CHILLICOTHE
CITY SCHOOL DISTRICT

2026-2027
Chillicothe MIddle School Student Handbook

Chillicothe Middle School Mission Statement:
Our mission is to prepare our students to serve their communities and to commit to lifelong learning.

Important Numbers/ Website	
Phone Number	740-773-2241
Fax Number	740-774-9482
Main Office	x16400
Guidance Office	x16458
Website: www.ccsd.us	

INCLEMENT WEATHER
In case of inclement weather, please tune your radio to local radio stations to determine if school is in session. These stations are notified first and provide up to the minute information. You can also call them at 773-3000 or check their cancellations/closures page on their website. Other options include checking out our district website, Facebook page, or following the Superintendent or Principal on Twitter.

94.3 FM WKKJ 1490 AM WBEX 1350 AM WCHI

EMAIL
In most cases, a staff member's email address is his/her full name separated by a period followed by @ccsd.us. For example, Principal Brooke Fife's email is: brooke.fife@ccsd.us.

Students at CMS also have email accounts they should access and use for educational purposes. To access student email, go to the Google Website, where students login to Google email accounts. The username is exactly like the one students use to login to desktop computers or Chromebooks. For example, a student named Jimmy Smith would have the login account of jimmysmith32@students.ccsd.us, thus using the student's name and the last two digits of his/her graduation year. Student passwords are generic to start the year (*abc12345!)* and are personalized by students after logging in the first time. Students should ask a school official for login assistance if they are having difficulty accessing their email account.

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SCHOOL COLORS: Blue and White
SCHOOL MASCOT: The Cavalier

FIGHT SONG

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

ALMA MATER

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

A MESSAGE FROM THE PRINCIPAL

Dear Students,

Welcome to Chillicothe Middle School! On behalf of our faculty and staff, I am excited to welcome you to a new school year. Middle school is a time of tremendous growth, new opportunities, and important decisions. Every day you will have the chance to learn, build friendships, discover your interests, and develop the skills that will prepare you for high school and beyond.

At Chillicothe Middle School, our mission is to provide a safe, supportive, and engaging learning environment where every student is encouraged to achieve academic excellence, demonstrate strong character, and become a responsible member of our school community. Your success depends not only on your academic effort but also on the choices you make each day. We encourage you to make decisions that reflect integrity, responsibility, and respect for yourself and others.

As Cavaliers, we are guided by four core values that define who we are and how we treat one another:

Compassion – Show kindness and empathy to everyone. Look for opportunities to help others, include those around you, and leave every place better than you found it. Small acts of kindness make a lasting difference.

Accountability – Take responsibility for your actions, your learning, and your behavior. Come to school prepared, manage your time wisely, follow school expectations, and always strive to do your best.

Voice – Use your words to encourage, support, and advocate for yourself and others. Speak respectfully, listen thoughtfully, and recognize that everyone's voice deserves to be heard.

Spirit – Take pride in being a Cavalier. Get involved in school activities, support your classmates, celebrate successes, and contribute positively to our school community. School spirit begins with each of us.

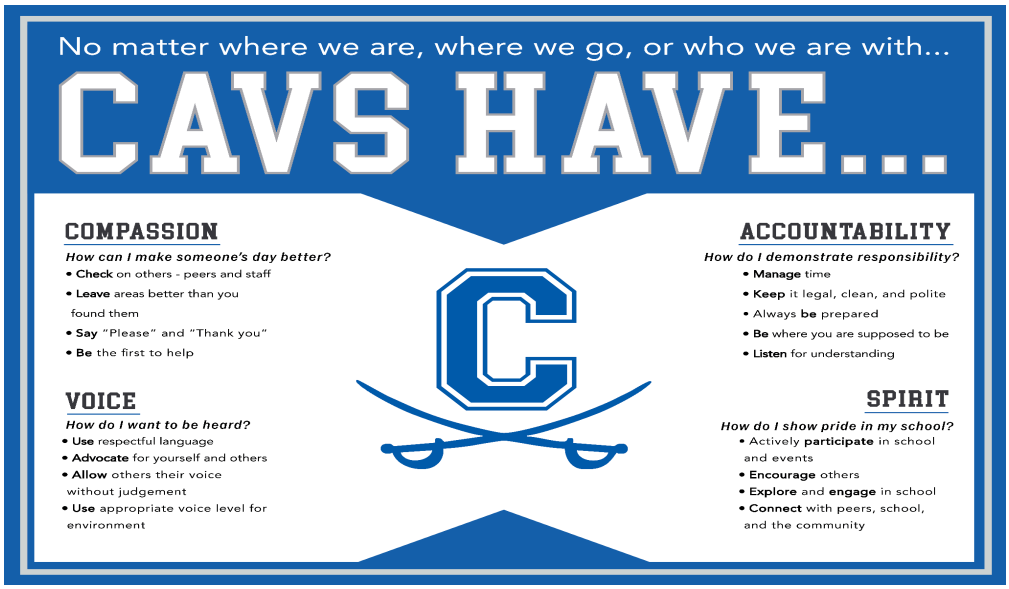
This student handbook has been prepared to help you understand the programs, procedures, and expectations that support a positive learning environment. Please review it carefully with your parents or guardians and refer to it throughout the school year. If you ever have questions, your teachers, counselors, administrators, and staff are always available to help.

I encourage you to challenge yourself academically, participate in extracurricular activities, build positive relationships, and make the most of every opportunity. The experiences you create here will help shape your future, and each of you has the ability to make a positive impact on our school community.

Together, let's make this a successful, rewarding, and memorable school year.

Go Cavs!

Brooke Fife, Principal



C- Compassion: *How can I make someone's day better?*

- Check on others - peers and staff
- Leave areas better than you found them
- Say "Please" and "Thank You"
- Be the first to help

A- Accountability: *How do I demonstrate responsibility?*

- Manage time
- Keep it legal, clean, and polite
- Always be prepared
- Be where you are supposed to be
- Listen for understanding

V - Voice: *How do I want to be heard?*

- Use respectful language
- Advocate for yourself and others
- Allow others their voice without judgment
- Use appropriate voice level for environment

S - Spirit: *How do I show pride in my school?*

- Actively participate in school and events
- Encourage others
- Explore and engage in school
- Connect with peers, school, and community

2026-27 ADMINISTRATIVE DIRECTORY

DISTRICT SCHOOL BOARD

Mr. Ryan Wade	President
Mr. Joe Spaulding	Vice-President
Mr. Bill Bonner	Member
Mr. Dwight Garett	Member
Mr. Shawn Porter	Member

DISTRICT ADMINISTRATION

PHONE: 740-775-4250

Ms. Debbie Swinehart	Superintendent
Ms. Kathy Payne	Asst. Superintendent
Mr. Nick Rose	Treasurer
Mrs. Leticia McCullough	Asst. Treasurer
Ms. Alissa Putnam	Director of Human Resources
Mrs. Dana Letts	Curriculum and Instruction

BUILDING ADMINISTRATION

PHONE: 740-773-2241

Mrs. Brooke Fife	Principal	ext. 16402
Mr. Forbes Hamman	Dean of Students	ext. 16416
Mr. Knute Bonner	Athletic Director	ext. 16244
Mr. Nathan Baker	7-8 Athletic Coordinator	ext. 16423

