Substitute Teacher Handbook

CHILLICOTHE
CITY SCHOOL DISTRICT

Chillicothe City Schools
425 Yoctangee Parkway
Chillicothe, Ohio 45601

Deborah Swinehart, Superintendent

It is the substitute teacher's responsibility to determine if there is a delay in the starting time of school or if school is closed due to inclement weather or an emergency situation. Please check local radio and television stations as well as social media sites for accurate information.

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Introduction

This booklet is your guide to success as a substitute teacher in the Chillicothe City School District. The contents have been arranged to assist you in finding the answers to many questions which may confront you as you substitute in the various schools throughout the system.

We sincerely hope that the following information will serve to stimulate greater goals for the improvement of substitute teaching. All of the procedures and techniques mentioned in this handbook have been “classroom tested” and we feel that if they are followed, substitute teachers will do a better job and have a more satisfying personal experience.

Welcome

You as a substitute teacher are one of the most vital parts of our school system. It would be extremely difficult for us to operate our schools on a satisfactory basis without all persons such as yourself serving as substitute teachers.

We wish to extend to you a most cordial welcome as a substitute teacher. Your daily work is an important contribution to the instructional program of our schools.
As you perform your work in the classrooms you may find that you have suggestions which might contribute toward improvement of our schools. You are encouraged to submit all your suggestions, as new ideas and new ways of doing things are necessary if education is to continually progress. We feel confident that you will do everything possible to meet the high standards required for teaching in our schools and wish to extend our sincere best wishes as you join our staff.

School Information

ADMINISTRATION

Deborah Swinehart, Superintendent
Nick Overly, Treasurer

SCHOOLS, PRINCIPALS, AND PHONE NUMBERS

Chillicothe Primary
235 Cherry Street
Chillicothe, Ohio
Principal: Dustin England
Phone: 774-3307

Chillicothe Intermediate
345 Arch Street
Chillicothe, Ohio
Principal: Kendra Landrum,
Jessica Orr
Phone: 774-1119

Mt. Logan STEM Preschool
841 East Main Street
Chillicothe, Ohio
Principal: Sarah Hawthorne
Phone: 773-2638

Chillicothe Middle & High
421 Yoctangee Parkway
Chillicothe, Ohio
Principal: Matthew Ballentine
Phone: 702-2287

AESOP

1-800-942-3767
www.aesopeducation.com

Substitute Teacher's Hours

Mt. Logan STEM Preschool: 8:30-3:40
Chillicothe Primary & Chillicothe Intermediate: 7:15-2:30
Chillicothe Middle & Chillicothe High: 8:00-3:15

Qualifications for Substitute Teachers

LICENSE/ CERTIFICATION

All substitute teachers must hold a valid Ohio teacher's license. Licenses must be recorded in the Board of Education Office. Applicants must pass a criminal background check and have drug testing as a pre-employment condition.

APPLICATIONS

Applications may be obtained online through the district website under District Information and CCSD Employment. Only online applications will be accepted.

The application is to be filled out by all substitute teachers. Each substitute must furnish at least three references which show that the applicant is of good character, and, if an experienced teacher, has a good teaching record. An official transcript of college credits must be submitted to the personnel office at the Board of Education.

THE SUBSTITUTE LIST

The substitute list contains the names of all substitutes regardless of whether they are a substitute for an aide position or a teaching position. Substitutes are classified by their qualifications in our substitute notification system. The Chillicothe City School District uses the Aesop (Frontline) notification/placement system.

Aesop makes accepting jobs easy for substitutes. There are multiple ways in which a substitute may accept a job by using email, telephone, the app, and a web-based system. With Aesop a substitute can plan their schedule ahead of time. You can choose non-work days, specify preferred schools and adjust call times to fit your schedule. You can also view your work history and are able to receive phone and email notifications of available jobs. This highly flexible system is currently used in more than 3500 school districts worldwide and is a model of improved efficiency for school districts.

Substitutes can login to www.aesopeducation.com to access a number of resources. Once a substitute is approved by the Chillicothe City Schools Board of Education the school district Aesop administrator will enter in Aesop your login. An email will be sent to you with your login to Aesop www.aesopeducation.com. Your username is your 10 digit phone number and your password is your last 4 digits of your social security number. After logging in please watch the video which is available to provide substitutes with information.

REMOVAL FROM SUBSTITUTE LIST

Substitute teacher names will be removed from the substitute list whenever requested by the substitute teacher. The removal may be for any length of time or the substitute can be placed on a “will call” basis. Building principals who are dissatisfied with the performance of a substitute may request that a substitute be removed from the list for that building.

