



CHILICOTHE MIDDLE SCHOOL STUDENT HANDBOOK 2014 – 2015

CHILICOTHE MIDDLE SCHOOL MISSION STATEMENT

Our mission is to prepare our students to serve their communities and to commit to life-long learning.

IMPORTANT NUMBERS

Phone: 740-773-2241
Extensions: Dial 9 for name recognition
Main Office 4
Attendance 5
Guidance 6
Middle School Athletics 7
High School Athletics 8

CMS Website: www.ccsd.us/cms

INCLEMENT WEATHER:

In case of inclement weather, please tune your radio to determine if school is in session. These stations are notified first and provide up to the minute information. You can also phone them at 773-3000.

94.3 FM	WKKJ
1490 AM	WBEX
1350 AM	WCHI

EMAIL

In most cases, a staff member's email address is his/her full name separated by a period followed by @ccsd.us – for example, Aaron Brown's email is aaron.brown@ccsd.us. Questions about email addresses can be directed to Mr. Brown at the above address.

Students at CMS also have student emails they can access and use for educational purposes. To access the student email go to www.ccsd.us and click on Students at the top right. On the student webpage click on the Student E-Mail button located in the bottom left of the page. This will bring you to the Google Website that will allow a student to login to the Google E-Mail and Document solutions. The username is exactly like the one students use to login to the computers at the district. For example, Jimmy Smith, a senior, would have the login account of jimmysmith14@students.ccsd.us. That is the students name and last two digits of their graduation year. Student's passwords are generic to start abc12345! and students should ask a school official for help with the login if they have not done so already.

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IMPORTANT INFORMATION

SCHOOL COLORS

Blue and White

SCHOOL MASCOT

The Cavalier

FIGHT SONG

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

ALMA MATER

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

MESSAGE FROM THE PRINCIPAL

Dear Students,

Welcome! On behalf of the faculty and administration of Chillicothe Middle School, I welcome you to the 2014-2015 school year. Our facility will provide the students of Chillicothe an outstanding environment in which to learn.

As a graduate of Chillicothe High School, Class of 1988, it is an honor and privilege to serve the students, staff, parents, and community of Chillicothe as Principal of Chillicothe Middle School (CMS). To be a part of the Cavalier Community is special. Our success comes from a combination of a caring staff and student body, as well as parental and community support. I want to take this opportunity to welcome you to our school community; we want you to be a part of the Cavalier tradition and promise you will be pleased with the quality and diverse education CMS offers its students.

Chillicothe Middle School has much to offer all types of students and learners. We have choices and opportunities that are unique to most middle school students. One of the unique things that sets us apart from other middle and is plays a role in everything we do is The Leader In Me. We are the first Leader In Me Middle School in the state of Ohio and this affords many of our students great opportunities. In addition, following are other things that we offer our students: Foreign Language Classes, Algebra Class, block scheduling, Power of the Pen, Quiz Bowl Team, Movie Book Club, Student Leadership Teams, and numerous other opportunities. Essentially, Chillicothe Middle School is a great place to learn and grow.

I invite you to explore our website or contact us to learn more about Chillicothe Middle School. Take a look at our course offerings, athletic teams, student handbook, and much more to become better acquainted with our school. More information can be found on our district website at www.chillicothe.k12.oh.us. Please feel free to call or email me anytime with questions, concerns, or suggestions regarding CMS.

I am truly excited about the 2014-2015 school year. I can speak for the faculty and staff of CMS in saying that we care about you and we want you to be successful. We are committed to making your experiences at Chillicothe Middle School challenging, exciting, and rigorous with our goal being to prepare you for high school and other future challenges you will encounter. I encourage each student to become as involved as possible with the various activities, clubs, and organizations that we have to offer. Take ownership of your school career and take advantage of the many opportunities CMS has to offer. Welcome Back and GO CAVS!

Aaron Brown, Principal

**2014-2015 CHILLICOTHE CITY SCHOOLS
ADMINISTRATIVE DIRECTORY**

DISTRICT SCHOOL BOARD

Mr. Steve Mullins	President
Mr. Randy Drewyor	Vice-President
Mr. Jeff Hartmus	Member
Mr. Matt Markley	Member
Mrs. Joy Shoemaker	Member

DISTRICT ADMINISTRATION PHONE 702-2287

Mr. Jon Saxton	Superintendent
Mrs. Deborah Lawell	Treasurer
Mrs. Diane Neal	Curriculum Director
Ms. Susen Cydrus	EMIS Coordinator

BUILDING ADMINISTRATION PHONE 773-2241

Mr. Aaron Brown	Principal	ext. 16401
Mr. Matt Ballentine	Assistant Principal	ext. 1058

GUIDANCE COUNSELOR

Mr. Lance Stoneking	M.S. Counselor	ext. 16408
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**STAFF AND FACULTY OF
CMS**