DISTRICT STUDENT RESOURCE OFFICER

Julie Preston	CHS Main Office	ext. 16288

DISTRICT STUDENT RESOURCE OFFICER / DARE Officer

Tim Boltenhouse	CMS Main Office	ext. 16465

GUIDANCE COUNSELOR

Mr. Lance Stoneking	CMS Main Office	ext. 16458

LITERACY COACH

Mrs. Lisa Clark	Grades 6-12	ext. 16430

ADMINISTRATIVE ASSISTANTS

Joy Dunn	Main Office	ext. 16400
Monica Hitchens	Athletics	ext. 16249
Crystal Puckett	Attendance	ext. 16210

PARAPROFESSIONAL AIDES

Nikki Gallagher
Shelby Keller

ART DEPARTMENT

Sara Cory

HEALTH and PE DEPARTMENT

Tim McMahon
Beth Skeens

INTERVENTION SPECIALISTS

TJ Carper
Beth Elliott
Jennifer Hayburn
Laura Loel
Chloe Shea

LANGUAGE ARTS DEPARTMENT

Alyssa Ater
Brianna Bethel
Jodi Bowen
Madelyn Staten
Kellee Sigler
Kyle Suter

LIBRARY

Catherine Thornburg

MATH DEPARTMENT

Nancy Arledge
Amanda Cooper
Erica Detty
Matt Hardiesty
Tyler McCormick
Michelle Shroeder

MUSIC DEPARTMENT

Judson Burns	Band
Kyndal Davidson	Orchestra
Leigh Davis	Choir

NURSE
Natalie Harbert ext. 16405

SCIENCE DEPARTMENT
Julie Beatty
April Gire
Alex Grow
Tony Kaltenbach
Rayna Tackett

SOCIAL STUDIES DEPARTMENT
Nathan Baker
Rachel Boldoser
Matt Kreis
Becky Seidel
Jennifer Snyder
Michael Williamson

STEM
Kristen Parks

TECHNOLOGY DEPARTMENT
S'Lena Bethel
Cory Juillerat
Travis Kemper

WORLD LANGUAGE
Jami Massie
Greg Phillips
Kyla Shope

WHOM TO SEE FOR INFORMATION

Accident Report	Mrs. Harbert	Ext. 16405	Main Office
Athletics	Mr. Baker	Ext. 16404	Room 134
Attendance	Mrs. Puckett	Ext. 16210	Atten. Office
Building Use Request	Mrs. Wood	Ext. 16100	District Office
Change of Address	Ms. Puckett	Ext. 16210	Atten. Office
Discipline	Mr. Forbes Hamman	Ext. 16416	CMS Main Office
Eligibility	Mr. Baker	Ext. 16404	Athletic Office
Enrollment	Mrs. Knisley	Ext. 16120	Enroll. Office
Fees	Mrs. Dunn	Ext. 16400	Main Office
Health Problems/Issues	Mrs. Harbert	Ext. 16405	Nurse's Office
Library/Media Center	Mrs. Thornburg	Ext. 16209	CHS Library
Locker Problems	Mrs. Dunn	Ext. 16400	Main Office
Medications	Mrs. Harbert	Ext. 16405	Nurse's Office
Open Enrollment	Mrs. Knisley	Ext. 16120	Enroll. Office
Physical Forms	Mrs. Hitchens	Ext. 16249	Athletic Office
Scheduling/Changes	Mr. Stoneking	Ext. 16458	Main Office
Transportation	Mrs. Stark	Ext. 16159	Bus Garage

CMS Daily Bell Schedule

Building Opens at 7:25

- 1st Period (54 min): 7:35 - 8:29
- 2nd Period (51 min): 8:33 - 9:24
- 3rd Period (51 min): 9:28 - 10:19
- 6th Grade and half of 7th Grade
    - Lunch: 10:19 - 10:49
    - PLB: 10:49 - 11:30
- Half of 7th Grade and 8th Grade
    - PLB: 10:19 - 11:00
    - Lunch: 11:00 - 11:30
- 4th Period (56 min): 11:34 - 12:30
- 5th Period (56 min): 12:34 - 1:30
- 6th Period (56 min): 1:34 - 2:30

CMS 2-Hour Delay Schedule

Building Opens at 9:25

- 1st Period (40 min): 9:35 - 10:15
- 3rd Period (70 min): 10:19 - 11:29
    - Lunch 1: 10:15 - 10:45
    - Lunch 2: 10:59 - 11:29
- 2nd Period (42 min): 11:33 - 12:15
- 4th Period (41 min): 12:19 - 1:00
- 5th Period (41 min): 1:04 - 1:45
- 6th Period (41 min): 1:49 - 2:30

CMS Early Release Schedule

Building Opens at 7:25

- 1st Period (41 min): 7:35 - 8:16
- 2nd Period (41 min): 8:20 - 9:01
- 4th Period (41 min): 9:05 - 9:46
- 3rd Period (71 min): 9:50 - 11:01
    - Lunch 1: 9:46 - 10:16
    - Lunch 2: 10:31 - 11:01
- 5th Period (41 min): 11:05 - 11:46
- 6th Period (40 min): 11:50 - 12:30

GENERAL STUDENT INFORMATION

Each student is scheduled for a ½-hour closed lunch period. No food is to be ordered and/or delivered unless approved by the administration. Any items dropped off will be kept in the office until the end of the school day and may not be taken on the buses. All students are eligible to receive a healthy breakfast and lunch at ***NO CHARGE*** each day of the 2026-27 school year. Students will still have to enter a PIN number when securing their lunch each day and may order a la carte items for an additional charge.

CAFETERIA REGULATIONS

1. All students are required to report to the cafeteria during their assigned lunch period.
2. Students are only permitted in the cafeteria and areas designated by administration during their lunch periods. There will be no leaving the cafeteria or eating outside of the cafeteria (classrooms, guidance office, library, counselor rooms, etc…) unless permission is secured in advance from administration.
3. Students are to observe Code of Conduct regulations in the cafeteria *and must remain seated throughout the lunch period.*
4. Food and beverages are not to be consumed in any part of the building except the cafeteria, unless given official approval. Materials found to be brought into school unapproved may be confiscated and thrown away immediately.
5. Each student must have his/her money for a la carte purchases and his/her PIN number ready upon reaching the cashier to checkout.
6. All trays, milk cartons, trash etc., must be thrown away after finishing lunch. Tables will be dismissed by a staff member once the entire table is free of any mess.
7. Deliveries of food are not permitted.
8. Any student involved in a fight or major disruption at lunch or within the school day will be required to go to lunch detention for the remainder of the semester and/or until the administration deems it appropriate for the student to return to the cafeteria.

To ensure a clean, safe, and distraction-free learning environment, the following food and beverage protocol is in effect:

- All food and drink (with the exception of plain water in re-sealable water bottles) must be consumed in the cafeteria only. This includes breakfast.
- Students may not consume food or beverages in classrooms, hallways, or lockers.
- Staff members reserve the right to ask students to discard or put away food and beverages that do not comply with this policy.
- Repeated violations may result in disciplinary action or loss of privileges.

ENERGY DRINKS

The Chillicothe City School District is committed to promoting the health, safety, and well-being of all students. As a school community, we recognize that energy drinks can negatively affect students' physical health, mental well-being, and ability to learn. For these reasons, energy drinks are not permitted to be consumed on school property or during school-sponsored activities.

