentions to make up the work they missed during the class they came tardy to. The same procedure will apply to unexcused tardiness to period 2-7 classes. Students need to realize that missing more than 5 minutes of a class will be considered as an absence for that class and these class absences will count toward the Denial of Credit.

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

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

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

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

Withholding of Privileges: Special privileges such as recess, library and hall passes, or parking permits may be withheld.

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

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

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

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

### ADMINISTRATIVE REMOVAL FROM SCHOOL

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

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

#### 1. Suspension

No student may be suspended for more than 10 school days for an infraction. If fewer than 10 days remain in the school year, any remaining part or all of the suspension may be applied to the following year.

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

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

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

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

On the first offense at the K-5, 6-8, or 9-12 grade bands resulting with a one to ten day suspension and not being a Recommendation for Expulsion or fight/violence incidence, a student will be permitted to make up classroom work and tests missed while serving the out-of-school suspension (OSS). The assignments are posted on Progress Book or parents only may pick up assignments at the office after calling and requesting the assignments. Make-up work must be completed based on the number of days of suspension. (i.e., 5 days suspension, 5 days to make up work. 8 days suspension, 8 days to make up work.) It is the student's responsibility the day he/she returns to school to conference with the teachers for the date of the make-up test(s) and finalize work missed. Students may not attend any school functions, home or away, while serving OSS. **Students are not permitted on school grounds while serving OSS**

#### 2. Expulsion

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

The student and his/her parent, guardian or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of pupil and his/her parent, guardian, custodian and/or representative to appear

before the Superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.

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

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

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

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

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

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

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

### **3. Permanent Expulsions**

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

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

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

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

## **OHIO ACHIEVEMENT TESTING REQUIREMENTS**

A third grade through eighth grade student who receives a score which reflects below basic level on the statewide Ohio Achievement Test may be 1) promoted to the next grade with the permission of the principal and reading teacher, 2) promoted to next grade with intensive intervention services, or 3) be retained in the respective grade.

As the Ohio Department of Education phases in achievement tests, grades 3-8, the district may consider a limited score as a factor in determining if the student should be retained in the current grade level.

No student may graduate from high school without having attained minimum proficiency scores on the Ohio Graduation exams. Post high school students who need to pass the Ohio Graduation Test, may take it in October, March and in the summer.

A diploma will also be granted to a student who has completed curriculum requirements and has passed all five parts of the Ohio Graduation Test. The alternative way to meet the OGT testing requirements is if a student meets all the following criteria: a) passes 4 of the five tests and has missed passing the 5th test by no more than 10 points; b) has a 97% attendance rate, excluding any excused absences, through all four years of high school and must not have had an expulsion in high school; c) has at least a GPA of 2.5 out of 4.0 in the courses of the subject area not yet passed; d) has completed the high school curriculum requirement; e) has participated in any intervention programs offered by the school and must have had a 97% attendance rate in any programs offered outside the normal school day; and f) has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed. (ORC 3313.13615).

## LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

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

## SEARCH AND SEIZURE

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

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item(s), and, if possible, conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted on a periodic basis.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Lockers and school desks are school property and may be searched at any time.

### Searches of Student Property by Police

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

## SECURITY DIGITAL VIDEO RECORDINGS

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

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

## STUDENT INTERVIEWS

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

## STUDENT CONDUCT ON SCHOOL BUSES

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

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

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

## COLLEGE VISITATIONS

Seniors may be excused for a maximum of three (3) days for visiting colleges. Applications shall be made with the guidance counselor. Students in grade 11 may be allowed the same privilege with adult/parental supervision. College visitations will not be excused during the first and last two weeks of school. These absences will not be included in the denial of credit.



## ATTENDANCE POLICIES

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

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

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

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

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

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

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

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

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

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

The district attendance policy will be distributed to parents at the beginning of each school year. Each school will review the procedures and expectations with all students no later than the first week of school. Parents are expected to review the policy with their child as well. Each building will provide opportunities to recognize students for excellent attendance each grading period. Each building will provide an incentive program to encourage and reward students demonstrating excellent attendance. Consideration will also be given to recognize students who improve their attendance from one grading period to the next. Any student who has exemplary attendance (missing three or fewer days) or perfect attendance for the school year will be recognized by the Board of Education at the June Board Meeting. A letter will be sent to parents of students that have 1 or more unexcused absence to notify of attendance problem. Any student having 5 or more absences will be required to have a conference with a Building Attendance

Team (A-Team) member to review attendance policy and consequences of continued absences. Parents can be required to attend meeting as determined by the principal or designee. A-TEAM staff members shall seek to establish positive relations with the student and his or her parents and will attempt to remedy any reasons which may contribute to the student missing an excessive amount of days. The A-TEAM member will review attendance policies and encourage the student to improve their attendance. If students miss after the initial meeting with an A-TEAM member he/she will meet with the principal to discuss consequences that will result in excessive absences.