SALARY

Substitute teachers’ salaries are subject to review and revision by the Board of Education. Substitute teachers in the Chillicothe City Schools are paid $20 per hour. A typical substitute teaching day would equal $145/day. Substitute teachers are paid according to the pay schedule in the appendix.

Substitute teachers are subject to payroll deductions required by law. Deductions include Federal Income Tax, State Income Tax, Local Income Tax, Medicare, State Teachers Retirement, and any others required by law.

Teachers may be employed as substitute teachers for terms not to exceed one year for assignment as services are needed to take the place of regular teachers absent on account of illness, leaves of absence, or to temporarily fill positions created by emergencies; such assignment to be subject to termination when such services are no longer needed.

For purposes of determining in any school year the days of service of a substitute teacher under this section, any teacher’s days of service in that school year while conditionally employed as a substitute teacher under section 3319.101 of the Revised Code shall count as days of service as a substitute teacher under this section.

Responsibilities of the School

The principal should see that the substitute teacher is given:

A friendly welcome and an introduction to the class and to a neighboring teacher

A bell schedule (including fire and disaster drills)

Information about general building procedures (i.e. hall duties, lunchroom duties, restroom privileges of the pupils, location of restrooms and teachers’ lounge, etc.)

Information about procedures in case of injury to a pupil

Notice of any extra activities (auditorium, etc.) for the day

The principal should see that the substitute teacher:

Follows the regular teacher's lesson plan

Has the supplies necessary to carry on the day's activities Uses good teaching techniques

Knows the procedures for reporting pupil attendance, handling any money, etc.

Receives help in planning the day's program if the substitute is teaching a class out of his/her certified field

The regular teacher should:

Leave a schedule of the day's program in an easily accessible place (this might include information pertaining to opening exercises)

Have an up-to-date seating chart

Have an up-to-date class list

Leave lesson plans which substitutes can follow without having to consult the pupils—pages marked, etc.

Leave enough work to keep students busy the entire day

Leave notes concerning any supervision or extra duties assigned to that teacher

Leave information about usual homeroom activities, grading of papers or oral work, homework assignments, and privileges of pupils in the classroom

The Pupil

Pupils should be prepared to accept the substitute teacher. Good manners and helpful attitude should be encouraged by the regular teacher so that when the substitute needs to come to a room, he/she will be shown the same courtesy as is shown the regular teacher. The attitude of the regular teacher will reflect the attitude of the pupils.

Responsibilities of the Substitute Teacher

Report to the principal/office as soon as you arrive and before you leave. Please sign the “teachers’ log” to indicate arrival and departure.

Ask the principal or secretary for a copy of the “Information for Substitutes” form and read it carefully.

Ask about special duties

Check the fire/tornado drill instructions on cards in room

Refer all children who are leaving the building to the principal’s office.

NEVER release a child until you have the principal’s permission

Absence excuses are to be sent to the office. Clip any other notes from parents on the plan book

Record absences in register or grade book with pencil

Follow lesson plans as closely as possible

Maintain an orderly and attractive classroom and leave it in good order

Grade as much work as possible and leave a summary of the work completed

Attend staff meetings when employed a week or more

HINTS TO THE SUBSTITUTE

Ask about things you need to know

Write your name on the board and pronounce it for the students so they will know it.

The first few minutes count—be sure of yourself!

Be firm in your discipline
~Make principal aware of any consistent or serious discipline problems
~Should the principal not be available, contact the closest certified employee for assistance

Be professional
~Grooming should be neat and clean
~Dress appropriately with regards to the teaching assignment

One of the most practical ways for a substitute to learn more about the job is to observe a regular teacher. This is especially helpful to those who have not taught for many years and to those who have never taken education courses and are unprepared for a teaching situation. Arrangements for teacher observations must be made in advance with the principal.

ETHICS FOR SUBSTITUTE TEACHERS

1. The substitute should keep his/her relationship with public school administrators and teachers on a professional basis.
2. Consider all records confidential. Please **do not** discuss them socially.
3. Avoid comparing situations in one building with situations in other buildings.
4. Deal impartially and without prejudice with each individual child. Respect his/her confidence in you.
5. The criticism of the regular teachers to the students or to other teachers is a breach of professional responsibility.