If a student brings an unopened energy drink to school, it will be confiscated and held by a staff member until the end of the school day. If a student is found with an opened energy drink, the student will be directed to dispose of it immediately. (Disposal means discarding the beverage, not consuming it.)

Students who refuse to comply with staff directions to surrender or dispose of an energy drink will be subject to appropriate disciplinary consequences, and a parent or guardian will be notified.

TEXTBOOKS/WORKBOOKS/CHROMEBOOKS

Textbooks, workbooks, and Chromebooks are provided by the Board of Education for student use. When a textbook, workbook, or Chromebook is assigned to a student, it becomes his/her responsibility. Teachers of courses with online textbooks will provide access codes to students. For a lost, stolen, or damaged textbook, a student will be charged for the full price of the item and have that price added to his/her student fees. Workbook fees vary according to individual classes. Information regarding the amount of fees and workbook costs are made available by teachers, in accordance with Board Policy. See the 2026-27 CMS/CHS Acceptable Use and Chromebook Insurance Policies document for information pertaining to Chromebook damages and repair fees. Payment of any and all fees must be made by the student or parent as soon as possible.

FEES

Student fees are expected to be paid promptly. Students with outstanding fees may be subject to the withholding of certain school documents and privileges. Diplomas will be held until all outstanding fees have been paid. Official transcripts and other student records will be released only after all fees have been satisfied, as permitted by law. Beginning with the third grading period, report cards may also be withheld until outstanding fees are paid.

THE CCSD ALUMNI LIBRARY

Library Vision: The CCSD Alumni Library will ensure that students are effective users of ideas and information; and are empowered to be critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information.

Library Mission: The CCSD Alumni Library will provide students and staff with an accommodating physical environment that incorporates print and technological resources as well as a robust online presence to support goals for academic and personal growth beyond the library walls.
Students are encouraged to utilize the library as necessary for the learning tasks they are assigned in their classrooms. Students and staff should view the library as an extension of the classroom and are encouraged to consult the librarian regarding materials and online resources available to supplement course materials and assignments.

Objectives: The goals of the librarian/media specialist are:
1. To teach students to access, evaluate, analyze, and ethically use information.
2. To maintain a well-balanced collection of media appropriate to the needs of the school.
3. To provide assistance in locating and using instructional materials.
4. To promote instruction in information literacy to students and faculty.

5. To provide instructional materials that will stimulate growth in factual knowledge and literary appreciation.
6. To manage a planned program and welcoming, learning-centered environment.

CCSD Alumni Library Guidelines

1. General Information

a. The library is open during the school day and will offer before/after school hours to be announced during the school year. These hours will support students during times that require heavy studying or preparation such as during exam week, etc. Students must come with a purpose for learning and a classroom pass. Faculty members are welcome to browse and pick up materials in person or notify a librarian of needs via email, phone, or student messenger.

The library operates with a flexible schedule approach. Teachers are encouraged to plan class lessons which include research and reference materials and to schedule time for classes to meet in the library. Teacher and librarian collaboration beforehand assures the best use of resources and time. Students may visit the library individually as needed to complete learning tasks. Teacher permission is needed during class times. With teacher permission, students may use the library for study, make-up tests, or small-group meetings.

b. The library is open to the entire student body and is under the jurisdiction of the librarian.

c. Upon entering the library, students must sign-in at the circulation desk using a student ID or the library card kept in the library.

Students must have a SmartPass and a specific reason for using the library written by their classroom teacher.

2. Library Fees

Students are expected to pay for any lost library book so a replacement can be ordered.

3. Access

Library materials are circulated using the automated program, CAT on InfOhio. There are stations available in the library media center where students can look-up resources. A website, cavslibrary.org, provides access and links to pertinent educational sites, online resources, card catalog, announcements, and media center special events.

4. Student Restroom

There is one student restroom inside the library. This restroom is only for students using the library. Students should not use this restroom between classes or during lunch unless there is an agreement among the student, the librarian, nurse and the principal. Students using this restroom must sign in at the circulation desk.

LOST AND FOUND

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

HALL PASSES

Any time it is necessary for a student to be in the halls during class time a SmartPass must be created. This may be done by the staff member or the student. In addition to the SmartPass, a physical pass must be carried by students. No student shall be in the hall or any other part of the building without a pass. Any student wishing to see another staff member during PLB or the teacher's planning period must have permission in advance from the staff member they wish to see. As a general rule, only one student will be permitted to leave a given classroom at any time. Students may receive a maximum of 2 student-initiated hall passes per day. Students who violate hall pass procedures will be subject to disciplinary action. If repeated violations of this policy occur or the hall pass is lost, students will lose their hall pass privileges.

CELL PHONES

The Ohio Department of Education and Workforce has developed a Model Policy for use in Ohio's schools. The goal of this policy is to foster a school environment in which students can fully engage with their classmates, their teachers, and instruction.

The Board of Education of the Chillicothe City School District has an approved policy stating the use of cell phones by students during school hours is prohibited. The objective of this policy is to strengthen our district's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research
Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability
This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones
Students are prohibited from using cell phones at all times.

IV. Exception
Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern. All health concern documentation must be processed through the school nurse who will issue permission for such use.

V. Cell phone storage
All students are expected to keep cell phones secured in their lockers at all times throughout the school day from 7:35 am - 2:30 pm.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressive disciplinary measures:

1. First Offense: Students will receive a verbal warning and will be required to store their cell phone in their locker in accordance with this policy. The staff member will update the school's Cell Phone Violation Form. The staff member will notify the main office so an administrator or SRO can be called to escort the student to their locker so the phone can be stored as required. The staff member will make a parent/guardian call before the end of the school day.

2. Second Offense: The staff member will collect the student's cell phone. The cell phone will be securely stored in a teacher or administrator-controlled locker, bin, or drawer for the duration of the class or period. The staff member will again update the Cell Phone Violation Form. At the end of the period the student's cell phone will be taken to the main office to be secured for the remainder of the school day. The student may get their phone at the conclusion of the school day. A parent/guardian notification will be made by administration.

3. Third Offense: Procedures for the second offense will be followed with the addition of the following: A parent or guardian will be required to pick up the student's cell phone in the Attendance Office by the end of the school day and the student will be assigned a day of In-School Restriction (ISR).

4. Fourth Offense: Procedures for the Third Offense will be followed. Additionally, an administrator will schedule a conference with the student's parent or guardian to discuss the student's cell phone use. Further consequences may be assigned.

Any cell phone observed in any location - hallway, cafeteria, classroom, etc. - can be collected by a staff member and will be subject to the policy described above. Failure to turn over a phone to a staff member when asked will result in a student's Emergency Removal from school that day, and assigned an In-School Restriction (ISR) the following day the student is in attendance. Disciplinary action will increase with each subsequent refusal violation.

LOCKERS

All grade levels will be provided a locker. Students are not to share their lockers with other students unless assigned. Combinations should be kept confidential. Bookbags, cell phones, books and other materials should be placed in the locker so the door can be closed without forcing it shut. LOCKERS ARE THE PROPERTY OF THE SCHOOL AND MAY BE OPENED FOR EXAMINATION. Students are not to write on or have posters/stickers on the inside of lockers.

OFF LIMITS

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

1) Parking lots and outside campus, except coming to or leaving school.
2) All cafeteria lunch periods are off limits unless scheduled to be there.
3) Stadiums, gymnasiums, and all athletic fields are off limits, unless classes are scheduled to be there.