		Stephanie Conaway	8 th
		Language Arts	
		Sara Cory	
		7 th /8 th Grade Art	
Nancy Arledge	7 th Grade Math	Debbie Elliott	7 th
Terri Arredondo	7 th Grade Language Arts	Grade Science	
Nathan Baker	8 th	Anna Mullins	
Grade Social Studies		7 th /8 th Grade Chorus	
Lindsay Burns	8 th	Todd Gilsdorf	7 th
Grade Science and Math		Grade Science and Math	
Lisa Clark	8 th	Angela Goldsberry	8 th Grade
Grade Language Arts		Language Arts	
Danielle Cook	7 th	Natalie Harbert	
Grade Language Arts		School Nurse	
Julie Brison	8 th	Obadiah Harris	Safe
Grade Math		and Drug Free School Coordinator	
Judson Burns		Retha Jones	
7 th /8 th Grade Band Director		Media Specialist	
Jennifer Montgomery	8 th	Karl Justus	7 th
Grade Math and Algebra		Grade Social Studies	
Ms. Alicia Gray	Spanish	Tim Kennard	7 th /8 th Grade
Teacher		Computers	
		Ms. Jingyi Zhang	8 th
		Grade Chinese	
		Laura Loel	
		Special Education	
		Deanna Malone	Library Aide
James R. Coffland	7 th /8 th Grade	Andy McDonie	
P.E.		7 th /8 th Grade Spanish	

Amanda Mickey	7 th Grade	Marsha Storts-Wike	8 th
Math		Grade Science	
Rhonda Murray	Classroom Aide	Amanda Stewart	7 th Grade
Ashley Emmons	7 th /8 th Grade Orchestra	Language Arts	
Kim Oates		Donna Towne	8 th
	Office Aide	Grade Social Studies	
Jean Porter		Lance Stoneking	Guidance
Grade Math and Algebra	8 th	Counselor	
Matt Kreis	7 th	Elaina White	
Grade Math		Secretary	
Jessica Perin		Danni Williams	7 th
	Intervention Specialist	Grade Social Studies and Language Arts	
Kim Putman	Intervention	Debbie Zanni	Office Aide
Specialist			

2014-2015 SCHEDULE OF EVENTS

AUGUST

15 New Teachers' Day
 18 Staff Group Picture Day
 18-19 Building /Classroom Day
 20 Students First Day

SEPTEMBER

1 Labor Day- All schools Closed

OCTOBER

6-10 Spirit Week
 15 Parent Conferences
 17 COTA Day –All schools Closed
 20 Teacher Day/In-service-No School for Students
 24 End of 1st Nine Weeks

NOVEMBER

10 Parent Conferences
 11 Veterans Day – All Schools Closed
 26-28 Thanksgiving Break

DECEMBER

22 – Jan. 2 Winter Break – No School

JANUARY

5 1st Day Back from Winter Break
 15 End of First Semester/2nd Nine Weeks
 16 Teacher Day/In-service-No School for Students
 19 Martin Luther King Day-No School

FEBRUARY

16 President's Day-All Schools Closed
 26 Parent Conferences

MARCH

27 End of 3rd Nine Weeks

APRIL

2-6 Spring Break-All Schools Closed
23 Parent Conferences

MAY

24 Graduation (Make-up date May 31)
25 **Memorial Day (All schools closed)**

28 **Last Day for Students**

29 **Teachers Record Day**

Pending Calamity Make-up Days: 4/2, 4/6, 5/29, 6/1, 6/2

BELL SCHEDULES

7th Grade Schedule

7:30 – 8:50 1st Block
8:53 – 10:13 2nd Block
10:16 – 10:46 Leadership Per.
10:46 – 11:16 Lunch
11:21 – 12:43 3rd Block
12:48 – 1:29 Unified Arts (A)
1:34 – 2:15 Unified Arts (B)

8th Grade Schedule

7:30 – 8:50 1st Block
8:53 – 10:13 2nd Block
10:16 – 10:46 Leadership Per.
10:46 – 11:16 Lunch
11:21 – 12:02 Unified Arts (A)
12:07 – 12:48 Unified Arts (B)
12:53 – 2:15 3rd Block

GENERAL INFORMATION

CAFETERIA

Each student is scheduled a ½-hour closed lunch period. **No food is to be ordered and/or delivered unless approved by the administration. All students are eligible to receive a healthy breakfast and lunch at NO CHARGE each day of the 2014-2015 school year.** Students will still have to put in a PIN number when securing their lunch each day.

Cafeteria Regulations

1. All students are required to report to the cafeteria during their assigned lunch period.
2. Students are permitted only in the cafeteria and designated areas during lunch periods.
3. Students are to observe Code of Conduct regulations in the cafeteria and must stay seated throughout the lunch period.
4. **Food and beverages are not to be consumed in any part of the building except the cafeteria**, unless given official approval. Clear, plastic water bottles are permitted to be carried with **only water** in the bottles.
5. Each student must have his/her money **for ala carte purchases** ready upon reaching the cashier to checkout and his/her PIN number.
6. All trays, milk cartons, etc., must be carried to the waste window after finishing lunch.
7. **Any student involved in a fight, or major disruption, at lunch will be**

required to go to working lunch for the remainder of the semester and/or until our administration deems it appropriate for the student to return to the cafeteria.

TEXTBOOKS

Textbooks are provided by the Board of Education for student use. **When a book is assigned to a student it becomes his/her responsibility.** Courses with online textbooks will provide access codes to students. Payment for a lost, stolen, or damaged book must be made by the student or parent.

