



**Circleville High School Student Handbook**  
**2019-2020**

**Circleville High School**

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**Board of Education**

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**CHS Administration**

Jonathan Davis, Superintendent  
Kyle Uhrig, Asst. Superintendent  
Chris Thornsley, Principal  
Vicki Scott, Assistant Principal

### **Fight Song**

Fight the team across the field.  
Show them we are here. Set the  
earth reverberating with a  
mighty cheer...Rah, Rah, Rah!  
Hit them hard and see how they  
fall. Never let that team get the  
ball. Hail, Hail, the gang's all  
here and we're in for a fight  
tonight.

### **Alma Mater**

Although Yale has always  
favored the violets dark blue,  
And the gentle sons of Harvard  
to the crimson rose are true,  
We will own the lilies slender  
nor honor shall they lack,  
While the Tiger stands defender  
of the Red and the Black.

Dear Student:

Welcome back to another exciting and successful school year. All of us are dedicated to providing you a quality education, an education that will prepare you to become productive, knowledgeable adults. It is our mission to make available to you the resources necessary for effective learning to take place.

Use this handbook as a resource and guide. You will find the information on the following pages helpful in answering questions you may have about the operation and instructional programs at Circleville High School.

We ask that you and your parents read this handbook carefully and thoroughly. It has been prepared to help you get acquainted with the Circleville traditions and expectations. Remember, how you conduct yourself in classrooms, in hallways, on buses, in school, at co-curricular activities, and at extracurricular activities will have an effect on your success this year.

Try your hardest, be respectful of yourself and others, and set goals—these are just a few steps that will enable you to be successful this year. We encourage you to get involved in an extracurricular activity. High school is what you make of it; so make it exciting by getting involved! Please remember to visit us on the various social media outlets including Facebook, Twitter and our CCS District webpage for updates and announcement throughout the year. Best of luck on another successful school year at CHS!

Sincerely,

The Administration and Faculty of CHS

This handbook belongs to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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## 2019-2020 CHS Bell Schedules

### REGULAR BELL SCHEDULE

<b>Students Enter building</b>	7:20		
<b>First Bell</b>	7:30		
<b>Warning Bell</b>	7:36		
<b>Tardy Bell</b>	7:40		
<b>Regular Schedule</b>			
	<b>CHS</b>		
<b>1st period</b>	7:40-8:28		48
<b>2nd period</b>	8:31- 9:16		45
<b>3rd period</b>	9:19 - 10:04		45
<b>4th period</b>	10:07 - 10:52		45
<b>5th period</b>	10:55 - 11:58		63
	5A	10:55 - 11:25	30
	5B	11:28 - 11:58	30
<b>6th period</b>	12:01 - 1:04		63
	6A	12:01 - 12:31	30
	6B	12:34 - 1:04	30
<b>7th period</b>	1:07-1:52		45
<b>8th period</b>	1:55-2:40		45

### 2 HOUR DELAY BELL SCHEDULE

<b>Students Enter building</b>	9:20		
<b>First Bell</b>	9:30		
<b>Warning Bell</b>	9:36		
<b>Tardy Bell</b>	9:40		
<b>1st period</b>	9:40-10:09		29
<b>2nd period</b>	10:12-10:37		25
<b>3rd period</b>	10:40-11:05		25
<b>4th period</b>	11:08-11:32		24
<b>5th period</b>	11:35-12:38		63
	5A	11:35-12:05	30
	5B	12:08-12:38	30
<b>6th period</b>	12:41-1:44		63
	6A	12:41-1:11	30
	6B	1:14-1:44	30
<b>7th period</b>	1:47-2:12		25
<b>8th period</b>	2:15-2:40		25

**CIRCLEVILLE HIGH SCHOOL  
MASTER CALENDAR 2019-2020**

August 13, 2019	9th Grade Orientation
August 14, 2019	First Day of School (9-12)
September 2, 2019	No School - Labor Day
September 18, 2019	Interims Grades Due
September 20, 2019	Interims Distributed
September 25, 2019	Parent/Teacher Conferences 4:00-7:00pm
September 25, 2019	Financial Aid Night 6:00 - 7:00pm
October 15, 2019	First Nine Weeks Ends
October 16-18, 2019	No School - Pumpkin Show
October 21, 2019	School Resumes
October 23, 2019	Grades Due by 3:00pm
October 25, 2019	Report Cards Distributed
November. 20. 2019	Interim Grades Due
November. 22, 2019	Interims Distributed
November. 27-29, 2019	No School - Thanksgiving Break
December 2, 2019	School Resumes
December. 20, 2019	Second Nine Weeks End
December. 20, 2019	Early Release at 12:40pm
Dec. 23 – Jan .3	Winter Break
January 6, 2020	School Resumes
January 8, 2020	Grades Due by 3:00pm
January 10, 2020	Report Cards Distributed
January 15, 2020	Parent/Teacher Conferences 4:00-7:00pm
January 15, 2020	College Credit Plus Meeting 6:00-7:00pm
January 20, 2020	No School - Martin Luther King Jr Day
February 5, 2020	Interim Grades Due
February 7, 2020	Interims Distributed
February. 17, 2020	No School - Presidents Day (Makeup Day)
March 4, 2020	Parent/Teacher Conferences 4:00-7:00pm
March 4, 2020	8th Grade Orientation
March 6, 2020	Third Nine Weeks Ends
March 11, 2020	Grades Due by 3:00pm
March 13, 2020	Report Cards Distributed
April 8, 2020	Interim Grades Due
April 9-13, 2020	No School-Spring Break
April 14, 2020	School Resumes
April 17, 2020	Interims Distributed
April 25, 2020	CHS Prom
May 8. 2020	No School (Makeup Day)
May 15, 2020	No School (Makeup Day)
May 21, 2020	Seniors' Graduation Rehearsal
May 21, 2020	Fourth Nine Weeks Ends
May 21, 2020	Students Last Day of School (Early Release)
May 22, 2020	Grades Due by 3:00pm
May 22, 2020	CHS Commencement 7:00 pm
May 29, 2020	Report Cards Mailed Home

## **SECTION A: ACADEMIC INFORMATION**

### **ACADEMIC VARSITY LETTER**

Defined as being on the Honor Roll for all grading periods of an academic school year, or maintaining a grade point average of 3.0 or above for an academic school year. Students will receive their Academic Varsity Letter at the start of the following school at a recognition ceremony.

### **CLASS RANK**

Final class rank and GPA will be determined at the end of eight semesters (senior year). Students who meet the criteria to be classified as seniors will be ranked. If you would like to know your class rank and GPA after completing your freshmen year (2 semesters) please stop in and request this in the guidance office.

In computing grade point averages, year-end marks for all subjects which are applicable toward graduation, whether passed or failed, will be included. Cumulative grade averages will be computed beginning with subjects taken for high school credit. This includes courses taken in middle school designated for high school credit.

The grade point average is determined by multiplying the credit value of each subject taken by the value of the respective grade received and dividing the point total by the sum of the total credits attempted.

Courses that are designated as Honors courses are given an additional weight of .05 if the student receives a final grade of B or higher in the course.

Ranks are determined by the numerical order of grade averages with 4.55 being high. Students with the same average (rounded to three decimal places) are considered tied. Ties will not be broken.

Students with an eight-semester grade point average of 3.20 or higher shall be designated honor graduates and receive appropriate recognition.

### **CREDIT FLEXIBILITY**

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions so aspects of learning can be customized around more of students' interests and needs.

Starting in the 2010-11 school year, students may earn credits by:

- Completing course work as usual;
- Testing out of or demonstrating mastery of course content; or
- Pursuing one or more "educational options" (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).

Please contact the high school guidance office for more information.

### **CREDIT LIMITATIONS**

All students are required to schedule at least five class periods each semester. Students in all grades 9-12 must register for a minimum of five credits.

### **CREDIT POLICY**

Students are promoted to the next grade upon the accumulation of credits in the required course of study. Under the present graduation requirements, these grade levels are as follows:

- Freshmen (grade 9) must earn **FIVE (5)** credits to become sophomores. Four of these credits must be in the following areas: English, Social Studies, Science and Math.
- Sophomores (grade 10) must earn **TEN (10)** credits to become juniors.
- Juniors (grade 11) must earn **FIFTEEN (15)** credits to become seniors.
- Seniors (grade 12) must earn **TWENTY-ONE (21)** credits to graduate.

Students who do not meet proficient or higher levels on classroom and/or state assessments may be retained and required to attend intervention activities. The final decision for promotion or retention rests with the principal or designee.

### **COLLEGE CREDIT PLUS**

College Credit Plus provides students with the opportunity to take college classes offered by any Ohio public college or university, or from any participating private postsecondary institution, at their high school, on the college or university campus, or online. The program allows students to explore college interests sooner and to earn college credits toward a degree before graduating from high school. It is free to families when students take courses offered by Ohio public colleges and universities.

Dual enrollment classes are the opportunity to take college-level courses in the high school setting. Students will receive both high school and college credit for these courses. These courses are taught by high school teachers who have met the criteria to teach for the university. Specific criteria have been set for enrollment eligibility. Please contact the high school guidance office for more information.



## COLLEGE ENTRANCE TESTING

Careful planning for college entrance examinations is essential to successful college admission. Care must be taken to determine the appropriate examinations to be taken. Attention must be given to the many possible conflicts that may occur on national testing dates. Students are strongly encouraged to take the ACT or SAT during the spring of the junior year and again during the fall of the senior, if necessary. Students planning to apply for college admission under one of the several early notification plans should check with the college to see if they need to take any other required tests. All examination registration materials are available in the guidance office throughout the school year. The responsibility for registering and taking all appropriate entrance examinations rests with the student. However, the counselor will actively assist with planning.

**Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)**- The PSAT/NMSQT, a two-hour exam, administered in October of the junior year for the purposes of providing a predictive “practice” for the SAT and identifying National Merit Scholarship qualifiers. Students should register for the test in mid-September in the guidance office. The student will be given a PSAT study manual to help him/her prepare for the test. Verbal and math scores are reported on a scale from 20-80, and NMSQT Selection Index is generated for National Merit qualifying purposes.

**Scholastic Aptitude Test (SAT)** - The SAT, a three-hour exam consisting of verbal and mathematical sections, is administered on seven national testing dates (October through June) at established test centers. Verbal and math scores are reported on a scale from 200-800, with scores in the 450-500 range considered average.

**The American College Testing Program (ACT)** - The ACT is administered on five national testing dates annually (October through June) at established testing centers. Circleville High School is a testing center in June and December. In addition, all students will be required to take the ACT in the spring of their junior year free of charge according to the new graduation requirements. Information about this test will be distributed to students during the first semester of their junior year. Presently it is a three-hour exam consisting of four curricular-based tests: English; Math; Reading; and Science Reasoning. There is also an optional section on writing that we encourage students to take once. Scores for each test and ACT composite score are reported on a scale of 1-36, with scores in the 18-21 range considered average.

### **COLLEGE SELECTION PROCESS**

Circleville High School is visited each year by many colleges, affording students opportunities for personal contacts with representatives. Students, during their junior and senior years, are permitted to be excused from class a total of five (5) times for visits with college representatives. (See page 19 for details) The guidance counselor will work closely with students to provide assistance during this process. Before students are excused to meet with a college admissions representative, they must sign up in the guidance office, inform their teachers of their visit and make arrangements to complete any work that will be missed. All of these arrangements must be made at least one day in advance.

Many other college selection resources are available to students, such as college guides, view books, videos, applications and a college search program on the computer in the guidance office. We encourage and welcome students and/or their parents to make use of these resources as they proceed through the college selection process.

Evening informational programs and college fairs in the spring and fall are held expressly to encourage parental involvement in the college selection process. If you have questions, please call or make an appointment with your counselor. The counselor also meets with every sophomore, junior, and senior to develop a personalized college admissions/career plan.

Grade	Percentage	Equivalent
A	93-100	4
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1
D-	60-62	.67
F	0-59	0

Grade	Points
A	9.2-10
A-	8.8-9.1
B+	8.4-8.7
B	6.7-8.3
B-	6.3-6.6
C+	5.9-6.2
C	4.2-5.8
C-	3.8-4.1
D+	3.4-3.7
D	1.7-3.3
D-	1.675
F	Below above number

Grade	Points
A	18.4-20
A-	17.6-18.3
B+	16.5-17.5
B	13.4-16.4
B-	12.6-13.3
C+	11.5-12.5
C	8.4-11.4
C-	7.6-8.3
D+	6.7-7.5
D	3.4-6.6
D-	3.35
F	Below above number

1. Find Grade Equivalents Using Chart A (Semester Exams grades are worth  $\frac{1}{2}$ )
2. Add the Total Points
3. Compare to Chart B for Semester Grade

Example:

Student A

1 <sup>st</sup> 9 weeks	2 <sup>nd</sup> 9 weeks	Exam(grades are worth 1/2)	Final Grade
C+	B-	A	B
<b>2.33</b>	<b>2.67</b>	4 times .50 = <b>2</b>	7.0 (see Chart B)

Formula for Calculating Grades for a Year Course

1. Find Grade Equivalents Using Chart A (Semester and Final Exam Grades are each worth 1/2)
2. Add the Total Points
3. Compare to Chart C for Semester Grade

Example:

Student B

1 <sup>st</sup> 9 weeks	2 <sup>nd</sup> 9 weeks	Sem. Exam	3 <sup>rd</sup> 9 weeks	4 <sup>th</sup> 9weeks	Final Exam	Final Grade
C-	B+	A-	B	B+	A	B
<b>1.67</b>	<b>3.33</b>	3.67 times .50 = <b>1.835</b>	<b>3</b>	<b>3.33</b>	4 times .50 = <b>2</b>	15.165 (see chart C)

To pass a course, a student must meet all of the following criteria:

- Earn at least a total of 3.35 points
- Pass second semester by earning at least 1.34 points
- Be enrolled in the course throughout the term.

Student 9 week's grades are weighted and recorded as follows:

- **At least 80% - Summative Assessments** - Including but not limited to projects, tests, exams, certain quizzes, etc.
  - Students may not receive a failing grade of lower than 50% on any summative assessment if the student takes advantage of one or more intervention options to the satisfaction of their teacher(s). If the student fails to complete the interventions, they may receive lower than 50%.
  - It is still possible for students to earn a failing grade below 50% on Interim Reports and Report Cards.
- **No more than 20% - Formative Assessments** - Including but not limited to homework, class work, certain quizzes etc...

## GRADUATION REQUIREMENTS

To earn a high school diploma at Circleville High School, you must complete the required courses and then choose an option to show that you are ready for college or a job. Below are the established minimum requirements for graduation established by The Circleville City Schools Board of Education:

English	4 units
Health	½ unit
Mathematics	4 units <sup>1</sup>
Physical Education	½ unit <sup>2</sup>
Science	3 units <sup>3</sup>
Social Studies	3 units <sup>4</sup>
<b>Electives</b>	<b>6 units<sup>5</sup></b>
Other Requirements <sup>6</sup>	
Economics and Financial Literacy <sup>6</sup> Fine Arts <sup>6</sup>	

1. Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
2. The Ohio Core allows school districts to adopt a policy that would exempt students who participate in interscholastic athletics, band, or cheerleading for two full seasons from the physical education requirement. Students must take another course of at least 60 contact hours in its place.
3. Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
4. Social studies units must include ½ unit of American history and ½ unit of American government.
5. Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
6. All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

### **THREE OPTIONS FOR GRADUATION**

#### **Option #1**

##### **Earn at least 18 points on seven end-of-course state tests.**

End-of-course tests are:

- Algebra I                                      English I
- Geometry                                      English II
- American History                              Biology
- American Government

Each test score earns you up to five points. You must have a minimum of four points in math, four points in English and six points across science and social studies. The school and district receive grades on the Ohio School Report Cards for all students' scores and participation on state tests.

#### **Option #2**

##### **Industry credential and workforce readiness**

Earn an industry approved credential and a work readiness score on the WorkKeys Test. Earn a minimum of 12 points by receiving a State Board of Education approved, industry-recognized credential or group of credentials in a single career field and earn a 14 on the WorkKeys, a work-readiness test. The state of Ohio will pay one time for you take the WorkKeys test.

#### **Option #3**

##### **College and Career Readiness Tests**

Earn the "remediation-free" on either the ACT or SAT.

ACT	SAT
English-18 or higher	Writing-430 or higher
Mathematics-22 or higher	Mathematics-520 or higher
Reading-22 or higher	Reading-450 or higher

CHS has chosen the ACT for all students in our district to take for free during a one-time statewide spring test in grade 11.

**Commencement Exercises Eligibility:** In order to participate in the graduation ceremony, students must participate in graduation practice. Seniors may lose the privilege participating in the graduation ceremony if they exceed 20 days and or 130 total hours of absences.

### **HONORS DIPLOMA RECIPIENTS**

Circleville City Schools shall award the Diploma with Honors to any student who successfully completes the high school curriculum or individualized education program developed for the student by the high school. Students graduating with an Honors Diploma will be recognized with silver graduation cords to be worn at the commencement ceremony.

The student who completes the college preparatory curriculum in the high school must meet any seven of the following eight criteria:

1. Earn four units of English
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course or a four-year sequence of courses that contain equivalent content;
3. Earn at least four units of science including one unit of physics and one unit of chemistry.
4. Earn four units of social studies;
5. Earn either three units of one foreign language or two units each of two foreign languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on a four- point scale up to the last grading period of the senior year;
8. Obtain a composite score of twenty-seven (27) on the ACT or a score of 1210 on the Scholastic Assessment Tests (SAT)

The student who completes an intensive vocational or technical education curriculum in the high school shall meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn four units of mathematics which will include algebra and geometry, algebra II, and another higher level course or a four-year sequence of courses that contain equivalent content;
3. Earn four units of science including two units of advanced science;
4. Earn four units of social studies;
5. Earn four units in the student's career-technical education curriculum;
6. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year;
7. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment or equivalent assessment aligned with state approved and industry validated technical standards;
8. Obtain a composite score of twenty-seven (27) on the ACT or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT)

### **HONORS GRADUATES**

All students who earn a cumulative grade point average of a 3.20 or higher at the semester of their senior year will be recognized at the graduation ceremony as an honors graduate. These students will be listed in the commencement program and will receive medallions designating this honor to be worn during the graduation ceremony.

### **HONOR ROLL STANDING**

Students in grades 9-12 who attain letter grades of A and/or B in all subjects attempted during a nine-week period or have a GPA of 3.0 or above with no grade lower than a C shall be on the honor roll, provided no unsatisfactory marks in either conduct or effort are received.

### **INTERVENTION POLICY**

Teachers may issue a grade of “Missing” in ProgressBook for any formative or summative assessment. In these cases, students are expected to make arrangements to complete their work as expected. In cases in which interventions such as re-teaching and re-assessing are required, students may be expected to complete this work outside of regular instructional time (before or after school, in study hall, After-School Study Sessions, etc.). Teachers may issue grades of “Incomplete” on interims and report cards. “Incomplete” grades on report cards must be reconciled by the student at interims of the next 9 weeks, or they will be calculated as a failing grade.