4) Bus loading zones, Board Office, high school, elementary schools, other schools, and neighboring properties are off limits unless you have permission from the office to be there.

CLINIC

If a student becomes ill during the day, he/she is to report to the school nurse. If it is necessary for a student to go home because of illness, the nurse or attendance officer will contact the student's parents and arrange for the student's release from school. *Students visiting the clinic will have 30 minutes to relax, collect themselves, and be checked out by the school nurse, if needed, before a decision has to be made between the student returning to class or going home due to illness*. If the student shows signs of a fever or illness, he/she will be sent home. If he/she does not appear to be ill, then the student will be sent back to class. *Students are not to contact parents on their own as the Nurse's Office must verify that the person picking up the student is authorized to do so.*

ADMINISTERING MEDICINE TO STUDENTS

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

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

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

1. The principal receives a written request that the drug be administered to the student which is signed by the physician and the parent, guardian, or other person having care or charge of the student.

2. The signed statement that is presented to the principal shall include the following information:
   A. The name and address of the student.
   B. The name of the drug and dosage to be administered.
   C. The times at which the drug is to be administered.
   D. The date the administration of the drug is to begin.
   E. The date the administration is to cease.
   F. Any severe, adverse reactions that should be reported to the physician and one or more phone numbers at which the physician can be reached in case of an emergency.
   G. Any special instructions for the administration of the drug, including sterile conditions and storage.
   H. A sentence stating that the "Chillicothe City School personnel will not be held liable when such assistance is requested."

3. Inhalers are considered medication and fall under the medication guidelines listed in this section.

4. The parent, guardian, or person having care of the student agrees to submit a revised statement signed by the physician if the previously provided information changes.

5. All medication must be received by a person authorized to administer the medication in the container in which it was dispensed by the prescribing physician or a licensed pharmacist or in the case of non-prescription medications, in the container in which it was originally purchased.

6. All medication shall be stored in a location that is locked except medications that require refrigeration may be kept in a place not commonly used by students.

7. A written documentation of all medication administered shall be kept in the principal's office.

8. The medication must be delivered to the nurse's office by the parent, guardian, or person having care of the student. Students are not to deliver medication to school.

9. No person employed by the Board will be required to administer a medication to a student except pursuant to requirements established under this policy.

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

MESSAGES

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

VISITORS

Visitors to Chillicothe Middle School, including parents with appointments to see staff members, must bring a valid ID, use the intercom system to enter the building, and report to the Main Office immediately upon entry to obtain a Visitor's Pass, which must be worn at all times. Student visitors who are not accompanied by an adult are only permitted if they are considering becoming a student at CMS. Otherwise, visitation should only occur after school.

SKATEBOARDS, SCOOTERS, & SKATES

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

BICYCLES

Students riding bicycles to school are to park them in front of the Main Office and use the bicycle rack. Please lock your bicycle. Chillicothe Middle School is not responsible for stolen or damaged bicycles.

SAFE SCHOOL POLICY

CLASSROOM DOORS

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

EMERGENCY DRILLS

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

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

Severe Weather
The Ohio Revised Code requires schools to have a severe weather plan and drills. At the sound of the warning signal (PA announcement), open one window and proceed quietly and orderly to your assigned area. Students must remain with their class. Unless otherwise instructed, students are to kneel facing the wall, head down on knees, with hands clasped behind head upon reaching the assigned area. If this is only a practice alert, you will be informed to stand in the proper area.

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

IMMEDIATE NOTIFICATION

When a student encounters another person in an emergency situation (e.g., hyperventilation, seizure, fight, fainting, etc.), the student witness must report the emergency immediately to the nearest staff member.

ACADEMIC INFORMATION

GUIDANCE SERVICES

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

PROCESS FOR SCHEDULE CHANGES

Please consult a guidance counselor.

Cavalier Alternative Pathways (CAP)

Pathway Name:	Mode of Learning:	Grade of Students:	Location:	Program Description:
Cavalier Academy	VLA	6th - 8th	Room 127	Our small cohort model, limited to just 10 students per group. Cohorts meet for 3-4 hours, 2-3 times a week, either on Mondays/Wednesdays or Tuesdays/Thursdays, with optional Friday attendance based on performance metrics. Through our Virtual Learning Academy (VLA) platform, students receive both small group and 1:1 support, ensuring every individual's needs are met. Whether seeking temporary assistance or long-term solutions, our flexible approach accommodates diverse educational journeys.
Roweton's	VLA	6th - 8th	102 Cattail Road Chillicothe, Ohio 45601 Bus pick-up and drop off available from middle school building	The program is dedicated to meeting the distinctive requirements of every student, encompassing their physical, emotional, and social well-being. Through the Virtual Learning Academy (VLA) platform, students benefit from personalized support in small group settings and one-on-one interactions, ensuring their individual needs are addressed comprehensively. With a shorter school day, students have the flexibility to pursue employment opportunities, allowing for a balanced approach to education and professional growth.
PASS Program (Pathways to Achieving Student Success)	VLA	6th - 8th	14 S. Paint St., Suite 27 Foulke Block, 3rd Floor, Chillicothe, OH 45601	The program in conjunction with the Lighthouse Youth and Family Services nonprofit organization is dedicated to working with students and their families who are struggling academically and the behavioral issues that prevent them from succeeding in the regular classroom setting. Obstacles are identified that interfere with their ability to achieve success while also preparing

				them to transition from adolescence to adulthood. 4 primary pillars are targeted to provide a foundation for success (education, skill development, healthy life choices, and positive relationships). Each student will focus on attaining the following goals. Advance academic standing, establish career goals with an action plan, learn and demonstrate skills being taught, make progress on treatment goals that address barriers to success, identify positive support systems, and engage in community activities Through using the Virtual Learning Academy (VLA) platform, students benefit from personalized support in small group settings and one-on-one interactions ensuring their individual needs are addressed comprehensively.
VLA at Home	VLA	7th - 12th	Student's Home	VLA at Home offers a comprehensive curriculum delivered through our VLA platform, catering to students facing unique challenges. Specifically designed for individuals coping with serious illnesses necessitating hospital stays, homebound conditions, or pregnancies, our program ensures continuity in their education. Additionally, we provide support for students who have been involved in violent or fighting acts or have encountered incidents involving weapons, offering a structured learning environment from the student's home.

ATTENDANCE REQUIREMENTS FOR ALTERNATIVE PATHWAYS

Alternative Pathways for education are well-suited to meet the needs of our students. Accordingly, it is imperative that students in our Alternative Pathways adhere to and abide by the established Attendance Policy, as outlined below. The State of Ohio clearly defines Compulsory Attendance Laws (ORC 3321.01) and we will maintain those standards for all students.

- Attendance is based on work completion.
    - Students are required to log into the Progress Book Virtual Classroom and/or Virtual Learning Academy for work completion.
    - Students are required to complete one unit in each subject each week in order to satisfy attendance requirements.
        - Students may work ahead in subject areas; the minimum requirement is one unit in each subject each week.
        - Online learning staff and teachers will be responsible for attendance, and will establish regular communication to families regarding attendance concerns and/or progress

- Students are also required to have 4 contacts with school staff over the course of the school year. Ideally, these would occur once per quarter, but can vary as needed. Contacts can include, but

are not limited to: parent/teacher conferences, field trips, testing sessions, Zoom/Google Meet sessions with video.