WORKBOOK AND FEES

Workbook fees vary with individual classes. Information regarding the amount of fees and workbook costs are made available by teachers

FEES

Student fees are to be paid as promptly as possible.

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

THE LIBRARY

The Chillicothe Middle School Library houses print and non-print materials for research and leisure reading. Students are encouraged to confer with the librarian regarding materials available to supplement the textbooks in preparing daily assignments.

Library Rules and Regulations:

1. General Information
 - a. The library is open from 7:30 A.M. to 3:00 P.M.
 - b. The library is open to the entire student body and is under the jurisdiction of the librarian.
 - c. The purpose of the library is to provide the students with a quiet atmosphere conducive to learning. Students should not upset this arrangement by using the library as a refuge, a place to congregate, or to do general non-library related assignments.
 - d. Students are expected to remain in the library the entire period. Passes to go to other areas will not be issued.
 - e. Students must present their student I.D. at the circulation desk when entering the library to be scanned for attendance.
 - f. Students coming to the library from a class for a limited time must have a pass in their planner.
 - g. Book-bags, large containers, coats, and other items identified by the library staff will need to be placed on the bookshelves in the library lobby. All valuables and work related items needed by the student should be kept with the student.
2. Library Fees
 - a. There is a charge of 10 cents each school day on any overdue materials. Student Xerox copies are 5 cents each.
 - b. Replacement I.D cards may be ordered any Thursday for \$5.00 each.

3. Card Catalog Access

- a. The card catalog may be accessed from the Chillicothe City School District homepage. Click on "Library" under Quick Links. **www.ccsd.us**
- b. Students are encouraged to check the availability of items from their classrooms or at home.

LOST AND FOUND

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

HALL PASSES

Students who find it necessary to move from one class to another during class time should secure the necessary hall pass from the teacher in charge. **STUDENT AGENDA HANDBOOKS ARE TO BE USED FOR HALL PASSES. EACH STUDENT NEEDS TO HAVE A PASS LOCATED IN THEIR OWN AGENDA. No students are to be excused during class time to "get a pass" from another teacher.** Students who violate the hall pass procedure will lose that privilege. **TEACHERS ARE TO WRITE ALL HALL PASSES IN THE STUDENT HANDBOOK PLANNER in pen.** Students are not to be in the halls, restrooms, or other parts of the building or grounds without the properly signed hall pass. **If they are found in the halls without a signed agenda book, students will be taken to SMR.** Only under emergency circumstances, are substitute teachers allowed to write hall passes. **Students are limited to a total of 15 hall passes a quarter. This is roughly 2 hall passes per class per quarter.**

LOCKERS

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

OFF LIMITS

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

- 1) Parking lots and outside campus.
- 2) All cafeteria lunch periods are off limits unless scheduled to be there.
- 3) Stadium, gymnasiums, and all athletic fields are off limits unless scheduled to be there.
- 4) Bus loading zone, Board Office, High School, Elementary Schools other schools and neighboring properties are off limits unless you have permission from the office to be there.

CLINIC

If a student becomes ill during the day, he/she is to report to the Secretary. If it is necessary for a student to go home because of illness, the

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

MESSAGES

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

VISITORS

Visitors to Chillicothe Middle School, including parents with appointments to see staff members, must have a valid ID, use the intercom system, and report to the Main Office to obtain a Visitor's pass which must be worn at all times. Student visitors without an adult are only permitted if they are considering becoming a student at CHS.

SKATEBOARDS, SCOOTERS, & SKATES

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

BICYCLES

Students riding bicycles to school are to park them on the bike rack at the end of the building. Please lock your bicycle. Chillicothe Middle School is not responsible for stolen or damaged bicycles.

SAFE SCHOOL POLICY

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

EMERGENCY DRILLS

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

FIRE

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

SEVERE WEATHER

The Ohio Code requires schools to have a severe weather plan and drills. At the sound of the warning signal (PA announcement) open one window and proceed quietly and orderly to your assigned area. Students must remain with

their class. Unless otherwise instructed, students are to kneel facing the wall, head down on knees, with hands clasped behind head. If this is only a practice alert, you will be informed to stand in the proper area.

LOCK DOWN AND MEDICAL EMERGENCY REGULATIONS

Medical Emergency signals a life-threatening medical situation that is occurring within the building (e.g. cessation of breathing, uncontrolled bleeding, heart attack, unconsciousness, severe shock, and so on).

Lockdown is a non-medical emergency and relates to an extreme circumstance that has the potential of becoming life threatening for one or more individuals within the building (e.g. armed and/or dangerous individual within the building, to include students). In either event, students are to clear the halls and follow the directions of the staff member in charge of their area. When the situation is ended, an 'all clear' announcement will be made by a building administrator or person in charge.

OTHER EMERGENCY SITUATIONS

When a student happens upon another person in an emergency situation, i.e. hyperventilation, seizure, fight, fainting, etc., the student witness must report the emergency immediately to the nearest staff member.

ACADEMIC INFORMATION

GUIDANCE SERVICES

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

PROCESS FOR SCHEDULE CHANGES

Please make arrangements to meet with the Guidance Counselor or the Principal regarding any schedule changes.

ON-LINE SCHOOLS: VLA, VCS, LINCOLN INTERACTIVE, ETC.