DISCIPLINE

Discipline is based on “mutual understanding” between the teacher and the pupil. The teacher understands the pupil’s problems and the pupil understands what the teacher expects of him/her and to what lengths he/she will go to in order to see that the pupil responds properly.

If the teacher is “easy going” the pupils will realize this and take the liberties he/she will permit; if the teacher is firm in his/her discipline the pupils will act accordingly. If pupils are kept busy with some worthwhile materials, discipline problems will not usually develop. The substitute teacher should be pleasant yet firm. If the substitute knows what he/she is teaching and presents it in an interesting manner, he/she will be able to keep the pupils’ attention.

The substitute’s first objective is to gain the respect of the pupils. He/she can do this by being prompt, being neat, being patient, being honest, having a sense of humor, being enthusiastic, and having a definite objective.

LEAVING THE BUILDING

Leaving a brief note to the teacher explaining what was accomplished is expected. Any comments are welcome, especially of any problems that occurred regarding student behavior or length of assignment—too short, too long.

Substitutes should not leave the building until the pupils have been dismissed and the room has been put back in order. The papers should be arranged neatly, books returned to the shelves, keys returned to the proper place, etc.

Report any problems that may have occurred to the principal or assistant principal. If the substitute is to return, this should be cleared up at this time.

EVALUATION OF THE SUBSTITUTE TEACHERS

If the substitute performs especially well at some particular grade level, this is noted by the principal. Other helpful comments may be made by the building administration which is taken into consideration when substitutes are placed in an assignment. When appropriate, this information is passed on directly to the substitute.

ACCIDENTS

Accidents at school are generally of a minor nature requiring only first aid treatment. Occasionally, however, an emergency will arise requiring the attention of a doctor and possibly the use of an ambulance to take the injured person to the hospital.

In case of an accident, if a nurse is in the building she/he will apply first aid. When the nurse is away, the principal or some other person designated by the principal will administer first aid. In case of a real emergency, the office will contact the parents or guardian of the child, and failing that, follow the procedure outlined in Progress Book. Complete an accident report in the office. When necessary, parents will come to the school and take the pupil home.

APPENDIX

CHILLICOTHE
CITY SCHOOL DISTRICT

2025 - 2026
School Year

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12 New Teacher Day
13 - 14 Teacher Work Days
15 PD Day—All Staff
18 First Day-Grades 1-12
19 - 20 KG Rolling Start Days
21 First Day for KG

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Labor Day
Conferences PK-12

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15 End of 1st 9 weeks
16 PD Day All Staff
17 Teacher Work Day

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Conferences PK-12
11 Veterans Day Observed
25 Early Release
26-30 Thanksgiving Break

December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 PD Day All Staff
2 School Resumes
19 Early Release
19 End of 2nd 9 Weeks
22 Winter Break Begins

January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Teacher Work Day
6 PD All Staff
7 School Resumes
19 Martin Luther King Day

February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Conferences PK-12
16 Presidents' Day

March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 KG Registration
12 End of 3rd 9 weeks
13 Teacher Work Day
16-20 Spring Break
23 School Resumes

April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 Early Release
3 - 6 No School
7 School Resumes
17 Early Release
Conferences PK-12

May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 Graduation
(Make-Up Days 16-17)
28 Early Release/Last Day
28 End of 4th 9 weeks
29 Teacher Work Day

June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DESIGNATION CODE:

- No School—Students
- Special Dates
- No School—Teachers & Students
- Kindergarten (KG) Special Dates

GRADING PERIODS

SUMMARY:	1st	2nd	3rd	4th	Sub-Total	TOTAL
Students	42	40	45	46	173+2	175
Staff	47	43	46	47	183+2	185

CONTINGENCY PLAN FOR MAKE-UP DAYS

All time sheets are to be left at the building in which the work was performed.
All time sheets will be turned in to the Payroll Office by the Building Secretary.
Time sheets will not be accepted without a Principal/Supervisor Signature.
All time sheets must include either SSN or Employee ID.
Example of Employee ID = first 5 letters of last name and last 4 of SSN
(Mary Matson-SSN 123456789-Employee ID = matso6789)
If you have any questions – PLEASE CALL THE PAYROLL DEPARTMENT
740-775-4250 EXT. 16108

CHILLICOTHE CITY SCHOOLS

CODE OF CONDUCT

CHILLICOTHE
CITY SCHOOL DISTRICT

425 YOCTANGEE PKWY
CHILLICOTHE, OHIO 45601

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. Please consult the building handbooks for the tardy/absence times for each school building.