- When/if a student falls below the requirements as listed above, the following will occur:
    - Warning Letter: Notification to parent/guardian of the student's current progress, or lack thereof. Parent/Guardian are asked to contact school officials for a phone/virtual conference in order to remedy the situation.
    - Warning Letter from the school: A clear explanation of the Ohio Compulsory Attendance Laws will be sent to parent/guardian, and an explanation of the consequences of further incomplete lessons.
    - Attendance Intervention Team Meeting: Student and parent/guardian will be required to meet with a school official for an AIT meeting. If the student/parent/guardian fails to attend the meeting, and the student is behind, legal charges may be filed immediately against the parent/guardian for truancy.
    - Under state law, students between the ages of five and eighteen are of compulsory school age. Ultimately, your student is required to attend school, whether that is virtual or in-person. The parent/guardian is legally held responsible for the student's attendance in either format. Parents or guardians may incur legal charges if student attendance reaches specific thresholds.

CLASSROOM MATERIALS

It is the responsibility of the student to be prepared for class on a daily basis. Students should always come to class with the materials required by the classroom teacher.

HOMEWORK

1. Homework should be reinforcement, expansion, or enrichment of the material taught in the classroom.
2. The student is responsible for the completion of his/her daily assignments.
3. Students should contact teachers via their Chromebook to request assignments.
4. Parents may also request assignments, but please give 24 hours notice to the guidance secretary for assignments of students who have absences. Students should be absent 3 days before assignments will be collected by the guidance secretary.

CALCULATING GRADE POINT AVERAGE (GPA)

To calculate the current nine weeks' GPA:

1. Multiply the letter grade value times the credit value to obtain a number of GPA points for each course.
2. Add GPA points for all courses.
3. Divide total GPA points by total number of credits.

To calculate the cumulative GPA, use only a semester and year-end grade as follows:

1. Multiply letter grade value times the credit value for a number of GPA points for each course.
2. Add GPA points for all courses.
3. Determine total accumulated credits to date.
4. Divide total GPA points by total accumulated credits.

GRADING SYSTEM

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

Regular Courses

A+ =	99-100 =	4.33
A =	95- 98 =	4.00
A- =	93- 94 =	3.67
B+ =	91- 92 =	3.33
B =	87- 90 =	3.00
B- =	85- 86 =	2.67
C+ =	83- 84 =	2.33
C =	79- 82 =	2.00
C- =	77- 78 =	1.67
D+ =	75- 76 =	1.33
D =	71- 74 =	1.00
D- =	69- 70 =	0.67
F =	<=68 =	0.00

ACADEMIC HONORS

Chillicothe Middle School has an Honor Roll. They are calculated at the end of each nine (9) weeks.

A student must earn an overall grade point average (GPA) of 3.0-3.49 in order to qualify for Honor Roll.

CODE OF CONDUCT

The Chillicothe City Board of Education recognizes the right of each student to receive an education. The Board further recognizes that the primary responsibility of the Chillicothe City School District and its professional staff is to provide all students access to equal educational opportunities and equal

consideration under the rules and regulations governing student behavior. These opportunities provide experiences which assist each student in becoming a responsible individual capable of fulfilling his/her role as a citizen. As required by Ohio Revised Code 3313.661, the Chillicothe Board of Education has adopted a student code of conduct.

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

In addition to academics, one of the most important lessons education should teach is discipline. While it does not appear as a subject, discipline underlies the whole educational structure. Good discipline is necessary to provide an atmosphere of learning for all students. Parents are encouraged to contact the school if they have any questions about discipline practices or school expectations for proper student discipline. All students must be in a safe environment while at school. Each teacher will review the school rules with his/her students.

RIGHTS AND RESPONSIBILITIES

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

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

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

All students have the right to an education. That right carries with it responsibilities; primarily, to respect the rights of others. This includes the avoidance of any discrimination in regard to race, color, national origin, gender, religion, handicap, or sexual orientation. Rights of all students are best served in a school that is well organized and safe in order to maintain a positive climate for learning. When inappropriate

student behavior disrupts effective learning conditions, students may be denied participation in the educational system for varying periods of time.

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

RULES AND REGULATIONS FOR THE BEHAVIOR AND DISCIPLINE OF STUDENTS

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

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

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

2. TARDY - A student shall not be tardy to school. Students are tardy from school if the students are not in first period class when it is 8:10 a.m. Students who are coming to school tardy must report to the attendance office to obtain an admit slip prior to entering class.

Students are tardy to any class if they enter the room after the tardy bell has rung. Students will be permitted two (2) classroom tardies per nine weeks grading period without penalty. The 3rd tardy in a grading period will result in a teacher-assigned detention and an office referral to meet with the principal or grade-level administrator. Continued tardiness in the same grading period is considered excessive and will result in an office referral where further disciplinary consequences may be administered.

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

Any action deemed to be a fight or violent act will automatically result in a 10 Day RFE and potential placement in an alternative education program. In the case of an "assault" criminal charges can be filed. The Administrative team will determine eligibility to participate in school sponsored events during the RFE hearing. These events may include sporting events, PBIS activities, homecoming, prom and graduation.

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

5. THEFT - A student shall not take or attempt to take school property or the personal property of other individuals or entities. Any theft incident may result in charges being filed with the Chillicothe Police Department.

6. FIREARM - A student shall not use, possess, exhibit, handle, transmit or conceal a firearm. A firearm is any weapon which is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun.

7. DANGEROUS INSTRUMENT - A student shall not use, possess, exhibit, handle, transmit or conceal an object that could be classified as a weapon or dangerous instrument. Such weapons and dangerous instruments shall include any object which may be used or is used to threaten or inflict physical harm, as determined by the Board of Education or its designee. (This rule also applies to any look-alike or self-protection devices and possession of a knife with a blade of more than 2.5 inches.)

8. EXPLOSIVE - A student shall not use or possess any destructive device which would include a bomb, grenade, a rocket having a propellant charge, a missile or a mine or similar device. This definition includes any barrel with a base of more than one-half inch in diameter. A student shall not cause or attempt to cause the setting of fire, use or possess any poison gas or incendiary device (such as fireworks), cause false fire alarms or make bomb threats. This includes the unauthorized use of fire.

9. TOBACCO - A student shall not smoke, chew, possess, handle, transmit or conceal tobacco or other related smoking products (lighters, rolling papers, cigar cutters, etc…), as well as vape devices or systems, on school premises or property, or at any school activities. For the purpose of this policy, "tobacco product" is defined to include any product that contains tobacco, is derived from tobacco, or contains nicotine, which is intended for human consumption, or is likely to be consumed, whether smoked, heated, vaporized, chewed, absorbed, dissolved, or ingested by any other means. The term "tobacco products" includes e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce and eliminate nicotine or tobacco dependence. No student is permitted to use tobacco products (including e-cigarettes) at any school-sponsored event, whether such an event occurs on-campus or off-campus. If a student is found in violation of this policy during the school day (first offense) an emergency removal will be conducted, and a 3-day In-School Restriction (ISR) will be administered starting the next school day in attendance. During ISR the student will be required to

complete an anti-drug assignment. Subsequent violations will result in increased consequences. A second violation will result in a 5 day out-of-school suspension (OSS). A third violation will result in a 10 day OSS and a referral for expulsion (RFE).