See your guidance counselor for information and requirements. All on-line schooling work must be completed by the end of the school year. Students are required to keep up on their school work on a quarter by quarter basis as

they will be graded like any other student. Any student using on-line schooling who is attempting to graduate in that school year must have all work completed by May 1st in order to walk at graduation and get his/her diploma on time.

CLASSROOM MATERIALS

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

HOMEWORK

1. Homework should be reinforcement, expansion, or enrichment of the material taught in the classroom.
2. The student is responsible for the completion of his/her daily assignments.
3. Parents requesting homework, please give 24 hours notice to the guidance secretary for homework assignments of students who have absences.

Calculating Grade Point Average (GPA)

To calculate the current nine weeks GPA:

1. Multiply the grade value times the credit value to obtain GPA points.
2. Total GPA points.
3. Total the number of credits.
4. Divide total GPA points by total number of credits.

GRADING SYSTEM

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

Grading Scale

A+	=	97-100	=	4.33
A	=	93- 96	=	4.00
A-	=	90- 92	=	3.67
B+	=	87- 89	=	3.33
B	=	83- 86	=	3.00
B-	=	80- 82	=	2.67
C+	=	77- 79	=	2.33
C	=	73- 76	=	2.00
C-	=	70- 72	=	1.67
D+	=	67- 69	=	1.33
D	=	63- 66	=	1.00
D-	=	60- 62	=	0.67
F+	=	57- 59	=	0.33
F	=	56 or Below	=	0.00

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:

- o Class Discussion
- o Group Activities
- o Dialogue between students and teacher
- o Lectures
- o Quizzes, Tests, and Examinations
- o Films
- o Guest Speakers
- o Special Instructions
- o 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 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 3-5 unexcused absences to notify of an attendance problem. A parent or medical note is required to be turned in to the school within two days of returning from an absence for all absences. If not, the absence will be considered as unexcused.

Students in grades K-12 who are absent for more than 8 days (excused or unexcused) or have any unexcused absences will be required to attend the Student Homework Attendance Responsibility Program (SHARP) sessions. Students having Academic Difficulties combined with Attendance Problems will be given priority when assignments are made to SHARP. Students are required to make up all unexcused absences or assigned time by the timeline determined by the principal or designee by attending SHARP sessions. Students in grades K-12 will attend 1 hour of make-up time for every 4 unexcused tardies or early sign outs. Students will attend SHARP 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 SHARP sessions is the responsibility of parent/guardian.

SHARP sessions are designed to provide a great opportunity for students to improve their academic performance due to poor attendance and to assist students in overcoming their academic difficulties caused by chronic absences. SHARP sessions will be scheduled after school and announced by the principal or designee. Students are required to attend SHARP sessions. Failure to serve the assigned SHARP sessions and/or continued absences will result in:

1. Loss of some or all student privileges (field trips, classroom parties, recess, field day, etc.)
2. Loss of driving privileges for high school students
3. Loss of privileges to attend or participate in all after school activities (dances, athletic events, extracurricular events, etc.)
4. Loss of participation in extracurricular activities including sports, clubs, musical groups, etc.
5. Retention in current grade level
6. Assignment to Summer School
7. Referral to Ross County Juvenile Court
8. Any other disciplinary action as determined by the principal

SHARP sessions will be after school four days a week (Monday-Thursday) from 2:20-3:20 pm at CMS. SHARP will conclude at the end of April each school year. Any absences still needed to be made up 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.

MEDICAL STATEMENTS

A medical statement from a doctor will be required by the Attendance Office for absences totaling more than twelve (12) 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 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.

DENIAL OF MIDDLE 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 are not included in these totals.

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 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 day 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 2 weeks late must at least be given the opportunity to earn 75% 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 4 weeks late must at least be given the opportunity to earn 60% on the assignment they turn in.

Any work that a student completes in SHARP (the after school tutoring program) must be graded at full credit for any assignment.

The end of the 9 weeks is the cut off point for teachers to accept late work from students for full or partial credit unless the teacher decides to give the student an incomplete for the 9 weeks. At that point the teacher would have 2 weeks from the end of the 9 weeks to turn in a final grade.

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

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 but will not be graded for course credit.

ABSENT/TARDY PROCEDURES

1. Parents are required to call the school every day students are absent. (Call 773-2241 between the hours of 7:00 a.m. and 8:00 a.m.)
2. Upon their return, each student is to produce their student handbook and secure a signature from the staff member assigned to cafeteria supervision between 7:00 and 7:20 a.m. Students arriving after 7:20 a.m. must get their verification signature from a staff member in the main office prior to 7:30 am to excuse absences or tardies.
 - a. These notes should be from either the parent/guardian or doctor verifying the reason for absence.
 - b. Students failing to report with proper note within two school days following their absence will be marked unexcused.
 - c. Include in note: student name and grade, date(s) of absences, reason(s) for absences, name and signature of parent/guardian (attach medical/legal statement if applicable).

3. Any student who wants to participate in an extracurricular activity through the Chillicothe City School District (CCSD) must be in attendance **all day** in order to participate in that day's event. Students will also be expected to be in attendance **all day the following day** in order to participate in the next scheduled event.