To better meet the needs of students in general level classes, especially in end of course exam tested areas (English, Math, Science, and Social Studies), struggling learners may be offered additional attempts to re-do their assignments, and must follow the expectations outlined above. Students in upper-level classes (such as College Preparatory, Honors, Advanced Placement, and Dual-Enrollment classes) are expected to work at a faster pace with more rigorous material. “Re-dos” in these classes will be at the discretion of the individual teacher.

### **NATIONAL HONOR SOCIETY**

Membership in N.H.S. is an honor bestowed upon students and is not a right they have due to grade point average. Candidates for membership consideration shall be members of the junior or senior class and have a cumulative scholastic average of at least 3.5. For juniors, this grade point average shall be based on the cumulative average of their freshman, sophomore, and first semester of their junior years. For seniors, it will be based on the cumulative average of their freshman, sophomore, and junior years. No candidate who carries fewer than four academic subjects shall be eligible for membership. All subjects that are to be included for graduation and class rank are to be included in the grade point average. Candidates must be an active member in at least two



activities and/or clubs and hold a leadership position in at least one. A faculty committee will make the final selection after students return their information forms and an evaluation is made of their school and community service, leadership, and character. Members must maintain a 3.5 GPA and document fifteen (15) hours of service per school year in an approved activity. Students graduating as active members of National Honor Society will be recognized with gold graduation cords to be worn at the commencement ceremony.

### **PROGRESSBOOK**

Parents are encouraged to regularly check student achievement via ProgressBook. Login and password information will be made available to all parents and students at the beginning of the school year. If you have questions about your username or password, please call the CHS office.

### **SPECIAL EDUCATION REFERRALS**

Parents may request a referral for special education services through the high school office.

### **STUDENT RECORDS**

Any person or agency not officially connected with the school system and desiring access to any information in any pupil's record or file shall present in writing a request to the principal or counselor to receive such requests. The request must include (A) the person or agency for whom the information is required, and (B) the purpose for which such information will be used.

Requests for information from a student's record shall be placed in the student's file. Parents shall maintain an unrestricted right of access to all records concerning their children and shall be provided the opportunity to challenge the contents of their children's school records at a hearing if they believe any of the material to be inaccurate.

### **VALEDICTORIAN/SALUTATORIAN**

The valedictorian and salutatorian must have been in full-time attendance a minimum of four (4) semesters in Circleville High School, two semesters of which shall have immediately preceded graduation. If a tie exists for valedictorian, both shall be declared valedictorians and the next ranking student shall be declared salutatorian.

## **SECTION B: ATTENDANCE**

### **ATTENDANCE REGULATIONS**

To protect our academic standards, the Circleville City School Attendance Policy stresses the importance of being at school daily for the student to receive the maximum benefit from the classroom and instructional participation. Students are required to enter the building immediately upon arrival at school after the first bell rings at 7:30 am. Students will not be permitted down the halls until the first bell. They will not be allowed to leave school property without permission from the office once they have arrived on school property. Any student who is absent or tardy from school should go to the main office to verify their absence and get a pass to class.

When a student is absent from school, the absence must be verified using the following procedures:

- Calling the school office by 7:40 a.m. at (740) 474-4846 to report the student absence. Parents may also send a note upon student's return to school with the student's name, reason for absence, date of absence, and telephone number where the parent/guardian can be reached. It is also acceptable to fax an excuse to the office at (740) 474-3987. Questionable calls and faxes will be examined.

### **ASSIGNMENTS DURING ABSENCE**

If a student is absent from school and would like to collect their homework assignments, please contact the guidance office at 474-4846 option #2. Please allow at least 24 hours in advance of the time you would like to pick up the assignments. This gives teachers the time they need to properly compile everything for the student. Assignments can be picked up by a parent/family member or sent home with a friend at the parent's request. Students and parents are also encouraged to use their Chromebook to check Google Classroom and Blackboard for daily assignments.

### **ATTENDANCE AND ATHLETIC ELIGIBILITY**

Tardiness or absence from school on the day of OR the next school day after a meeting or contest may eliminate the student from participation in the next activity. The absence may be excused for medical appointments or other extenuating circumstances. The principal or athletic director are the only people permitted to approve an absence or tardy for extenuating circumstances.

\*Students must be in attendance on the prior Friday to participate in weekend events and on Mondays following weekend events.

### **COLLEGE VISITS**

**Seniors** who are interested in visiting a school/college are permitted up to three one-day excused absences to visit schools/colleges.

**Juniors** who are interested in visiting a school/college are permitted two one-day school excused absences to visit schools/colleges during the second semester.

The following guidelines must be followed:

1. An appointment must have been made with the school's admissions office.
2. The proper form must be obtained from the guidance office and be signed by the Guidance Counselor, by the parent, and by each teacher, then returned to the guidance office for final approval at least ONE day in advance.
3. Upon approval of visitation, a form will be given to the student to be signed by the visitation site and returned to the guidance office. If not returned, an unexcused absence will be given. The guidance office will not accept telephone calls from the school/college as proof of attendance.
4. Second semester visitations for schools/colleges and universities will not be honored after closing dates for admissions unless the student has already applied and needs to make a visit.
5. If more than four students request visitation on the same day, the guidance office may limit the number that can attend. It will be based on the chronological order of request forms being submitted for approval.
6. The student is responsible for all school work missed.
7. Administrators reserve the right to approve or disapprove the college visit based on the following criteria: student's grades, attendance, discipline records, and whether school fees are paid.

### **TYPES OF ABSENCES**

To make the policy clear for all involved, the following is a list of absences and how the absence will be coded in the student's attendance record:

A. **Excused/Parent Absence:** Any absence which falls under the state guidelines for absences for the following reasons: personal illness, family illness, quarantine, death of a relative, home working in absence of parents, religious holiday, or other superintendent approved reason. **Parents may excuse the student for any of these reasons up to and including 32.5 hours.**

B. **Doctor/Excused Absence:** Absences verified by official notes from doctors or other healthcare providers.

- C. **Planned Absence**: Absences which do not fall under those which are defined by state law and are subject to administrative approval. See Planned Absences.
- D. **Unexcused Absence**: Absences exceeding the 32.5 hours allowed mark other than a doctor/medical excused or school excused or absences under 32.35 hours that are not verified or do not meet state definition.
- E. **School-Excused Absence**: Absences from school for school related activities i.e. class trips, field trips, work externships, etc. Also includes absences for extenuating circumstances approved by the administration.
- F. **Truant Absence**: Absence in which a school employee verifies that the student is refusing to attend or the parent is refusing to send the student to school. This may also include skipping school or leaving school grounds without permission.
- G. **Out-of-School Suspension**: Absence resulting from disciplinary action imposed upon a student
- H. **Excused Tardy**: Late to school with doctor's excuse or other school-excused reason.
- I. **Unexcused Tardy**: Late to school for any other reason including parent excused.

Absences in excess of 32.5 hours during the school year must be accompanied by a written medical excuse from medical personnel or any other lawful excuse previously defined in this section. These lawful excuses must be presented within one (1) day upon returning to school. Failure to present a lawful excuse will result in the absences being recorded as unexcused.

#### **ABSENCE TERMINOLOGY AND DEFINITIONS**

It is necessary that students and parents/guardians understand that any student who accumulates 32.5 hours of absence (excluding doctor excused, school excused, and O.S.S.) will be required to provide medical statements for further absences. If not, the absences will be labeled as truant/unexcused days and truancy charges can be filed on the student and/or parent/guardian under the following definitions and policy.

- **HABITUAL TRUANCY** is defined as a child of compulsory school age who has been absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year.
- **EXCESSIVE ABSENCES** is defined as a child who has missed 38 hours of school in a month with or without a legitimate excuse or 65 or more hours in a school year with or without a legitimate excuse.

- **UNRULY CHILD** is defined as any child that does not subject the child's self to the reasonable control of the child's parents, teachers, guardians or custodians, by being wayward or habitually truant.
- **SCHOOL MONTH** is defined as a strand of school days effective the first of a month from a school calendar and concluding the end of the month (28<sup>th</sup>, 30<sup>th</sup>, or 31<sup>st</sup> where appropriate).
- **DELINQUENT CHILD** is defined as 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 that definition to include O.R.C. 2151.02). Any child who is a "habitual truant" and who previously has been adjudicated as an unruly child for being a habitual truant and any child who is a "chronic truant" can be defined as a delinquent child.
- **FULL DAY** is defined as the hours in which school is in operation from 7:40 a.m. to 2:40 p.m. In some circumstances such as in home instruction scheduling, a full day may have adjusted hours on a case by case basis.
- **TARDY** is defined as arriving after 7:40 a.m. and before 8:10 a.m.
- **PARTIAL ABSENCE** is defined as when any student arrives after 8:10 a.m. or leaves school any time before regular school hours.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD HAS EXCESSIVE ABSENCES**

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents/legal guardian in writing within 7 days of the triggering absence.
2. The district will follow the district policy for addressing excessive absences; and
3. The district may refer the student and family to community resources as appropriate.

#### **DISTRICT RESPONSIBILITIES WHEN A CHILD IS HABITUALLY TRUANT**

When a student is habitually truant, the following will occur:

1. Within 7 school days of the triggering absence, the district will do the following:
  - a. Establish and select members of the student's Absence Intervention Team (AIT);

- b. Make 3 meaningful, documented attempts to secure the participation of the student's parent or guardian on the AIT.
2. Within 10 school days of the triggering absence, the student will be assigned to the selected AIT.
3. Within 14 school days after the assignment of the team, the district will develop the student's AIT.
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the district will file a complaint in the juvenile court.

### **ABSENCE INTERVENTION TEAMS**

Membership of each Absence Intervention Team (AIT) will vary based on the needs of each individual student, but each team WILL consist of:

- a. A representative from the school or district;
- B. Another representative from the school or district who has a relationship with the child; and
- C. The child's parent/guardian, custodian, guardian ad litem or temporary custodian.