10. ALCOHOL - A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal alcoholic beverages. A student shall not be under the influence of alcoholic beverages on school grounds or at school functions. "Possession" includes with limitation, retention on the student person or in purses, wallets, lockers, desks, automobiles parked on school property, or other personal property of students. "Under the Influence" is defined as manifesting signs of chemical misuse including but not limited to restlessness, staggering, odor of chemicals, memory loss, abusive language or behavior, falling asleep in class, or any other behavior indicating signs of chemical misuse.

11. DRUGS - A student shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal or be under the influence of drugs, mood altering chemicals or drug paraphernalia (including THC or Synthetic THC vapes and systems) . A student shall not be under the influence of drugs, mood altering chemicals or drug paraphernalia. "Possession" and "Under the Influence" are the same as for alcohol. "Mood Altering Chemicals" include without limitation: narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, and marijuana. Students found in violation of this policy will receive a 10-day Out-of-School Suspension (OSS) with a Referral for Expulsion (RFE). During the 10-day OSS period a representative of the Superintendent's Office will make contact with the legal parent/guardian to set up a meeting with the Superintendent (and/or their designee), at which time the student's future academic placement will be determined. The student and a parent/guardian will also be required to attend a class with the school's drug and alcohol counselor.

While both medical and recreational marijuana are now legalized under Ohio law, they remain illegal under federal law. Chillicothe Middle School is an institution that receives and relies upon federal funding. Further, the federal Drug-Free Schools and Communities Act requires Chillicothe Middle School to establish and maintain policies that address unlawful possession, use, or distribution of alcohol, illicit drugs and controlled substances as part of its responsibility to maintain a drug-free community. Thus, any form of marijuana, including medical marijuana, is prohibited on all school premises.

12. CLASS CUTTING - A student shall not cut class. Class cutting is an unexcused class absence. A student shall be deemed to have "cut class" if the arrival time is 10 or more minutes after the tardy bell. An office referral will be made for all class cuts. Disciplinary action is progressive on class cuts and increases with each subsequent violation.

14. THREATS - A student shall not cause false alarms or make bomb threats.

15. ELECTRONICS – Cell phones and Smart/AI Glasses are prohibited if a student brings a device to school it must be turned off and placed in the student's locker before the school day begins. Any cell phone or smart eyewear observed in any location—hallway, cafeteria, classroom, etc.—will result in disciplinary action. Portable devices in violation of this policy will be confiscated by staff members. The school district assumes no liability for lost, stolen, or damaged items of this nature while in school or on school grounds as defined in ORC 3313.753 (A). Students assume all risks in bringing such devices onto school property or any school-related functions.

Audio or video recording of other individuals without their permission is prohibited. Unless expressly authorized by a staff member, the use of a camera phone or smart glasses anywhere on a CCSD school

campus is prohibited during the school day. Furthermore, a student observed recording a school fight via cell phone, smart glasses, or any other electronic device will receive a 5-day out-of-school suspension (OSS).

Headphones, Earbuds, or AirPods are not to be used unless for academic purposes in a classroom or the cafeteria where a staff member has granted permission for their use. Also, they should not be visible in the hallways. The same rules that apply to cell phones with respect to being observed or on-use apply to these devices as well.

Students may not bring or use at school any digital/electronic devices unless approved by school administration. (Examples include, but are not limited to unauthorized/improper use of cellphones, tablets, personal computers (PCs), AI/Smart Glasses, or other personal SMART devices).

16. FORGERY - A student shall not falsify any school-related information, which shall include, but not be limited to, writing the name of another person, times, dates, grades, addresses or other data on forms or correspondence directed to or from the school. Forgery also includes hacking into unauthorized computers, sites or information databases.

17. DISRUPTIONS - A student shall not violate the dress code. A student shall not fail to comply with disciplinary procedures and/or directions of authorized school personnel. A student shall not, by use of profane, vulgar or other improper language, violence, force, coercion or threat, harassment, intimidation or any other action, cause or threaten to cause the disruption or obstruction of any function including athletic and/or extra or co-curricular events, or operation of the school.

18. INTIMIDATION - A student shall not engage in any act or conduct which, under the circumstances a reasonable person would believe does or is intended to frighten, intimidate, or bully the person toward whom the act or conduct is directed. Students are expected to be tolerant of individual differences. A student shall not knowingly or with reckless disregard engage in any act or conduct that causes another person to reasonably believe that such student may cause physical harm to the person or property to such other person.

19. BULLYING - A student shall not engage in bullying behaviors. Bullying is defined as repeated harassment, intimidation or other behavior whether intentional, written, verbal or other physical act exhibited toward another particular student which causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. (ORC 3313.666) The Jessica Logan Act in accordance with ORC 3313.666 requires schools to monitor and discipline cyber bullying between students at all times of the day if reported. A student may be disciplined according to the bullying policy if reported regardless of the time the bullying took place or mode in which it took place.

20. FIREARM LOOK-ALIKES - A student shall not use, possess, exhibit, handle, transmit or conceal any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object (toy guns, cap guns, bb guns, pellet guns).

21. SEXUAL HARASSMENT/CONDUCT - A student shall not engage in any act which may be considered to be a form of sexual harassment. Sexual harassment is defined as unwanted sexual

advances which may be written, verbal, visual, or physical contact. Prohibited conduct includes but is not limited to propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making sexual comments, displaying sexual pictures, or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, assaulting a person, or any act or intended act of consensual sexual conduct on any school property.

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

23. INAPPROPRIATE LANGUAGE - A student shall not use language that is deemed profane, vulgar, abusive, obscene or other words or gestures that are verbal or written which, under the circumstances, are offensive to the sensibilities of ordinary people in the school district community or which disrupt normal school activities. Such prohibitions include, but are not limited to, use of computers or other technology or communications, inappropriate language, either verbally or nonverbally. This includes obscene print material. Students are not permitted to use the "N" word or any variation of the word. Consequences administered may be up to a 10-day suspension with a recommendation for expulsion.

24. INAPPROPRIATE LANGUAGE DIRECTED AT STAFF - A student shall not use language that is deemed profane, vulgar, abusive, obscene or other words or gestures that are verbal or written toward a staff member. If this violation is directed at a staff member, the student will serve an out of school suspension up to 5 days. This suspension may be reduced to 3 days if requested by the staff member offended and completion of a restorative justice assignment.

25. FAILURE TO COMPLY - A student shall not refuse, upon request, to identify him/herself to any school authorities on school premises or property or at school-sponsored events, wherever they shall occur.

26. ACADEMIC DISHONESTY - A student shall not engage in academic misconduct, to include but not be limited to cheating or plagiarism or transmission of unauthorized academic information. A student shall not use the written work of any other person or parts or passages of such other person's writings, or the ideas of such other person and hold them out as or represent them to be the product of his or her own mind. Unlawful copies of copyrighted materials may not be produced on district-owned equipment. Students may make a single photocopy of any materials for schoolwork, but may not sell them nor make copies of the copies. You may use copyrighted material if you give an author's ideas the credit through text or in a footnote. This can result in the loss of credit for the assignment in question.

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

28. HAZING - A student shall not participate in any act that tends to injure, degrade, disgrace or coerce another student, including the victim; to do any act of initiation onto any student or organization which causes or creates a risk of causing mental or physical harm to any person. Permission, consent or

assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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

30. GAMBLING- A student shall not play any game for money or other consideration on school grounds or at school functions regardless of the location.

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

32. PUBLICATION/DISTRIBUTION - Publishing or distribution of any printed material or promoting any club or organization that has not been approved by the Superintendent or his/her designee is prohibited.