This means no tardies to school or leaving early without a valid reason.

a. Exceptions for the 8 reasons listed under the Ohio Revised Code will be up to the discretion of the building principal or attendance officer or if the absence/departure has been pre-approved by the principal or attendance designee.

4. Students who are tardy or sign-out early for one of the eight reasons to excuse tardies or absences under Ohio Revised Code **will be expected to bring in their doctor's excuse that day to participate in that night's contest.**

5. Students who are absent/sign-out due to personal illness will not be eligible to participate in that night's contest/practice.

6. A student is considered tardy if he/she is not in homeroom by 7:30 a.m. Any student who is tardy to school must report to the attendance office immediately.

7. ARRIVING TO SCHOOL

7:30 a.m. - 10:59 a.m. Tardy

11:00 a.m. – 12:59 p.m. One Half Day Absent

After 1:00 p.m. Whole Day Absent

8. DEPARTING FROM SCHOOL

7:30 a.m. - 10:59 a.m. Whole Day Absent

11:00 a.m. – 12:59 p.m. One Half Day Absent

After 1:00 p.m. Early Departure One Half Day Absent

9. SIGN-IN/SIGN-OUT

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

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

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

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

d. Students who need to be released early must present a note from the parents to the Main Office prior to 7:30 a.m. for approval.

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

Unexcused Absences: Unexcused absences are so designated for truanancies or out-of-school suspensions. If the excuse does not appear in the list

of excused absences, the absence is considered unexcused. The following policy in regards to unexcused absences and tardiness has been adopted by the Chillicothe City Schools and the Ross County Juvenile Court:

- a. **First Notice:** 1 day of unexcused absence or 3 days of tardiness the Attendance Office will notify the student in school and the parents by letter of the laws of compulsory attendance.
- b. **Second Notice-Habitual Truancy:** 5 consecutive days of unexcused absence or tardiness or 7 or more school days in a month (defined as four 5 day school weeks or 20 consecutive school days) or twelve or more school days in a school year. The school attendance officer/building principal will file habitual truancy/ tardiness complaints on the student and/or parent/ guardian with the Juvenile Court. A hearing will be scheduled at the home school or Juvenile Court.
- c. **Third Notice: Chronic Truancy:** Unexcused absences for 7 or more consecutive school days, 10 school days in a school month (defined as above) or 15 or more school days in a school year. The school attendance officer/building principal will notify the Ross County Prosecutor, who will then file a complaint with Juvenile court. The court will then issue a summons to the Juvenile and/or parent to appear in court.

Perfect Attendance: A student is considered to have perfect attendance when it can be shown that they have neither had a tardy, an early departure, or an absence from school for that grading period or the entire year.

ADMINISTERING MEDICINES TO STUDENTS

The Chillicothe City Schools have the utmost concern for the safety and well being of each child under its care. However, medication will not be given during school hours, and students are not permitted to carry either prescription or non-prescription drugs for the purpose of self-medication. This would be in direct violation of the discipline Code of Conduct. Exceptions to this policy may be made when a building principal, in consultation with physicians, parents and teachers, determines that the well-being and safety of the students and the circumstances require special consideration.

When an exception is approved by the principal, the medication will be dispensed by the principal's designee, the Attendance Office. Liquid medication, which is to be measured, shall not be dispensed under any circumstances. No employee shall administer a drug to a student, by injection, except as otherwise provided by the Education of All Handicapped Act, and with the exception of Epi-Pen and Glucagon. 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 signed by the physician and the parent/guardian or other person having care or charge of the student that the drug be administered to 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 medication and dosage to be administered
 - c. The times at which the medication is to be administered
 - d. The date the administration of the medication 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 Chillicothe City Schools personnel will not be held liable when such assistance is requested.
3. 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.
 4. All drugs must be received by the person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist.
 5. All medication shall be stored in a location that is locked except drugs that require refrigeration, which may be kept in a refrigerator in a place not commonly used by students.
 6. A written documentation of all medication administered shall be kept in the Attendance Office.
 7. The medication must be delivered to the Attendance Office by the parent, guardian or person having care of the student.

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

CODE OF CONDUCT

BOARD OF EDUCATION APPROVED

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 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 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 School 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.

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. School administrators will exercise their professional discretion to go beyond the discipline the ladder suggests in given situations where severity of the action is noted or an individual with repeated offenses is being disciplined.

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 School, alternative

school, SMR/Working Lunch, out-of-school suspension, and recommendation for expulsion or permanent exclusion. **If actions are basic infractions the students discipline will be as listed by the infraction type. Any severe actions or repeat violators will result in building administrators using professional discretion to increase the level of discipline to match the infraction.** Examples of misconduct which show just cause for an administrator to initiate such action include, but shall not be limited to the following:

1. Truancy - A student shall not be absent from school without a valid excuse, as determined by the Superintendent or his/her designee. A student shall not leave school premises before the hour of dismissal or without first obtaining the consent of the principal, assistant principal, or their designee. Valid excuses are outlined in Ohio Administration O.R.C. 3301 Consequence – One step on the Attendance Disciplinary Ladder

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 unauthorized 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. Consequence – Minor Infraction = Friday School; Up to 10 days OSS with RFE.