The district must make and document three good faith efforts to engage the student's parent or guardian. If, after three documented, good faith attempts, the district is unable to ensure participation of the parent, the team should develop the student's Absence Intervention Plan without a parent.

### **DRIVERS LICENSE SUSPENSIONS**

House Bill 204 states that a student who is absent without excuse for 60 consecutive hours or at least 90 hours total during a term or semester or withdrawn from school, suspended, or expelled for use or possession of alcohol and/or drug abuse can have his/her driving privileges denied, suspended, and/or revoked under section 4510.32 of the Ohio Revised Code.

### **LOSS OF COURSE CREDITS DUE TO ATTENDANCE**

Individual course credit may be lost if a student's classroom attendance is poor. The following guidelines may be used to determine the loss of course credit.

- Semester course-more than 10 days and or 65 hours of combined excused, planned, unexcused and truant days
- Year Course-more than 20 days and or 130 hours of combined excused, planned, unexcused, and truant days.
- Seniors may also lose the privilege of walking at graduation if they exceed 20 days and or 130 hours.

### **MAKE-UP WORK**

Students generally are given one day to complete missed assignments for each day of absence. It is the student's responsibility to talk to their teachers to get missed assignments and make arrangements to complete make-up work. If work is not made up in a timely fashion, a failing grade may be assigned.

### **PENALTIES FOR UNEXCUSED TARDIES**

Discipline will be administered per nine weeks for accumulating unexcused tardies. After the third tardy, a student may face disciplinary action.

- 3rd Tardy = Warning
- Over 3 Tardies = added to the Social Probation List for the remainder of the nine weeks.
- On the 12<sup>th</sup> Tardy of the school year = added to the Social Probation List for the remainder of the year.

### **PENALTIES FOR UNEXCUSED/TRUANT ABSENCES**

Discipline will be administered for accumulating unexcused/truant absences throughout the entire school year.

- 5<sup>th</sup> Unexcused or Truant Absence = student will be added to the Social Probation List for the remainder of the year.

### **PLANNED ABSENCE**

Situations may develop that require a student to miss school for non-illness reasons (e.g., family vacation, college visitations, family business trips, students applying to take the academic day they were rewarded at CMS, etc.). A student may apply for a maximum of 5 planned days per school year. Subsequent absences will be considered unexcused. Situations requiring more than 5 days will be considered on an individual basis by the principal. Planned absences do count towards the 5 days of allotted absences and total for loss of credit. The procedures for applying for planned absences are as follows:

- A "Planned Absence Form" must be obtained from the main office. The form must be completely filled out which includes: dates of the absence, parent's signature, and teachers' signatures and be returned to the main office for final approval at least THREE days in advance.
- Students are encouraged to get any missed work prior to the absence. Teachers may not sign the form until assignments are secured. Tests do not have to be administered early. This will be totally at the discretion of the teacher.
- Administrators will approve or disapprove the planned absence request depending on the student's grades, attendance, and discipline record and whether school fees are paid or arrangements have been made with the principal.

**SECTION C:**  
**GENERAL SCHOOL OPERATIONS**  
(Circleville High School is a district Title #1 school)

**ABSENCE OF PARENTS**

When parents/guardians are going to be out of town and unavailable, a written note signed by the parent should be sent to the school office. The note should include the dates of the absence of the parents, the name of the person who will be responsible for their children in their absence (giving the office permission to contact that person in regard to anything concerning their children), and the signature of the parent/guardian.

**ANNOUNCEMENTS**

Announcements may be made at convenient times during the school day. Important announcements may also be displayed electronically on the TV monitors in the hallway, office, and cafeteria. Organizational announcements will not be made without the advisor's signature. Other announcements will be made at the discretion of the administration.

**BULLYING**

Circleville City Schools takes a strong stance against bullying/harassment of all forms. Our policies and procedures follow the guidelines that are outlined in the Ohio Revised Code 3313.666 and subsequent amendments. To further comply with House Bill 116 (also known as the Jessica Logan Act), an anonymous reporting system has been developed and a link is available on the district and building websites. Reports will be investigated and, if found valid, proper steps will be taken in accordance with the student code of conduct. False reports may also result in disciplinary action. A link is also available on the district website that defines bullying.

**CAFETERIA/LUNCH PROCEDURES**

Students are not permitted to leave school grounds over the lunch period. Fast food is not permitted to be brought into the cafeteria. Student lunches need to be purchased or brought in sack lunch form. Courtesy and good manners should be evident at all times. Students are to go quietly to and from the cafeteria. Students are expected to conduct themselves in an appropriate manner during lunch. See the rules and regulations posted in the cafeteria.



### **CHROMEBOOK INITIATIVE**

The Circleville City School District is excited to offer each student at CHS a Google Chromebook (“Chromebook”) for use during the school year to assist with, and further your child’s education. It is essential that all of the guidelines in the Chromebook agreement are followed to ensure the safe, efficient, and ethical operation of these electronic devices at home, at school, and in all other settings. Each student will be given a Chromebook agreement in which they must share with their parents and both student and parent must sign in order to be issued their device. Students will receive their Chromebook the first week of school and they must be returned at the end of the year or upon withdrawal from school. For a copy of the agreement or for more information please visit the “Technology” tab on the Circleville City Schools website.

### **CLUB FUTURE**

Club Future is the Circleville High School Chapter of the Drug Free Club of America. Students and parents voluntarily agree to take the pledge to be drug free citizens of Circleville High School. Students can sign up at the start of the school year and will participate in a mandatory drug screen in the fall and will be subject to random drug screens throughout the year. Students receive various incentives throughout the school for being a member such as discounts at local restaurants and business and they participate in various community service activities. Any student interested in joining Club Future should ask any staff member at CHS for details.

### **CONCUSSIONS**

Concussions are a serious issue for a student if they are to suffer from one. There are many things to be taken into consideration for a student’s return to school, class, and physical activity. If a student experiences a concussion at any time during the school year, either in school or out of school, parents should notify the school nurse so that protocol can be followed for the student to return to class and any physical activity in a safe and successful manner.

### **CONDUCT AT SCHOOL EXTRACURRICULAR ACTIVITIES**

The following guidelines will be followed concerning behavior at all extracurricular activities:

- Students will not throw any materials onto the field of play.
- Obscene cheers or inappropriate language are not permitted.
- Cheers will not be allowed that treat our opponents in a negative manner. Students are asked to cheer for our team and not against the other team.
- Demonstrating racial, religious, or national origin bigotry or otherwise harassing others will not be tolerated.

- Students will not be allowed to wear clothing or have materials in their possession that reflect in a negative way on our opponents.
- Other degrading, disgraceful acts, or behaviors that represent the Circleville City School District in a negative manner will not be allowed.

Any violation of this section at school activities will result in the student being subject to disciplinary action, including but not limited to:

- Immediate removal from the extracurricular activity.
- Denial of the privilege to attend any of the activities where the behavior occurred.
- Denial of the privilege to attend any extracurricular activity.
- Assignment of points based on our Student Discipline Point System.

### **DRIVING & PARKING PERMITS**

In order to obtain a parking permit the following steps should be followed:

1. Obtain an application from the main office.
2. Read and complete the application with all necessary signatures and vehicle information.
3. Provide the office with a copy of your current vehicle insurance coverage and a copy of your driver's license.
4. Pay your Parking Fee of \$5.00 on EZ-Pay.
5. Follow all the rules and regulation outlined in the "Circleville Driving and Parking Application."

All rules and regulations regarding driving privileges and parking permits procedures can also be found on our website at [www.circlevillecityschools.org](http://www.circlevillecityschools.org).

### **ELECTRONIC SURVEILLANCE**

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Security cameras have been installed on school buses and in and around the high school building and grounds. Anyone riding the buses or on the premises is hereby advised that they may be included in an audio/visual recording subject to review by the administration. In accordance with FERPA guidelines, such surveillance records are available only to the administration and are not made available to the public.

## **EMERGENCY MEDICAL AUTHORIZATION (E.M.A.) FORMS**

All students are required to submit a completed and signed (by parent/guardian) E.M.A. form to the main office. Students and parents are responsible for updating the information on this form as soon as changes (e.g., address, phone, and custody, medical, email addresses) become known. Students who fail to submit an E.M.A. form to the office in a timely fashion may face disciplinary consequences.

### **EMERGENCY PROCEDURES**

#### **EVACUATION FIRE AND TORNADO**

Procedures for all emergencies are posted in each room. Students are to follow the directions of their instructors and move to the designated place as quickly and quietly as possible. Each room has an emergency procedures binder with all necessary information located in the black basket near the entrance and exit of the room. Please refer to this resource in the event of an emergency.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The following student information is designated as Directory Information, which is information that is generally not considered harmful or an invasion of privacy if released, under the Family Educational Rights and Protection Act (FERPA) and may be released at the discretion of Circleville City Schools without parent or guardian consent: student name; student photograph; electronic mail address (email address); physical address; phone number; grade; a student's date and place of birth, major field of study, dates of attendance, date of graduation and honors/awards received, sports and clubs participated in, and height and weight (if participating in athletics). Examples include, but are not limited to the following:

- A media guide, showing your student's participation in a school sport, musical, or other school production.
- Honor roll or other recognition list
- Graduation program (including D.A.R.E. graduation, kindergarten recognition)
- Sports activity sheets such as for football or basketball showing a student's height and weight
- Social media recognition (to include photos and videos) on school authorized accounts recognizing your child's honors and accomplishments, graduation, or participation in an engaging classroom activity
- A school yearbook
- School newsletters

Parents/Guardians not wishing to have this information shared must notify the office of the principal in writing within 14 days after receipt of this policy.