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

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

37. REPEATED VIOLATIONS - Repeated violations of the discipline code can result in a Recommendation for Expulsion (RFE).

38. BUS - Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority and the responsibility to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

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

Please note: The bus ride to or from school is considered part of the school-day. All school rules

apply during this time and students are accountable for their actions according to the Student Handbook and the Code of Conduct.

GUIDELINES FOR DRESS

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

Student dress and grooming practices shall not materially disrupt the educational process or distract from the learning environment. When a student's appearance becomes extreme or, in the opinion of the school's professional staff, violates health or safety regulations, or is not in keeping with appropriate dress for school wear, or violates commonly accepted standards of modesty, such appearance is not acceptable. Students will be given a chance to become compliant with the school's dress code policy by either obtaining another article of clothing from the Cavalier Closet, or by calling home to have something brought to the school. The student will remain in the office until compliance is met. A student who refuses to comply with dress code provisions will face emergency removal and further disciplinary action.

Notwithstanding the information contained herein, the Superintendent or his/her designee shall make the sole determination as to the standards of acceptability and appropriate dress.

1. Pants must be worn at waist level.
2. Pants, jeans, or shorts with tears or fraying above the mid-thigh must have clothing underneath.
3. Any shorts, dresses, or skirts must not be any shorter than mid-thigh.
4. Revealing clothing (transparent, tube tops, crop top/midriff, holes, backless, low cut blouses, spaghetti straps) is not acceptable. Straps on tank tops or sleeveless shirts must be at least 2" wide for all students.
5. Coats, outerwear, blankets and sunglasses are not to be worn in the building unless otherwise determined by building administration.
6. No pajamas are permitted.
7. Appropriate footwear must be worn at all times. No house slippers are permitted. No shoes with wheels are to be worn.
8. Students may not wear any clothing, outerwear, pins, symbols, or insignia of prohibited organizations or street gangs while at school or at any school-related activity.
9. Students may not wear clothing, buttons, patches, jewelry, or any other items with words, phrases, symbols, pictures, or signs that are indecent, profane, suggestive, inflammatory, or that have negative overtones that appear to be derogatory or discriminatory.
10. Any jewelry that may cause injury including, but not limited to belts, bracelets, wallet chains, collars with spikes, and heavy link chains are not allowed.
11. Head coverings: Hats and head coverings are not to be worn in the buildings. Hats promoting sex, drugs, racial slurs and ethnic intimidations, alcohol, tobacco, profanity and violence are prohibited at all times. Hats may be worn on special days established through the principal's office and, if permitted, those that are in the school spirit area are encouraged. Bandanas and

"do rags" are prohibited at all times. Head coverings for the purpose of religious observations or hair restraint may be approved through the building principal.

DEFINITIONS AND DISCIPLINARY CONSEQUENCES

The CCSD believes in addressing conflict through restorative practices that foster healthy relationships and promote positive discipline in our schools. The district will make every attempt to reduce, prevent, and improve harmful behavior by repairing the harm and resolving conflict caused by violating the Code of Conduct and restoring positive relationships among students, staff, and stakeholders. The following disciplinary consequences are some of the potential actions that may occur if a student violates the code of conduct.

Community Conferencing: A conflict resolution technique that involves conferencing with all stakeholders, students and staff, affected by the behavior where preventative measures are put in place to respond to the conflict and improve the behavior.

Behavior Contracts: A positive-reinforcement intervention that lays out in detail the expectations of a student and stakeholders in carrying out an intervention plan to improve behavior.

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

Peer Mediation/Peer Jury: A student may have to appear in front of trained student jurors or participate in a peer mediation group to collectively discuss why a rule was broken, who was affected, and how the referred student can repair the harm caused.

Circle Process: A restorative practice that can be used proactively, to develop relationships and build community, or reactively, to respond to wrongdoing, conflicts and problems. Circles allow students and educators to be heard and offer their own perspectives and to deal with difficult situations.

Tutoring/Counseling Services: A student could be assigned to on or off-site tutoring in lieu of other consequences as well as referred for counseling services. The district works closely with organizations such as The Counseling Source and Integrated Services.

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

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

Reverse Suspension: In lieu of a student being suspended from school, the student's parents/guardian is invited to come to school and spend the entire day with the student.

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

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

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

- Lunch
- After School

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

Withholding of Privileges: Special privileges including but not limited to recess, dances, or hall passes.

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

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

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

STUDENT-ATHLETE DISCIPLINE POLICY

Any student-athlete who commits a Code of Conduct violation during his/her sports season will be ineligible to participate in his/her next athletic contest.

ADMINISTRATIVE REMOVAL FROM SCHOOL

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

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

1. Suspension

No student may be suspended for more than 10 school days for an infraction.

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

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

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

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

Students who are suspended are expected to make up classroom work and tests. Assignments are posted online or may be picked up at the office after calling and requesting the assignments. Make-up work must be completed based on the number of days of suspension. (i.e., 5 days suspension, 5 days to

make up work. 8 days suspension, 8 days to make up work.) It is the student's responsibility the day he/she returns to school to conference with the teachers for the date of the make-up test(s) and finalize work missed. Students may not attend any school functions, home or away, while serving OSS. Students are not permitted on school grounds while serving OSS.

If at the time of the OSS there are fewer than ten days remaining in the school year, the Superintendent may require the pupil to participate in a community service program or other alternative consequence during the first full week day of summer break. Each district may develop an appropriate list of such alternative consequences. If the pupil fails to complete the service or alternative consequence, the district may determine the next course of action, which shall not include requiring the pupil to serve the remaining time of the suspension at the beginning of the following school year.

2. Expulsion

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

The student and his/her parent, guardian or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reasons for the intended expulsion and notification of the opportunity of pupil and his/her parent, guardian, custodian and/or representative to appear before the Superintendent or his/her designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.

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

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

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

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

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

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

3. Permanent Expulsions

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

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

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

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

LIABILITY OF PARENTS FOR STUDENT MISCONDUCT

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

SEARCH AND SEIZURE

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

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item(s), and, if possible, conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted on a periodic basis.

4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. Lockers and school desks are school property and may be searched at any time.

SEARCHES OF STUDENT PROPERTY BY POLICE

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

SECURITY DIGITAL VIDEO RECORDINGS

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

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

STUDENT INTERVIEWS

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

STUDENT CONDUCT ON SCHOOL BUSES

Although the Chillicothe City School District furnishes transportation in accordance with state law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Only when a child boards the bus does he/she become the responsibility of the school district. Such responsibility will end when the child is delivered to the bus stop at the close of the school day. Students on the bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct and safety, including but not limited to assignment of seats for any or all students.

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

ATTENDANCE POLICIES

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

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

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

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

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

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

academic difficulty in school. Therefore, to ensure the highest level of student success, Chillicothe Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

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

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

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

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

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

ATTENDANCE PROCEDURES AND EXPECTATIONS

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

A parent or medical note is required to be turned in to the school within two days of returning from an absence for all absences. If not, the absence will be considered as unexcused.