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

Student in grades K-8 who are absent for more than 8 days (excused or unexcused) or have more than one unexcused absence will be required to attend the After-School Attendance Tutoring Program sessions. Students having Academic Difficulties combined with Attendance Problems will be given priority when assignments are made to SHARP. Students are required to make up all unexcused absences or assigned time by the timeline determined by the principal or designee by attending the After-School Attendance Tutoring Program sessions. Students in grades K-8 will attend 1 hour of make-up time for every 4 unexcused tardies or early sign outs. Students will attend After-School Attendance Tutoring Program sessions for excessive tardies to school at the discretion of the principal. Any student accumulating 6 or more days in a semester and 12 or more absences during a school year must produce a physician's excuse for each occurrence thereafter. Transportation to and from the After-School Attendance Tutoring Program sessions is the responsibility of parent/guardian.

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

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

The After-School Attendance Tutoring Program sessions will be held after school on Tuesdays and Thursdays (3:15 pm-5:15 pm for elementary buildings, 2:30 pm-4:30 pm for the 6<sup>th</sup> grade building, and 2:45 pm-4:45 pm for the middle school building). **Any absences still needed to be made up by students at the conclusion of the school year will be done in summer school.** There may be additional opportunities for students to make up days after school on Tuesdays and Thursdays during the month of May but the After-School Attendance Tutoring program sessions will conclude at the end of April each school year.

**Parents are encouraged to get proof of a doctor's visit.** If absences exceed the eight (8) day limit for their child, exceptions to their child having to attend after school tutoring sessions require a doctor's note. Therefore, if parents anticipate their child exceeding the eight (8) day limit, a doctor's note should be obtained 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 question as to whether a student has to attend the 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 students and we, as a school district, feel the policy changes are in the best interest of the students.

### **MEDICAL STATEMENTS**

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

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

At one 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 or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

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

#### **Definitions:**

1. habitual truant - any child of compulsory school age who is absent/tardy without a legitimate excuse for five or more consecutive school days, seven or more school days in a school month or twelve or more school 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 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 Ross County Prosecutor who will file the 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.

#### **Absences May Impact Promotion**

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

#### **Open Enrollment**

Open Enrollment policies are available to interested parents by picking up a copy at the Board of Education Building, 235 Cherry Street, Chillicothe, Ohio 45601.

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

A large part of any student's learning takes place with the interaction which occurs in a classroom. It is imperative that students maximize the opportunity by actually being in class. Therefore, students may lose credit for any course in which they exceed 9 unexcused class absences per semester in a semester course or 18 unexcused class absences per year in a full year course.

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

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

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

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

### Pre-Arranged Excused Absences

There are occasions when students will have advance notice of absences they may wish to "pre-arrange" with the office. Students may come to the office and excuse their absence in advance in such cases to receive their work before they are actually absent. Pre-Arranged Absence Forms may be issued by a note from parents at least 24-hours in advance of the absence. Absences will only be excused based on the 8 acceptable reasons listed in the Attendance Policy. Absences can only be pre-arranged if they are approved as "excused" based on those 8 acceptable reasons.

Examples of acceptable "pre-arranged" excused absences:

- \*surgery or medical appointment of student or immediate family member
- \*college visit
- \*family emergency
- \*enrichment learning activity

Examples of unacceptable absences not considered to be Pre-Arranged Excused Absences:

- \*senior pictures
- \*shopping, hunting
- \*family vacations

Decisions to grant Pre-Arranged Excused Absences are made by the building principal. Students with Pre-Arranged Excused Absences will be given the number of days they missed to make up their missed work, however they are welcome to turn in missing assignments or make-up missed assessments upon their return to school. Students whose absences are unexcused will be subject to the guidelines and consequences established by the SHARP program and the Ross County Juvenile Court system. Family vacations are not among those 8 reasons specified as excused per Ohio Administrative Code 3301-69-02.

### Absences May Impact Driving Privileges

If a student of compulsory school age has been absent without legitimate excuses for more than 10 consecutive days or a total of at least 15 days during a semester or term, the Board authorizes the Superintendent to hold a hearing for purpose of denying a student of driving privilege by notifying the registrar of motor vehicles and the juvenile judge in the county.

### Make Up Work

**It is the responsibility of the student to get assignments and complete them in the time allotted.** The number of days allowed to complete the missed work is equal to the number of days the student was absent.

Regardless of the absence type (excused or unexcused) students will be expected to make up the work and be held accountable for learning all material they missed.

Any student who is absent from school (excused or unexcused) will have 1 additional days for every day they missed to make up their work for full credit (100%) (e.g., absent 2 days = 2 days to make up work missed).

Any student who exceeds the allotted time to turn in an assignment for full credit can still turn in late work for partial credit. Any student who turns in work up to 1 week late must at least be given the opportunity to earn C on the assignment they turn in.

Any student who exceeds the allotted time to turn in an assignment for full credit can still turn in late work for partial credit. Any student who turns in work up to 2 weeks late must at least be given the opportunity to earn D- on the assignment they turn in.

Any work that a student completes in the SHARP Program must be graded at full credit for any assignment.

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

Student who have not completed their regular assignments are not eligible to perform extra credit assignments until they have completed all their regular class assignments. Teachers must accept all incomplete work, and shall score those assignments according to guidelines above. Late work that is turned in more than 4 weeks late will be **accepted** but may not receive a passing grade depending on the circumstances and the teacher's discretion.

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

**Suspensions:** The first time a student is suspended from school under a non-violent offense he/she will be able to make up his/her work for full credit. Each time after that or in an instance of a violent offense resulting in suspension student work will be made available even under the suspension but will not be graded for course credit.