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

4. VANDALISM - 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, such as vapes or juuls, 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 event occurs on-campus or off-campus

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. 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.

12. CLASS CUTTING - A student shall not cut class. Class cutting is an unexcused class absence.

13. DRIVING - A student shall not drive or park on school premises in violation of Board Policy and Regulation JHFD, "Student Automobile Use," or when his/her privileges to drive or park have been revoked.

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

15. ELECTRONICS - Students are not permitted to use any portable electronic devices in the classroom without teacher permission. Exceptions are made for educational purposes, with advance permission from the teacher/administrator. Portable devices in violation of this policy will be confiscated by staff members and will not be returned to the students. 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). Audio or video recording of other individuals without their permission is prohibited.

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 harassment, intimidation or other behavior whether intentional, written, verbal or other physical act exhibited toward another particular student more than once which causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. (ORC 3313.666) The Jessica Logan Act in accordance with ORC 3313.666 requires schools to monitor and discipline cyber bullying between students at all times of the day if reported. 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.

24. INAPPROPRIATE LANGUAGE 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 may serve an out of school suspension for up to 5 days.

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

GUIDELINES FOR DRESS

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

When student appearance becomes extreme or, in the opinion of the school's professional staff, violates health or safety regulations, or is not in keeping with appropriate dress for school wear, or violates commonly accepted standards of modesty, such appearance is not acceptable. Notwithstanding the information contained herein, the 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, pajamas, blankets and sunglasses are not to be worn in the building unless otherwise determined by building administration.

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

7. Students may not wear clothing, outerwear, pins, symbols, or insignia of prohibited organizations or street gangs while at school or at any school-related activity.

8. 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.

9. 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.

10. Head coverings:

a. Hats: may be worn during the school day, however during special events (i.e. Veterans Day Assembly, Black History Month, etc…) hats will be removed out of respect for our special guests.
b. Hoods: due to the nature of their ability to conceal identity, vapes, and headphones, they are not to be worn in school.
c. Head coverings that can be perceived as symbols or insignia of prohibited organizations or street gangs shall not be worn.
d. Head coverings for the purpose of religious observations or hair restraint are acceptable.

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, and hall passes, or parking permits may be withheld.

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

Alternative School: A student may be assigned to an alternative school. Although removed from his/her "regular" classes, he/she will be permitted to earn credit when work is completed on a daily basis while in the alternative school. A student in the alternative school, however, 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 proceedings,**
- **be granted a hearing before the board or its designee in order to be heard against such expulsion.**

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

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

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

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

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

3. Permanent Expulsions

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

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

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

1. illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises (ORC 293.122);

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

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.

Additional Helpful Information for Substitutes

Classroom Technology and Support

Each building is equipped with a variety of instructional technology tools (e.g., SmartBoards, projectors, Chromebooks). Substitutes are encouraged to follow the regular teacher's plans when technology is involved. If technical issues arise, please notify the front office or designated tech support person in the building.

Emergency Procedures and Drills

Emergency procedures including fire, tornado, and lockdown drills should be posted near the classroom door. Substitutes are responsible for reviewing these procedures upon entering the room and following them during drills or actual events. If you are unsure, ask a neighboring teacher or front office staff.

Important Contact Information

If you are unsure who to contact for support during your day, please reference the list below or ask the front office for help:

- Front Office/Secretary: General questions and emergencies
- Principal: Discipline issues or major concerns
- School Nurse: Student health issues
- Technology Support: Classroom tech issues (ask office for contact)
- HR Department (Alissa Putnam): Licensing or employment concerns

Maintaining Classroom Continuity

Substitutes are expected to maintain a productive and respectful environment. This includes following the lesson plans left by the teacher, engaging students in meaningful learning, and documenting any deviations or incidents in a note left for the returning teacher. Leave graded work and notes organized on the teacher’s desk.

Frequently Asked Questions (FAQ)

Q: What should I do if there are no lesson plans?
A: Contact the front office immediately. They will assist in locating plans or provide guidance.

Q: What if a student becomes ill or has a medical issue?
A: Send the student to the nurse or notify the front office right away.

Q: Who do I contact for discipline problems?
A: First, try classroom management strategies. If the issue persists, contact the office or principal.

Q: Can I use my phone during the day?
A: Personal phone use should be limited to breaks or emergencies. Keep your focus on the students and classroom.

Q: How do I get paid?
A: Complete and submit your timesheet according to the instructions in the appendix. Contact payroll with any questions.