Under FERPA, the following information is considered Personally Identifiable Information (PII) that is a part of your student's educational record. Only school district officials and affiliates with a "legitimate educational interest" under FERPA will have access to this information. A "school official" includes a teacher, school principal, president, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel. PII details of a student's educational record include the following: social security number, residency status, student state identifier (SSID), class schedule, race/ethnicity, test scores, grades and grade point average (gpa), religious preference, and gender.

Under FERPA, parents have the right to access and review their child's educational record, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the office regarding an alleged failure by a school to comply with FERPA.

#### **FEE SCHEDULE**

There are no school fees for this school year. Please realize there may be a carryover from previous years that still needs to be paid. Students who have outstanding fees may be placed on the social probation list and have grades and credits withheld as per Ohio Revised Code 3313.64.2. This may result in a student not being able to participate in graduation.

#### **FREE LUNCH/BREAKFAST**

All students at Circleville High School will have the option of receiving free lunch and breakfast provided in the CHS cafeteria.

#### **FOOD GUIDELINES**

In regards to any food in classrooms the following guidelines are used: **1.** No candy for rewards; **2.** No homemade food permitted; **3.** Ingredients lists will be sent home prior to any food being available in classroom; **4.** If notified by parent or guardian, CHS will make every effort to provide a safe food option for any student with an allergy concern.

#### **GUIDANCE DEPARTMENT**

Counselors are available to assist and advise each student about personal problems, academic problems, career choices, course selections, college choices, scholarship applications, test score interpretation, setting goals, teacher/student relationships, and any special situations that may be important to a student.

Parents may make an appointment for conferences with teachers, counselors, or principals by telephoning the school.

### **HALLS AND AFTER SCHOOL HOURS**

All students are to leave the building and school grounds immediately when school is dismissed. Students may remain in the building after hours if involved in a supervised activity with a teacher, coach or advisor. Students who have early dismissal for any reason are not permitted to return to school during the academic day unless they sign back in to school in the main office.

### **HANDBOOKS**

Each student is issued a Student Handbook at the beginning of the year, paid for by the Board of Education. Replacement copies cost \$10.00. Students are expected to keep this handbook for the entire school year.

### **HAZING**

It is the policy of the Circleville City Board of Education and School District that hazing activities of any types are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental 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.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the superintendent.

Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

### **HOME INSTRUCTION**

The Circleville City Board of Education does not discriminate between other students and those who are married, pregnant, or those with some type of mental or physical problems. Students who need to be exempt from the standard educational program or activity must furnish the principal of the school with a written request for exemption from a licensed physician, a licensed psychologist, or a certificated school psychologist, as specified in ORC 3321.04. Such request shall include the reason for exemption.

### **ILLNESS AT SCHOOL**

In cases of illness during the school day, the student should request permission from the teacher to go to the office. If it is determined that the student should go home, the parent/guardian or emergency contact person on the EMA form will be contacted. Students are permitted to enter the nurse's station at the discretion of the administration. A maximum of one period can be spent in the clinic and students must sign-in on the provided sign-in sheet.

### **LIBRARY MEDIA CENTER**

The high school library media center is open Monday through Friday during school hours. Students may visit the media center during their study hall or on a ten-minute pass from their teacher.

Students may check out two books for three weeks. Students will need their student library I.D. to check out materials. Each student is responsible for the library media center materials he/she borrows. Students are expected to return materials on or before the due date. If an item is lost or damaged, the student is expected to pay for the item. Students having overdue materials will not be permitted to borrow new materials and be placed on the social probation list.

The library media center is an extension of the classroom and should be a quiet, though not silent, area to work and study. Loud or disruptive behavior or having nothing to do will result in students being sent back to class. Students are expected to be respectful of library staff, fellow students, and library materials and furnishings.

Students are expected to come to the library with work to do. Students with work to do will be given privilege to the media center first. Students may work on class assignments, do work on the computers, or read. Eating and drinking are not allowed in the library media center. Computers are available in the library for student use with Internet access. Computer usage is limited to school assignments only (no games, personal e-mails, chat rooms, etc.) Electronic devices such as cell phones and music devices with headphones must be turned off unless being incorporated into the classroom lesson or activity.

### **LOCKERS**

Students will receive locker assignments on their schedule at the beginning of school. Student lockers, desks, cabinets, and similar property are the property of the Circleville Board of Education. These are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning. Students are prohibited from vandalizing school lockers. Students are not permitted to write, hang stickers on or in, hit, kick, punch, or improperly use the lockers in any way.

The school is not responsible for lost or stolen personal property that has not been properly secured, and the administrators will not investigate such occurrences.

Reminders:

1. Students are not to be at their lockers during lunch.
2. Students are not to share their lockers.
3. Students are required to keep their lockers locked in both the hallways and locker room.

### **LOST AND FOUND**

Students who have lost any personal property should check the lost and found located in the main office. Students who find lost items are to turn them in to the main office.

### **MEDICATION**

Students will not be permitted to leave school grounds to get medication without authorization from the administration and parent/guardian. Students are not permitted to carry medications except inhalers and epi-pens (prescription or non-prescription) with them.

Non-prescription medication

- Non-prescription medication will not be administered to students by any Circleville City Schools faculty or staff member.
- A parent/designee may bring medicine to personally administer to the student.
- No student may provide non-prescription medication to another student. Students found in violation will be subject to the Student Substance Use/Abuse Policy for Circleville City Schools.

Prescription medication

- A written request must be obtained from the physician and the parent/guardian **each school year** before any prescription medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time-procedure for administration/storage and possible side effects.
- All prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for the school.
- Whenever possible, the medication and the signed permission form should be brought to the school by the parent/guardian. Forms can be faxed from home or the doctor's office to the school.
- Liquid medication is discouraged but may be given per physician's orders.
- A student may self-administer his or her own medication via such devices as an epi-pen; inhaler etc., if a request for the student to do so is completed by a physician and a parent/guardian in advance and is on file at the school.

### **PASS PROCEDURES**

**Hall Pass:** A student must have a hall pass in order to leave their assigned class or area to go to any other class or area. The Student Agenda Book or Hallway Passport must be filled out with the date, time, location and teacher initials. The student's name and time is noted on a Student Pass Log. If a teacher causes a student to be late, the student should get a pass from that teacher in order to be properly admitted to their next class.

**Yellow Pass:** Any student leaving the building before the end of their school day must secure a yellow pass from the main office. Students who have appointments should secure the yellow pass in the morning before 7:40 am. Parental permission is required.

**Pink Late Pass:** A pink late pass must be secured from the office upon entering the building when arriving late to school. Students are requested to bring a note from their parents when late.

### **PERMISSION TO ATTEND SCHOOL SPONSORED SOCIAL EVENTS**

Circleville High School social events are intended for Circleville students. The administration understands that, in some cases, students want to bring guests who may not be students of Circleville High School. "Permission to Attend School Sponsored Social Events Form" must be completed, including a photo of the guest. The form must be turned in one week prior to the scheduled event. These forms are available in the main office and also online at [www.circlevillecityschools.org](http://www.circlevillecityschools.org). Guests are reminded that they must follow all rules in the Circleville Student Code of Conduct.

### **PICKAWAY-ROSS CAREER AND TECHNOLOGY CENTER**

Pickaway-Ross Career and Technology Center is an option for junior and senior students at CHS. Suggested minimum general requirements for 9<sup>th</sup> and 10<sup>th</sup> grade students planning to attend the Pickaway Ross Career and Technology Center (PRCTC) include the following:

- 2 credits of Mathematics
- 2 credits of Science
- 2 credits of Social Studies
- 2 credits of English
- ½ credit of P.E.
- ½ credit of Health
- 1 credit of Unified Arts

**10.0 credits Total**



### **PICTURES**

School pictures will be taken in early fall. All pictures must be in compliance with the school dress code to be used in the yearbook. Every student in grades 9-12 is required to have their picture taken, even if they aren't purchasing a packet. This picture is needed for the student's cumulative file and student I.D. badge. Any student who willingly has their picture taken in place of another student will be disciplined with an automatic three-day suspension and added to the social probation list for the first nine weeks.

### **POLICE INTERROGATION**

Law enforcement officers may not interrogate students unless the student is given the opportunity for an adult to be present. Police may not interrogate a student at school about non-school-related criminal matters without parental (guardian) authorization. Students may not be taken from school for questioning unless the officer has a warrant for the student's arrest or has parental (guardian) permission.

### **POSTERS - BULLETIN BOARDS**

All posters and signs used in the building must be approved by the principal and placed only in designated areas. **NO POSTERS OR SIGNS MAY BE PLACED ON THE WALLS WITHOUT PRIOR APPROVAL.** During campaign weeks preceding class elections, permission will be granted for posters to be placed in certain restricted areas of the building.

### **SCHEDULE CHANGES**

After the school year starts, students may drop or add subjects only when a valid and sufficient reason exists. All schedule changes must be completed through the guidance office using the "Schedule Change Request Form." All changes must be approved by the students' parents or guardian. Students must remain in their current schedule until notified by the guidance office. Students may drop a semester or full-year subject up to five (5) school days after the mailing of the first interim report. Subjects dropped after that time may be recorded as failing with no credit received. The final decision is made by the principal. A subject may be added during the first three weeks of the semester in which it begins. Please remember students must maintain 5, full credit or half credit courses to be eligible to participate in extracurricular activities. (Physical Education courses including strength training and female fitness do not count for these purposes.)

### **SCHOOL CLOSING INFORMATION**

School closings and delays will be communicated utilizing the automated phone messaging system. To receive these messages and any others, please be sure your contact information is current. The following radio and T.V. stations will also be contacted on calamity days, snow days, two-hour delays, and early dismissals. Decisions about extracurricular activities will be made as needed.