CCSD STUDENT HOMEWORK ATTENDANCE RESPONSIBILITY PROGRAM (SHARP)

Students in grades who are absent for more than 8 days (excused or unexcused) or have more than one unexcused absence will be required to attend the Student Homework Attendance Responsibility Program (SHARP) sessions. Students having Academic Difficulties combined with Attendance Problems will be given priority when assignments are made to SHARP. Students are required to make up all unexcused absences or assigned time by the timeline determined by the principal or designee by attending SHARP sessions. Students will attend SHARP sessions for excessive tardies to school at the discretion of the principal. Additionally, a student-athlete that has a GPA below a 2.0 on any grade reports will be required to enter the SHARP program. Refer to the Athletic Handbook for specific guidelines. Transportation to and from SHARP sessions is the responsibility of the parent/guardian.

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

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

SHARP sessions will be held after school. *Any absences still needed to be made up by students at the conclusion of the school year may be done in summer school.* There may be additional opportunities for students to make up days after school during the month of May but SHARP sessions may conclude at the end of April each school year.

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

MEDICAL STATEMENTS

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

MANDATED JUVENILE COURT ATTENDANCE PROCEDURES

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

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

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

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

Definitions:

1. habitual truant - any child of compulsory school age who is absent/tardy without a legitimate excuse for 30 hours or more consecutively, 42 hours or more in a school month or 72 hours in a school year.

2. school day - the school day as established by the State Board of Education.

3. school month - consists of four school weeks and a school week consists of five school days.

4. school year - beginning the first day of July of each calendar year and ending the 30th day of June of the succeeding calendar year.

5. unruly child - any child that does not subject the child's self to the reasonable control of the child's parents, teachers, guardian or custodian, by being wayward or habitually truant.

6. delinquent child - any child, except juvenile traffic offender, who violates any law of the State of Ohio including a child who violates a court order regarding the child's prior adjudication as an unruly child for being habitual truant.

7. Attendance Intervention Team (AIT) – Students with attendance problems may be assigned to meet with the Attendance Intervention Team. Team membership can include principal, social worker, counselor, attendance officer, teacher, parent/guardian, student, and any other stakeholder deemed

appropriate. Parents/guardians are an integral part of the AIT. Three (3) meaningful, good faith attempts to secure participation of parents/guardians on the AIT will occur.

8. Attendance Intervention Plan – a plan developed by the school's Attendance Intervention Team to help the student improve attendance.

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

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

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

The district will utilize an Attendance Intervention Team at the following absence intervals to make every effort to help a student improve his/her attendance. Attendance Intervention Plans will be in place to provide direction and support for improved attendance to school. These teams will individualize the plans in order to best support each student. Ongoing meetings may be necessary to adjust plans and readdress the individual's needs. The district will make every attempt to inform parents/guardians and include them in the creation and implementation of the plans.

<table>
<tr><th>Student Absences</th><th>Within 7 Days</th><th>Within 14 Days</th><th>On-going</th><th>61 Days from Plan Date</th></tr>
<tr><td>Unexcused Absences</td><td rowspan="4">Parents notified and letter sent home regarding absences and invitation to attend the Attendance Intervention Team Meeting.</td><td rowspan="4">Attendance Intervention Team meets to develop a plan for improved attendance.</td><td rowspan="4">The Attendance Office and Team will monitor progress with the plan and make adjustments to the plan as needed on an individual basis.</td><td rowspan="4">Attendance Intervention Plan implemented and reviewed by the Attendance Intervention Team. By 61 Days from the Plan date, the district attendance officer shall file a complaint to the juvenile court if the child has effused to participate or failed to make satisfactory progress with the plan.</td></tr>
<tr><td>30 Consecutive Hours</td></tr>
<tr><td>42 Hours in a month</td></tr>
<tr><td>72 Hours in a year</td></tr>
</table>

Excused Absences	Within 7 Days	Within 14 Days	On-going	61 Days from Plan Date
38 Hours in a month	Parents notified and letter sent home regarding absences and invitation to attend the Attendance Intervention Team Meeting.	Attendance Intervention Team meets to develop a plan for improved attendance.	The Attendance Office and Team will monitor progress with the plan and make adjustments to the plan as needed on an individual basis.	Attendance Intervention Plan implemented and reviewed by the Attendance Intervention Team. By 61 Days from the Plan date, the district attendance officer shall file a complaint to the juvenile court if the child has effused to participate or failed to make satisfactory progress with the plan.
65 Hours in a year				

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

MAKE UP WORK

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

Regardless of the absence type (excused, unexcused, or suspended), students will be expected to make up the work and be held accountable for learning all material they missed. Any student who is absent from school (excused, unexcused, or suspended) will have 1 additional day for every day he/she missed to make up his/her work for up to full credit (100%) (e.g., absent 2 days = 2 days to make up work missed).

Any student who exceeds the allotted time to turn in an assignment for full credit, can still turn in late work for partial credit. Any work, up to one {1} week late, must at least be given the opportunity to earn 80% on the assignment they turn in. Work turned in between one and two weeks late, must at least be given the opportunity to earn 70% on the assignment they turn in.

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

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

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

ABSENCE PROCEDURES

1. Parents are required to call the school every day students are absent.
2. Upon their return, each student is to secure a pass and signature from the staff member in the attendance office to excuse absences or tardies.
    a. These notes should be from either the parent/guardian or doctor verifying the reason for absence.
    b. Students failing to report with proper note within two (2) school days following their absence will be marked unexcused.
    c. Included in the note: student's name and grade, date(s) of absences, reason(s) for absences, name and signature of parent/guardian (attach medical/legal statement if applicable).
3. To maintain eligibility for a given day's extracurricular activities (e.g., practice, rehearsal, game, performance, etc.) at Chillicothe Middle School, students and/or student-athletes should be in attendance at school at least half of the school day and provide a parent or doctor's note to excuse their partial day absence from school by 2:30 p.m. on the day of the absence. Students are allowed up to twelve (12) parent notes (refer to page 37 for ORC Code 3301 for acceptable excused absence/tardy reasons) to excuse tardies and/or absences from school. This means that, if they exceed 12 tardies or absences, a doctor's note will be required for the absence to be excused.

    The only exception to this policy (i.e., the only way that an individual will be allowed to miss an entire school day and still participate in that evening's event) is if a student and/or student-athlete obtains a pre-approved absence through the attendance office and gains administrative approval for said absence.

TARDY PROCEDURES

1. A student is considered tardy if he/she is not in the homeroom by 7:35 a.m. Any student who is tardy to school must report to the attendance office immediately.
2. Students arriving at school after 7:35 am should enter the building through the attendance office and check in.

SIGN-IN/SIGN-OUT

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

1. Under no condition are students to leave the school building without first reporting to the Attendance Office and receiving permission to leave.
2. No student will be excused from school during school hours without a note from home that is presented to the Attendance Office, except in case of illness.
3. In the case of illness, the school will use the contact information on the emergency medical card to contact the student's home to determine if someone is there to care for the student.
4. Students who need to be released early must present a note from the parents to the Attendance Office prior to 7:35 a.m. for approval.
5. All students are to remain on school grounds during the school day and until official departure.

PERFECT ATTENDANCE

Students are considered to have perfect attendance when it can be shown that they have neither had a tardy, an early departure, nor an absence – whether excused or unexcused - from school for that grading period or the entire year.

ATTENDANCE AND PBIS

Students who are in truancy will be deemed ineligible to attend any PBIS-related activities.

OPEN ENROLLMENT

Open Enrollment policies are available to interested parents by picking up a copy at the Chillicothe City School District Office, 425 Yoctangee Parkway, Chillicothe, Ohio 45601.