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. Consequence: Threat – 1-3 days OSS. Contact - 1st offense 3 - 5 days OSS (if a punch is thrown it is automatically 5 days OSS), 2nd offense - 10 days OSS. Charges may be filed with the Chillicothe Police Department. 3rd offense - 10 days OSS with RFE. Charges will be filed with the Chillicothe Police Department. Directed to staff – up to 10 days OSS with RFE for up to 365 days. Assault – 10 days OSS may include RFE/charges may be filed with the Chillicothe Police Department

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 O.R.C. 3109.09 and 2307.70. This also includes deletion of files, knowingly introducing viruses to computers, and staff property. Consequence - Up to 10 days OSS with RFE. This is a suspendable offense regardless of severity.

5. Theft - A student shall not take or attempt to take school property or the personal property of other individuals or entities. Any theft incident may result in charges being filed with the Chillicothe Police Department. Consequence -1st offense – up to 5 days OSS;2nd and subsequent offenses -10 days OSS Restitution must be made for missing/stolen items if not returned in same condition.

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. Consequence - Up to 10 days OSS with RFE for up to 365 days.

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 a knife with a blade of more than 2.5 inches.) Consequence - Up to 10 days OSS with RFE for up to 365 days.

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. Consequence-Up to10 days OSS with RFE.

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. Consequence -1st offense -3 days OSS (reduced to 1 with counseling); 2nd offense - 5 days OSS; 3rd offense -10 days OSS; 4th offense - 10 days OSS with RFE.

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. Examples of consequences include but are not limited to:

- A. Suspected - Call parents, send home
- B. Under the Influence: 10 days OSS-reduced to 5 days OSS with counseling
- C. Possession, Selling, Consumption on school grounds -10 days RFE - with counseling.

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. Examples of consequences include but are not limited to:

- A. Suspected - Call parents, send home
- B. Under the Influence or drug paraphernalia: 10 days OSS-reduced to 5 days OSS with counseling
- C. Possession, Selling, Consumption on school grounds -10 days RFE - with counseling.

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. Consequence – Tardy – SMR and Working Lunch; Class Cutting - One step on the Attendance Disciplinary Ladder

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. Consequence – Minor = Friday School; Up to 10 days OSS with RFE.

14. False Alarms/Bomb Threats - A student shall not cause false alarms or make bomb threats. Consequence – 10 days OSS with RFE.

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

16. Portable Electronic Devices for Personal Listening or Viewing

Students are not permitted to use radios, tape/CD players, gaming systems, MP3, ipod or any other portable electronic devices in the classroom without teacher permission. Exceptions are made for educational purposes with advance permission from the teacher/administrator. Portable devices in violation of this policy will be confiscated by staff members and will not be returned to the students. School assumes no liability for lost, stolen, or damaged items of this nature while in school or on school grounds as defined in ORC 3313.753 (A). Audio or video recording of other individuals without their permission is prohibited. Consequence – Friday School and a parent/guardian must pick up the phone from the main office. Repeated Violations will result in the student losing technology privileges for the remainder of the semester and OSS.

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.

Consequence – 1st offense Friday School; Continued offenses Up to 5 days OSS

18. Disobedient/Disruptive Behavior - A student shall not violate the dress code. A student shall not be insubordinate, nor shall they 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. Consequence – SMR and Working Lunch and Friday School possible; Repeated Violations - Up to 10 days OSS with RFE.

19. Frightening, Intimidating, or Bullying Acts –

CHS has an extensive bullying policy. *Bullying is defined as harassment, intimidation or other behavior whether intentional, written, verbal or other physical act exhibited toward another particular student more than once which causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.* (ORC 3313.666) The Jessica Logan Act in accordance with ORC 3313.666 requires schools to monitor and discipline cyber bullying between students at all times of the day if reported. Understand you can and will be disciplined according to the bullying policy if reported regardless of the time the bullying took place or mode in which it took place.

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.

Consequence -

A. Suspected - Call parents, Peer Mediation

B. Proven – 1st Offense: Bully Protocol Followed with both bully and victim and their parents notified. Consequence - 5 days OSS.

C. Proven – 2nd Offense: Bully Protocol Followed with both bully and victim and their parents notified. Consequence - 10 days OSS.

D. Proven – 3rd Offense: Bully Protocol Followed with both bully and victim and their parents notified. Consequence - 10 days OSS and RFE.

20. Firearm Look-a-Likes – 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) Consequence - Up to 5 days OSS.

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 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. Consequence - 10 days OSS Verbal Sexual Harassment – 3 days OSS. Directed to staff – up to 10 days OSS with RFE. Sexual Assault or Inappropriate Touching – 10 days OSS with RFE

22. Seriously Body 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 (18 U.S.C. 1365(3)(h)). Consequence -Up to 10 days OSS with RFE for up to 365days.

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. Consequence – Friday School; Repeated Violations – Up to 5 days OSS; Directed to teacher - 5 days OSS.

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. Consequence - Friday School, SMR, Working Lunch

25. Emergency Removal from Class - Students told to leave class must report directly to the main office. Consequence – SMR, Working Lunch; Up to Emergency Removal from School and 10 days OSS

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. A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident of child abuse to children's services or law enforcement agencies. Consequence – Friday School & "F" credit for work

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. Consequence – up to 10 days OSS with RFE

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. Consequence - up to 5 days OSS.