T.V.		Radio	
WCMH 4	WTTE 28	94.3 WKKJ	97.9 WNCI
WBNS 10		SUNNY 95	610 WTVN
WSYX 6		610 WTVN	97.1 WBNS

\*Please follow the CHS and District Twitter accounts, CHS Remind and the CCS School App for immediate information on closings and delays.

### SCHOOL PUBLICATIONS

Publications such as the student newspaper, yearbook, school programs, and video productions that are connected to the overall school program are subject to editorial control by the school administration.

### SEARCHES

#### **General searches of students and personal items such as briefcases, purses, book bags, pockets, and lockers:**

Students have a right to be secure in their persons and possessions from unlawful searches and seizures. However, school officials have the right to search a student or any student's possessions (including technology databases) if such official has reasonable suspicion that such a search will find any object or thing which violates the law or school regulations. If a student is asked to voluntarily acknowledge the item or thing or to cooperate with the search and refuses, the student may be detained by school officials and appropriate law enforcement officials contacted. Such refusal to cooperate with the search may also subject the student to school disciplinary procedures for insubordination.

**Canine Units:** In cooperation with local law enforcement agencies, school officials may use canines to conduct searches on school property. These searches may include but are not limited to personal belongings, lockers, book bags, and vehicles.

**Student Vehicles:** Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials, and school disciplinary procedures.

### SENIOR EARLY RELEASE/LATE ENTRY

Senior early release/late entry is contingent upon a senior maintaining passing grades in all classes. If a senior is not passing all classes, he/she will attend 8<sup>th</sup> period study hall or first period study hall until his/her grade(s) is at a passing level according to interims or report cards, not Progress Book. Senior grades will be checked at interim reports and at the end of each grading period. During the fourth nine weeks, senior grades will be checked more frequently. Early release/late entry can be revoked for disciplinary reasons.

### **SOCIAL PROBATION LIST**

The Social Probation List is a list of students who are not permitted to attend dances, field trips, assemblies, athletic events, or any other extracurricular events at the administrator's discretion. Students are placed on this list because they were assigned O.S.S. (after two (2) suspensions in a year you cannot be removed), have the maximum number of tardies (4 in a 9 weeks or 12 in a year) or unexcused absences (32.5 hours), or have outstanding library fines or school fees.

Students may earn these privileges back and be removed from "Social Probation List" per administrative discretion. This will take place at the start of each nine weeks grading period except for students with 32.5 hours of unexcused absences, 12 tardies in a year, or 2 suspensions.

### **SCHOOL MESSENGER**

Parents are reminded that school officials will use a telephone school messenger system to communicate important information to parents and guardians of our students. It is important that any change in telephone numbers be reported to the office, so all announcements from the school can be communicated effectively.

### **SUSPENSIONS**

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

### **TELEPHONE USE**

The office phone at school is for emergency use only. Parent contact can be made in the principal's office utilizing a student's cell phone and with permission. If your student is sick/ injured or another emergency arises in which the faculty, secretaries or administration deems it necessary to contact the parent, the student should report to the office for permission to use the phone.

### **TEXTBOOKS**

All textbooks are provided free of charge. Textbooks will be issued to students by their teachers and must be returned at the end of the school year or upon withdrawal from school. Any textbooks lost or damaged will be charged to the student responsible for them.

### **VISITORS**

Student visitors from other schools may not be permitted at school. If a situation arises in which another student would like to visit CHS, the decision is at the discretion of the school administrator. A visitor at Circleville High School must report to the main office to check in and receive a visitor pass to be worn in a visible fashion at all times. As to whether the person can remain is entirely up to the principal.

### **WITHDRAWAL FROM SCHOOL**

Students who are withdrawing from school are to report to the high school guidance office for a withdrawal form, which must be signed by all teachers and the custodial parent and returned to the guidance office. All textbooks and the student's Chromebook must be turned in at that time. Parental contact is required for a student to be withdrawn. All fees/obligations must be taken care of before records will be forwarded to schools/employers. A student cannot be officially withdrawn from Circleville High School until a records request from the student's new educational institution has been received by the guidance department.

### **WORK PERMITS**

Work permits may be obtained at the high school main office during lunches and after school. Anyone between the ages of 14 and 18 is eligible. After a student turns 18, a work permit is no longer required by law.

**SECTION D: Code of Conduct**  
**STUDENT DISCIPLINE CODE POINT SYSTEM**

Circleville High School will be using a point system as the basis for its disciplinary action. It is impossible to list or categorize all the various types of disciplinary violations, thus the administration reserves the right to administer discipline as the facts of the case dictate. Administrators may use video surveillance equipment to determine student involvement in possible misconduct.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this code of conduct includes 1) misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and 2) 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.

Violations of the discipline code at the high school level may result in disciplinary action including, but not limited to, parent conferences, detentions, study sessions, Wednesday school, in-school restriction, out of school suspension, expulsion, loss of parking permit/driving privileges on campus, loss of privileges including extracurricular and field trips, emergency removal from school, or referral to law enforcement officials. Circleville students who attend PRCTC also fall under these same guidelines.

**DESCRIPTION OF POINT SYSTEM**

Violation of school rules will result in the assignment of points. In addition to points, students may receive a form of disciplinary action. When a student reaches:

**10 points - Wednesday School**

**15 points - 1 day In-School Restriction**

**20 points - 1 day Out of School Suspension or 2 days ISR**

**30 points - 2 days Out of School Suspension or 3 days ISR**

**40 points - 3 days Out of School Suspension**

**50 points - 5 days Out of School Suspension**

**60 points - 10 days Out of School Suspension**

**100 points - 10 days Out of School Suspension and a recommendation to the superintendent to initiate an expulsion hearing.**

\*NOTE - Recommendation for Expulsion may occur at any time for Major Offense Violations (40+ points).

\*NOTE - Any violations occurring after 5 days of ISR may result in an out-of-school suspension.

The administration reserves the right to reduce points accumulated by a student once per month or at the request of the student. To receive a reduction of points the student, upon approval, must have a consecutive four (4) week period of NO disciplinary offenses including unexcused absences from school, or more than three (3) tardies to school starting with the first day of the appointment. The administration will determine the amount of reduction.

### **MAJOR OFFENSES -SECTION ONE**

These offenses may be considered among the most serious violations of the total school process. An offense that includes (\*) denotes that criminal charges may be filed by the school and the victimized persons involved.

#### **1. \*Possession or Use of Weapons or Dangerous Instruments (100 points):**

A student shall not possess, transmit, or conceal a dangerous weapon or “lookalike” counterfeit weapon or instrument. Such items include, but are not limited to, explosives, mace, firearms, knives, razor blades, brass knuckles, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any other object indistinguishable from a weapon. In addition, any student who creates panic by making statements about the possibility of a weapon in school may be disciplined per this rule.

**2.\*Alcohol/Drugs or look-alike drugs, drug paraphernalia, including marijuana or hand-rolled cigarettes: Possession, distribution, sale, or use (60-100 points)** See also “Substance Use and Abuse Policy” located on our website at [www.circlevillecityschools.org](http://www.circlevillecityschools.org). The Circleville Board of Education has defined procedures and policies addressing substance use and abuse in order for school personnel to respond realistically and consistently to problem behaviors occurring in the school setting. In accordance with Circleville City School board policy as being 100% tobacco and drug free, students are not permitted to possess, distribute, be under the influence of alcohol, low-alcohol products, harmful intoxicants, non-prescribed controlled substances, counterfeit controlled substances or other mood-altering chemicals which include over-the-counter mood-altering chemicals of any use or form including related paraphernalia such as lighters, matches, rolling papers anywhere on school property at any time or at any school function.

This includes e-cigarettes, vaporizers/vapes, and the various cartridges associated with them which come in many forms such as: look-alike computer flash drives, ink pens, THC cartridges and others. Beyond tobacco, these battery powered vaporizers can also contain non-nicotine flavored solutions including marijuana (THC oil) and other addictive additives that could cause adverse medical issues.

Characteristics of drug-alcohol use (evidence of consumption) are defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor, nervousness, restlessness, vomiting, sleeping in class, memory loss, abusive language, or any other behavior not normal for the particular pupil.

A counterfeit controlled substance, to include the contents of an e-cigarettes, juul, or vaping device, is defined in the following ways:

1. Any drug, drug container, or label that bears a trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed, or distributed by a person other than the person with legal rights to manufacture, process, pack, or distribute it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, its labeling, markings, packaging, distribution, or the price for which it is sold or offered for sale.

The following penalties shall be imposed for violation of this policy:

1. First violation: Parents/guardians of the student will be notified. Notify law enforcement officials if necessary. The principal may suspend the student for ten (10) days. The suspension may be reduced to five (5) days if the student received an assessment from a certified agency. If a problem is found and recommendations are not followed, the principal may recommend the student be expelled.
2. Second/Subsequent violation: Parents/guardians of the student will be notified. Notify law enforcement officials if necessary. The principal may suspend the student for ten (10) days and may recommend to the superintendent that the student be expelled.
3. Selling or Distributing: Any student selling or distributing alcohol or non-alcohol beer/wine, tobacco, harmful intoxicants, controlled substances, counterfeit controlled substances, or other mood altering chemicals, is subject to suspension for ten (10) days with recommendation for expulsion and an assessment by a certified agency.

**3. \*Threats of Violence: Implied, written and/or spoken (60-100 points):** Any student found to be threatening and/or intimidating another student at any time on school property or school bus will be subjected to strict disciplinary action. This would include making, by telephone call, letter, social media post, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds (i.e., bomb threats, rioting, inducing panic, false alarms or inciting inappropriate behavior).