29. Libel or Slander - No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures, websites, or signs; slander is defamation by speaking. Unauthorized publications are prohibited. Consequence - up to 5 days OSS.

30. Gambling - A student shall not play any game for money or other consideration. Consequence – Friday School

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

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. Consequence - Friday School

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. Consequence – Friday School

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. Consequence – Friday School

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. Consequence – Friday School

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 any school activity without the permission of his/her principal. Consequence – Up to 5 days OSS.

37. 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)

BUS DISCIPLINE LADDER

Bus problem	Consequences
1 st offense	Warning
2 nd offense	1-3 days off
3 rd offense	3-5 days off
4 th offense	5 days off
5 th offense	Removal

“Reward Clause” - no disciplinary referral/attendance placement for 25 school days. The student could move down one step for every 25 days. Student must initiate contact on his/her own with their grade level administrator.

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 a student's 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 regardless of activity during academic hours. Shirts and blouses are to be buttoned/zipped as designed. Shoulders, back, cleavage, and midriff must be covered. Halter tops, tank tops, midriff tops,

low-cut tops, sleeveless shirts, very short mini-skirts, short shorts and other garments of this nature are not acceptable.

2. Shorts, skirts, dresses, or skorts may be worn if they are modest, of reasonable length, and in good taste.

3. All clothing shall be properly fitted. All trousers, including oversized or low-hanging trousers, must be worn and secured at waist level. A belt must be worn at waist level with oversized trousers. Leggings must be covered by modest shorts, skirt, or dress.

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 sweat-shirts may be worn to maintain comfort.

6. Shoes must be worn at all times. No house slippers are permitted. No shoes with wheels are to be worn.

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. This includes jeans with holes or tears above modest length.

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

Student Management Room (SMR): A student may be instructed to report to the Student Management Room during the school day if he/she is disruptive in class. The student will remain in SMR for the rest of the period and be assigned a working lunch to make up the class work he/she missed when he/she was sent out of class. This disciplinary action can be issued by classroom teachers or building staff. Multiple number of SMR/Working Lunches assigned could result in the following:

- Detention
- Saturday School
- Out of School Suspension

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 the 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. This disciplinary action will be issued by building administration.

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. Detention may be assigned by staff for minor infractions of school regulations. Students are to serve detention the day after it is assigned (24 hour or failure to do so will receive an automatic Friday School at minimum.) Students riding a bus are responsible for providing their own transportation after detention. This disciplinary action can be issued by classroom teachers or building staff. **If a student misses a detention without valid reasoning they will be reassigned one time. If the student misses a second detentions a Friday School will be issued for further punishment.**

ACCUMULATION OF DETENTIONS

Detentions for classroom behavior and other conduct assigned by teachers could result in more serious consequences such as the following:

- **Saturday School or Out of School Suspension**

Special Assignments: Students may be required to perform reasonable tasks as suited to the disciplinary infraction. This disciplinary action can be issued by classroom teachers or building staff but should be cleared through building administration.

Withholding of Privileges: Special privileges such as, participation in extracurricular activities, library and hall passes, or parking permits may be withheld. This disciplinary action can be issued by classroom teachers or building staff but should be cleared through building administration.

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

SHARP: A student may be assigned to SHARP (Student Homework Attendance Responsibility Program) for a variety of reasons that include but are not limited to missing work, poor attendance, failing the OGT, and disrespectful behavior. In SHARP students will be expected to complete missing assignments, work with the assigned teacher/tutor, and behave according to school policy. An "unexcused" absence from SHARP will result in loss of privileges.

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 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. This disciplinary action can be issued by classroom teachers or building staff but should be cleared through building administration.

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. SUSPENSIONS

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 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 the 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 function, home or away, while serving OSS. **Students are not permitted on school grounds while serving OSS. If they are on school grounds without permission from the principal during suspension time, the principal may double the OSS time.**

2. EXPULSION

Expulsion is a removal of a student for more than 10 days and up to 80 days or the number of school days remaining in the semester in which the incident takes place, whichever is greater. If fewer than 80 days are left in the school year, any remaining part or all may be applied to the following year. The student and his/her parent, guardian, or custodian, will be given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of pupil and his/her parent, guardian, custodian and/or representative to appear before the Superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear. Within 24 hours after the time of a student's expulsion the Superintendent shall provide written notification of the expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion and notification of the right of the pupil and/or his/her parent, guardian or custodian to:

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

Any such appeal must be filed with the Treasurer of the Board of Education in writing within 14 calendar days for an expulsion after the notice has been issued. Students who are expelled cannot receive high school credit for post-secondary courses during the expulsion period. The superintendent is required to initiate proceedings against a pupil who has committed an act that warrants expulsion under the Board's policy, even if the student withdraws from school. If the superintendent determines expulsion is warranted, disciplinary action must be handed down for the same period as would be appropriate for a student who has 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 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 ordinance 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 - describes violations regardless of whether the act was committed on school property or at a school activity.

OHIO ACHIEVEMENT TESTING REQUIREMENTS

The Ohio Department of Education states in grades 3-8, the district may consider a below basic score as a factor in determining if the student should be retained in the current grade level.