**4. \*Arson or Unauthorized use of fire (60-100 points):** Setting or attempting to set fire to, damaging, or attempting to damage, any school building or property.

**5. \*Disruption of the Educational Process: (20-100 points):** Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any activity or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school.

**6. \*Assault, Fighting, or Inappropriate Language Directed toward a School Employee, Authorized School Visitor (20-60):** Students shall not curse or use abusive, profane, or vulgar language, or make an abusive, profane, or vulgar gesture toward any school employee, authorized school visitor regardless of when or where it occurs according to Ohio Revised Code.

Students shall not cause or attempt to cause physical injury, or behave in such a way as could threaten to cause physical injury, to a school employee or authorized school visitor. Students shall not engage, instigate, participate, retaliate, or support any type of behavior related to fighting, nor shall students attempt to engage, instigate, participate, retaliate, or support any type of behavior related to fighting.

**7. \*Immoral Acts or Indecent Exposure (20-60 points):** Pursuant to ORC 2907.09, no student shall knowingly or recklessly, under circumstances in which the person's conduct is likely to be viewed by and affront others engage in conduct that could be considered as indecent exposure or public indecency.

**8. Repeated offenses of similar nature: (20-60 points)**



## **MAJOR OFFENSES - SECTION TWO**

These offenses may be considered serious violations of the total school process. The offenses that include (\*) indicate that criminal charges may be filed by the school and the victimized persons involved.

**1. Acts of Disrespect/Insubordination to a Staff Member or School Employee: (20-60 points):** No student shall be disrespectful of or insubordinate to any teacher, student teacher, substitute teacher, principal, or authorized personnel on or off school grounds (if proven to cause a disruption to the learning environment). School staff members are acting “in loco parentis,” which means that school staff are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student.

**Disrespect/Insubordination** shall be defined as being abusive, obscene, profane, or using offensive language, gestures, or signs directed towards a staff member or unwilling to comply or cooperate with a reasonable request or directive by any teacher or staff member.

**2. \*Fighting and Physical Abuse of another student while on the school grounds, school property, or at any school function (home or away) (20-60 points):** A student who causes, attempts to cause, threatens physical injury, or behaves in such a way as could reasonably be anticipated to cause physical injury to another student may be suspended from school. Instigating a fight through action or words may also result in disciplinary action. This includes unauthorized contact.

**3. \*Verbal/Physical Harassment, Bullying, Threatening or Intimidating another Student (20-100 points):** Ohio Revised Code 3313.666 defines “harassment, intimidation, or bullying” as “any intentional written, verbal, or physical act that a student has exhibited toward another particular student more than once, and the behavior both: Causes mental or physical harm to the other student; Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.” This includes violence within a dating relationship. The Circleville City Schools prohibits such behavior on school property or at school events.

The administration of the school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, members of the school staff, or of any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

- a. Verbal - No student shall direct to another student words or phrases which are considered to be slanderous, degrading in nature, obscene, or profane.
- b. Physical Harassment - No student shall physically harass another student. Actions such as pushing, shoving, unwanted touching, or any kind of physical intimidation shall be construed as physical harassment.

**4. \*Cyber-Bullying (20-100 points):** Cyber-bullying is using the Internet or other mobile devices to send or post harmful or cruel text or images to bully others. Cyber-bullying can occur on school premises or can take place off of school premises. Cyber-bullying will be dealt with according to the situation and circumstances in which they may occur.

A. On campus: If cyber-bullying is found to originate on the school campus, the situation will be investigated and treated accordingly.

B. Off campus: If cyber-bullying is reported to be occurring off school campus, the following guidelines will be followed.

1. Parents of the victims and cyber-bullies will be notified with the information that has been presented or discovered.
2. If the cyber-bullying involves threats or other inappropriate behavior, the parents will be encouraged to notify the police.
3. If the threat indicates an action relating to school grounds, the threat will be treated according to the student code of conduct.
4. Police will be notified if there is a threat of violence, extortion, obscene messages, stalking, hate crimes, or child pornography.

\*Any student who is found to have issued a false report may be disciplined under the code of conduct as well for a disruption.

**5. \*Tobacco Possession or Use (20-60 points):** In accordance with Circleville City School board policy as being 100% tobacco free, students are not permitted to possess or use any form of tobacco or tobacco paraphernalia including lighters, matches, rolling papers, etc...anywhere on school property at any time or at any school function. This includes e-cigarettes. Tobacco Assessments will be recommended.

\*Community service may be offered in lieu of, or in addition to, any of these offenses.

**6. Sexual harassment (20-60 points):** The Circleville City School Board Policy prohibits sexual harassment among employees and/or students or to its employees and/or students. The administration fully supports the school board policy and will take action to prevent sexual harassment in any form. Any incident of sexual harassment should be reported to the high school principal immediately.

1. Verbal - The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual

- propositions, or threats to a fellow student, staff member, or other person associated with the district.
2. Nonverbal - Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
  3. Physical contact - Threatening or causing unwanted touching, contact, or attempts at the same, including patting, pinching, or pushing the body upon a fellow student, staff member, or other person associated with the district.

**7. Gender/ethnic/religious/disability harassment (20-60 points):**

1. Verbal - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the district.
2. Nonverbal - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other persons associated with the district.

**8. \*Damage, destruction, or theft of school property or private property, or other students' property (20-60 points):** No student shall knowingly cause or attempt to cause damage to school property, including that of another student, teacher, administrator, or any other school employee, including the private property of school employees on school grounds. No student shall steal or attempt to steal (unauthorized use) school property or private property from any teacher, administrator, school employee, or fellow student. This shall include school keys, tests, test keys, or any other items from the teacher's classroom or the unauthorized use of free or reduced lunch services.

No student shall have any of the above items in his/her possession without the proper permission from the school employee. Failure to turn in any found items that do not belong to the individual will also be considered a serious concern. Theft shall also include: copyright infringement and unauthorized duplication of material. Also, repair/replacement cost will be the responsibility of the parent/guardian or custodian of the student in question.

**9. Gang activity: any participation in gang-related activity at school or at School activities: (20-60 points):** The Circleville City Schools recognize that a school must create a safe environment in which learning can take place. The presence of gangs in the school disrupts that environment by threatening the safety of the students in the school building and causing disruption to the academic process. As a result of this belief,

the Circleville City Schools hereby bar all gangs and gang activities from school buildings and school property at all times. A gang is defined as any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals; further, it includes any group whose purpose and practices include the commission of illegal acts, violations of school rules, establishment of territory or “turf”, or any actions that interfere with the safety or welfare of others. Gang activity such as initiations, recruitment, wearing of colors, fighting, assault, hazing, or establishing turf, on school property, at school functions and school related activities will not be tolerated. Students who engage in gang activities shall be prosecuted, suspended and/or expelled. A student shall not:

1. Participate in gang-related activities;
2. Appear with, or wear, gang identifications such as attire, colors, or clothing; including gang symbols/signs on clothing, notebooks, or any public display of gang paraphernalia, including bandannas;
3. Designate boundaries or turf, or belong to any group that designates boundaries or turf;
4. Participate in hazing, initiation, or recruiting activities;
5. Deface property with gang graffiti;
6. Gangs are not permitted to meet or congregate on school grounds at any time. Such meeting or congregating is contrary to the purpose of an educational institution and will be considered trespassing. Trespassers will be prosecuted. Students found to be congregating or meeting with gangs on school grounds are subject to suspension and expulsion;
7. A record of all alleged gangs and members of such gangs will be compiled and held by school personnel. Any student alleged to be a member of a gang and found to be in violation of this Board policy or any other rules and regulations of the Board of Education will be barred from representing the school as a member of an athletic team or as a participant in extracurricular or co-curricular activities until the gang membership or participation is discontinued, and the student serves any discipline imposed as a direct result of such conduct;
8. Lockers, book bags, gym bags, coats, jackets, and cans or other containers which are brought into the school or on school property may be searched at any time by school personnel should they suspect the presence of drugs, weapons, drug, and weapon look-alikes on school grounds at any time or attempting to bring drugs or weapons onto school grounds will be expelled. Such students will be prosecuted to the fullest extent of the law.

**10. \*Pornography/pornographic paraphernalia of any kind (20-60 points):**

No student shall have pornography or pornographic paraphernalia of any kind on school grounds at any time. This includes, but is not limited to, personal electronic communication devices. This includes: Sexting-the act of sending, receiving, or forwarding naked photos via cell phone or any other device. If a case of sexting is brought to the attention of any school employee, the case will be turned over to the local law enforcement agency and the students involved may face disciplinary action through the school.

**11. Repeated offenses of similar nature (20-60 points):**

**MAJOR OFFENSES -SECTION THREE**

These offenses may be considered serious violations of the total school process. The offenses that include (\*) indicate that criminal charges may be filed by the school and the victimized persons involved.

**1. \*Truancy/leaving school grounds without permission (15-30 points):**

Truancy will be defined as: When a student is not present at school and there is no report of the absence from the student or the parent. Or when the parent is called about the student's absence and the parent does not have any idea about the student's absence. This includes leaving school grounds without permission.

**2. Failure to Serve Detention (10-30 points):** Failure to serve detention will be considered insubordination. Students failing to serve an assigned detention on the assigned day may result in further disciplinary action.

**3. \*Inappropriate behaviors at Circleville City School events and contests off school property or at another school within the district (10-30 points):** All students are expected to conduct themselves in an appropriate manner while attending school events both on and off school grounds. This includes attendance at away contests. See also the Extracurricular Policy.

**4. Inappropriate use of computer technology and/or internet (10-30 points):** See Acceptable Use Policy on our website. Student use of the network is a privilege, not a right. If you violate this Policy, you may be subject to having your access to the network terminated. Reinstatement of access to computer usage is at the discretion of the administration. You may be suspended for violations.