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 persons. Security recordings contain personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the recordings as "directory information" that may be disclosed without the prior written consent of the students' parents or guardians. Security recordings, and the personally identifiable information contained on the recordings, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The video tapes 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 the responsibility of supervision until such time as the child boards the bus in the morning and 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.

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.



ON-LINE COMPUTER SERVICES AGREEMENT WITH CHILLICOTHE CITY SCHOOLS

The following guidelines and procedures are expected to be utilized by staff, students, or community members who are authorized to use the district's computers or on-line services.

CHILLICOTHE HIGH SCHOOL and MIDDLE SCHOOL ACCEPTABLE USE POLICY

We in the Chillicothe City School District are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet and certain online services. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally.

We believe that the tremendous value of technology as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students to be respectful, responsible, productive citizens. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users may, if in accord with the policy:

1. Use personal Cell Phones and Mobile Devices (Laptops, eReaders, iPods and etc.) in the hallways during class changes and during lunch/study hall periods.
2. Use personal devices as stated above in educational settings (classrooms and labs) only after getting permission from the teacher.
3. Communicate electronically via tools such as school email, text, or videoconferencing
4. Use the resources for appropriate educational purposes (students require a teacher's permission).

Users will, if in accord with the policy:

1. Observe all district internet filters and posted network security practices.
2. Not bring in personal computers (such as desktops and towers) to the school.
3. Not connect mobile devices (laptops) to the local area network via an Ethernet cable but will be allowed to use the wireless network.
4. Report security risks or violation to a teacher or administrator.
5. Follow copyright laws (not making illegal copies of music, games or movies).
6. Not intentionally copy or create material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
7. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
8. Not use any device as a cyber bullying tool.
9. Not play audio devices without having headphones or ear buds and volume shall be kept at a level not to disrupt others.

Consequences for Violation.

Violations of these rules in the Acceptable Use Policy may result in disciplinary action. Consequences may include but not be limited to the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Any time a student violates the acceptable use policy for technology (utilizing technology inappropriately, using it in a classroom setting when not authorized to do so, etc.) the device will be taken and must be picked up by the student's parent or guardian who is identified on the emergency medical card.

See student discipline ladder for likely discipline that will be handed out for violations of the AUP.

Supervision and Monitoring.

The use of District owned information technology resources is not private. School and administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices (personal or school owned) in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

Student Disclaimer

With the increased access to informational technology and the privilege that comes with technology, is greater student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource.

ENTIRE AGREEMENT INDEMNITY:

Conditions as stated in this document are applicable to the Chillicothe City School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written computer agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio, United States of America. I understand and will abide by the above terms and conditions for the Internet. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may be taken. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or another computer outside the School District's network.

User agrees to indemnify and hold harmless the Chillicothe City Schools, its administration, employees, Data Acquisition Site and agents from any liability, damages, or losses whatsoever resulting from user's negligence or intentional acts or omissions involving Chillicothe City Schools' Internet System.

USER SIGNATURE _____ DATE _____
PRINTED NAME _____
BUILDING _____

Student and Parent Handbook, Code of Conduct and Attendance Standards, Acceptable Use Policy and School Transportation Code of Conduct

The policies and rules in this Student/Parent Handbook and Code of Conduct apply to student attendance, the school day, and additional information about Chillicothe City schools and district and building policies. I acknowledge receiving a copy of the Student and Parent Handbook and the Code of Conduct and Attendance Standards. I am aware that these documents have been approved by the Chillicothe Board of Education. I also acknowledge having both documents reviewed by school personnel, being instructed to read and study the rules, and being told to share them with my parents/guardians for their review and general information.

Student's Printed Name _____
Student's Signature _____
Parent's Signature _____

On-line Computer Services Agreement/Computer Use Policy

Unless you mark NO, your child will have access to the computer network account, will be included in the building directory, will be able to participate in the community public relations activities, and has permission to take field trips.

I have read the Computer Acceptable Use Policy. I understand the Internet is a worldwide group of hundreds of thoughts and of computer networks. When using the Internet, I realize that students may read material that is controversial or offensive. I know that the Chillicothe City School District does not control the content of the internet network. I give my permission to issue a temporary e-mail address for special educational projects for my child. I understand that my child may keep this address as long as the procedures described in the District's Acceptable Use Policy are followed. I understand that the network supervisor has access to all files. All such information files shall be and remain the property of the School District and no users should have any expectation of privacy regarding such materials.

_____ No, I do not give permission to have access to the Internet.

Building Directory Information

In accordance with Ohio and federal laws, the Chillicothe City Schools will be preparing building directories for parents and other individuals to have upon their

request. The directory roster will include student name, parent/guardian name, address, and telephone number. You have the option to have this information included in or excluded from the directory. Please mark below concerning this.

_____ No, do not include our information

Public Relations

The Chillicothe City Schools often desire to photograph, video tape, have students speak on the radio, or appear on television as part of our effort to promote or inform the community about our school system. By signing below, you give your permission for these to be done by the school system.

_____ No, do not include

Field Trips Permission

From time to time, the Chillicothe City Schools will have field trips to places which support our curriculum. These learning experiences are provided within the program to enrich the child's knowledge about the area of study. Parents will be notified in writing prior to any and all field trips to be taken.

_____ No, do not include

Student Name _____

Parent/Guardian Signature

Date