**5. Cheating, plagiarism, collusion, or academic dishonesty (10-30 points):** Students shall not engage in or attempt to engage in scholastic

dishonesty. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating** on a test includes doing, or attempting to do, any of the following:

- Copying from another student's test paper;
- Using material during a test which is not authorized by the person giving the test;
- Collaborating with another student during the test;
- Using, buying, selling, stealing, transporting, or soliciting the contents of a test not yet administered;
- Substituting for another student or permitting another student to substitute for oneself to take a test;
- Bribing another person to obtain a test that is to be administered; or
- Securing copies of a test or answers to a test in advance of the test.

**Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work for credit, including the submission and presentation of documents obtained from the Internet or through other electronic means as one's own work.

**Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

- 1<sup>st</sup> Offense - Wednesday School, phone call to parents, and the student will be required to redo the assignment.
- 2<sup>nd</sup> Offense - Meeting with the parents and an "F" for the grading period.
- 3<sup>rd</sup> Offense - Removal from class and an "F" for the course.

**5. \*Removing or altering any official school records (10-30 points):**

This includes but is not limited to report cards, interim reports, passes, excuses, notes, or any other official school paperwork.

**6. Behavior that warrants more than a detention (10-20 points):** Any action judged by the administration to involve misconduct and not specifically mentioned in other sections of this student code of conduct may be dealt with as insubordination.

**7. Repeated offenses of similar nature (10-30 points).**

**MINOR OFFENSES - SECTION ONE**

These offenses, although considered minor, will carry automatic consequences if violations occur.

**1. Class disruption or disruption of school related activities (2-15 points):** Teachers have the right to teach and students have the right to learn. No class disruption of any kind will be tolerated during any academic class. Sleeping in class is a class disruption.

**2. Profanity of any kind (2-20 points):** No student shall use profanity.

**3. School dress code (2-15 points):**

The following rules will be observed:

1. Student's dress should be neat and clean.
2. SHIRTS—Dress and appearance must be such that all students are appropriately covered. (i.e., no bare midriffs and no low-cut jeans). Halter tops and other abbreviated or revealing tops such as tank tops, basketball jerseys, mesh shirts, “bare-back” tops, see-through clothing, tops with spaghetti straps, and other open-armed tops, are not permitted. Straps on top should be at least three inches in width. The armhole should fit around the arm and not be cut loosely but fit just to the armpit. No low-cut or revealing-midriff tops will be tolerated.
3. PANTS—Students may wear slacks, trousers, jeans, shorts, skirts, and dresses of reasonable appearance and of acceptable length. Pants cannot be worn below the natural waistline (no droopy drawers or low-riders). Pants must cover undergarments and must not be of such length that they drag the floor. Flannel pants, pajamas, pajama lookalikes, and slippers may not be worn.
4. FINGERTIP RULE—Pants and shirts must not have holes or tears that are deemed to be revealing. Shorts and skirts must be mid-thigh or fingertip length. Students will not be permitted to wear clothing with rips, holes, or cuts above fingertip length.
5. HATS—Students are not to wear any head gear during the school day. These items must be removed upon entry to the building. Special “Hat Days” and other exceptions to the Dress Code may be approved by the administration. Examples of head gear include, but are not limited to, the following: bandannas, caps, “doo rags”, hats, hoodies, and visors.
6. PIERCINGS—Piercings may be permitted, as long as they are not deemed to cause a disruption.
7. HAIR—Hair shall be clean, neat, trimmed, and well-groomed. Extremism is unacceptable in regards to hair length, styling, and coloring. Hairstyles, hair coloring, and facial hair must not disrupt class, cause unnecessary attention to be drawn to a particular student, or create a hazardous condition during student activities.
8. CHAINS—No chains are to be worn. This includes wallet chains and chains around the neck, wrist, or waist. No collars or bands are to be worn which have the appearance of metal points.
9. SHOES—Bare feet are not permitted. Students must wear shoes at all times. Students will not be permitted to wear shoes with wheels on the bottom (“heelies”).

10. Appropriate and necessary undergarments shall be worn.
11. Sunglasses are not to be worn in the building.
12. Items of clothing with images, logos or phrases related to alcohol, drugs, satanic activity, sex, tobacco, or violence may not be worn. Items of clothing with inappropriate, obscene, profane, or suggestive pictures, lettering, wording, or slogans are strictly forbidden. Tattoos of the same nature as described above must be kept covered.
13. Face Paint/Makeup deemed to cause a disruption can be a violation.
14. The following are not permitted: patches, buttons, insignia or writing of an inappropriate or disruptive nature, gang-related paraphernalia and/or gestures, sexual innuendoes, or any other inappropriate and/or disruptive dress.
15. Apparel that causes unnecessary distraction is unacceptable (i.e., contact lenses that change the physical appearance of the eye or are overly colorful, clothing that fits too tightly, etc.) and is prohibited.
16. Any type of dress which is considered by the administration to be disruptive to the educational process of Circleville High School will not be acceptable.

Consequences for students who violate the dress code:

- 1<sup>st</sup> Violation=Warning and change clothing
  - If the student does not have appropriate attire that can be worn the office will provide the student with clothing that must be returned at the end of the school day.
- 2<sup>nd</sup> Violation=Afterschool detention and change clothing
- Students who repeatedly violate the dress code will be considered insubordinate — appropriate consequences will be given for such behavior, ranging from detentions to out-of-school suspension and accumulation of points.
- If the student must be out of class for this the time will be considered unexcused.

**4. Violations of bus rules and regulations (2-20 points):** Bus students are expected to follow directions of staff and drivers at all times. All school rules are to be followed on all buses. These rules apply during any bus use. Students violating bus rules may receive additional penalties such as denial of the privilege of riding the bus to and from school or to school related activities. School attendance is required when transportation privileges are removed. See also “Circleville Bus Rules and Regulations” listed on our website at [www.circlevillecityschools.org](http://www.circlevillecityschools.org). All students and parents are required to read, sign, and return the “Circleville Bus Rules and Regulations” form to their bus driver. Bus transportation is a privilege, not a right, and it may be revoked at any time for violations



**5. Violation of driving and parking regulations (2-20 points):** In addition to obeying all pertinent traffic laws, students shall adhere to all items outlined in Circleville High School's Driving and Parking Permit Rules and Regulations. This includes on or near school grounds and while going to or from school. Any violation of the driving and parking regulations may result in disciplinary action. See also Driving and Parking Regulations found on the website [www.circlevillecityschools.org](http://www.circlevillecityschools.org)

**6. Vandalism (2-15 points):** any act of vandalism on a minor scale:

1. Tampering with another student's locker
2. Writing on a desk top, walls, locker, restroom facility, table, or school equipment
3. Any kind of damage done to any books or property of the school

**7. Skipping class/failure to report to class /leaving class without permission/not in the assigned area (10-20 points):** All students are expected to report to all classes on time. Any student failing to report to class may be considered insubordinate and/or truant.

**8. Repeated offenses of similar nature (10-30 points):**

#### **MINOR OFFENSES -SECTION TWO**

**1. Possession of electronic equipment/cell phones and other games (toys) (2-10 points):**

Cell phones (including all technological devices) have become a way of life, and we understand the importance of cell phones as a means of communication between parents and students. However, these devices have also proven to be a distraction and can lead to lost instructional time if not monitored and used appropriately during the school day.

All students at Circleville High School are issued a Google Chromebook. This reduces the need for students to use their cell phones during the regular school day.

The following guidelines and procedures will be implemented for appropriate use of technology at Circleville High School.

- Cell phones/IPOD/MP3 players may not be visible during instructional time.
- Students must have all cell phone ringers turned off during the school day.
- Students may use these devices in the cafeteria and in the hallways during class changes.
- Students may not be permitted to use these devices during instructional time which may include the following locations:

classrooms, study hall, and library or in the office unless authorized to do so by the teacher or staff member.

- Each classroom will have a designated location in which students will be encouraged to place their cell phones at the start of class. (Box, drawer, caddy etc...)
- These devices will not be permitted to be used during instructional time unless authorized to do so by the teacher.
- Students will be instructed by the teacher when it is appropriate to retrieve their phone before moving to their next class.
- The use of the device may be considered a disruption of the educational process and handled according to the student code of conduct.
- Failure to comply or cooperate with a reasonable request or directive by any staff member or teacher will be treated as insubordination and handled according to the student code of conduct.
- Administrative permission for cell phone use can be granted in the principal's office to contact parents or guardians.

Please note that the **battery and the SIM card are considered part of the cell phone**. The school is not responsible for lost or stolen electronic devices, and the administrators may **NOT** investigate such occurrences.

**2. Violation of cafeteria rules (2-10 points):** Students are expected to arrive in the cafeteria in an orderly and mannerly fashion. After finishing lunch, students are required to bus their trays, clean up their immediate area, and return to their designated area awaiting dismissal.

**3. In the hallway without a hall pass/agenda book or reporting to class late (2-10 points):** Students wishing to be dismissed from class for personal errands must have their own Agenda Book signed by their classroom teacher. Students are not permitted to use other student's agenda books. If a student's agenda book is lost or stolen, they may purchase a new hallway passport from the main office for 25 cents.

**4. Food/Beverages (2-10 points):** Students are prohibited from bringing food or beverages to school with the exception of bottled water. Students may bring to school and use a clear water bottle that can be filled at the drinking fountain. Students may be permitted to have food or beverages purchased in the cafeteria, Tiger Claw Café or the vending machines in the classrooms at the discretion of the teacher or administration.

**5. Public display of affection (2-10 points):** Students shall not engage in kissing, embracing, overt displays of affection, or any acts or displays not appropriate to the educational environment.

**6. Repeated offenses of similar nature (10-20 points).**