

CENTERVILLE HIGH SCHOOL

STUDENT HANDBOOK

2020-2021



Period	Start	End
<b>WARNING BELL 7:45</b>		
Advisory	7:50	8:11
1	8:16	9:10
2	9:15	10:09
3	10:14	11:08
Class 4	11:13	12:07
Lunch 4	11:08	11:58
Class 5	11:58	12:52
Lunch 5	12:07	12:57
6	12:57	1:51
7	1:56	2:50

<b>33 MINUTE EXTENDED ADVISORY</b>		
Period	Start	End
Advisory	7:50 am	8:23 am
1	8:28 am	9:18 am (50 minutes)
2	9:23 am	10:13 am (50 minutes)
3	10:18 am	11:08 am (50 minutes)

<b>20 MINUTE PM ASSEMBLY</b>		
Period	Start	End
6	12:57	1:36
7	1:41	2:20
Assembly	2:30	2:50
Participants dismissed from class at 2:15		

<b>BLOCK A</b>	<b>PERIODS 1, 3, 6</b>
<b>BLOCK B</b>	<b>PERIODS 2, 4/5, 7</b>

<b>Block Schedule</b>	
7:50-7:55am	Advisory <small>Class change (5 minutes)</small>
8:00-9:55am	1st Class <small>Class change (5 minutes)</small>
10:00-11:55am	2nd Class
11:55am-12:50pm	Lunch <small>(55 min.)</small>
12:50-2:50pm	3rd Class

**CHS**

**BELL**

**SCHEDULES**

<b>45 MINUTE EXTENDED</b>		
Period	Start	End
Advisory	7:50	8:35
1	8:40	9:26
2	9:31	10:17
3	10:22	11:08

<b>EXAM SCHEDULE</b>		
Day 1	Day 2	Day 3
7:50-8:15 Advisory	7:50-8:15 Advisory	7:50-8:15 Advisory
8:20-8:50 Study 8:50-9:00 Break 9:00-11:00 <b>Period 1 Exam</b>	8:20-8:50 Study 8:50-9:00 Break 9:00-11:00 <b>Period 2 Exam</b>	8:20-8:50 Study 8:50-9:00 Break 9:00-11:00 <b>Period 3 Exam</b>
11:00-12:00 Lunch	11:00-12:00 Lunch	11:00-12:00 Lunch
12:00-12:30 Study 12:30-12:40 Break 12:40-2:40 <b>Period 4/5 Exam</b>	12:00-12:30 Study 12:30-12:40 Break 12:40-2:40 <b>Period 6 Exam</b>	12:00-12:30 Study 12:30-12:40 Break 12:40-2:40 <b>Period 7 Exam</b>

<b>TWO HOUR DELAY SCHEDULE</b>		
<b>THIS SCHEDULE WILL BE IMPLEMENTED ON SCHEDULED TWO HOUR DELAYS OR INCLEMENT WEATHER DELAYS</b>		
TIME	PERIOD	# OF MINUTES
9:50-10:00	Advisory	10 minutes
10:00-10:05	Change	5 minutes
10:05-10:40	1 <sup>st</sup> Period	35 minutes
10:40-10:45	Change	5 minutes
10:45-11:20	2 <sup>nd</sup> Period	35 minutes
11:20-11:25	Change	5 minutes
11:25-12:00	3 <sup>rd</sup> Period	35 minutes
12:00-12:05	Change	5 minutes
12:00-12:40	4 <sup>th</sup> Pd Lunch	40 minutes
12:05-12:45	4 <sup>th</sup> Period Class	40 minutes
12:40-1:20	5 <sup>th</sup> Pd Class	40 minutes
1:20-1:25	Change	5 minutes
12:45-1:25	5 <sup>th</sup> Pd Lunch	40 minutes
1:25-2:05	6 <sup>th</sup> Period	40 minutes
2:05-2:10	Change	5 minutes
2:10-2:50 Dismissal	7 <sup>th</sup> Period	40 minutes

# CENTERVILLE CITY SCHOOLS

# OFFICIAL

# 2020-2021

Approved 10/28/2019 Board of Education Meeting  
Updated 7/14/2020

## AUGUST 2020


M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Aug 17-21 Prof Inserv Days - Closed  
Aug 24 School Open for Students

## SEPTEMBER 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Sept 7 Labor Day  
Sept 18 Prof Inserv Day - Closed

 Indicates all schools closed

## OCTOBER 2020

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28*	29*	30*

Oct 12 Columbus Day - Closed  
Oct 16 End of 1st Quarter

Attendance EL/MS 37  
Days HS 37  
Oct 28\* All Level P/T Confs 4-9 pm  
Oct 29\* No School - P/T Confs  
Oct 30\* No School - All Levels



## NOVEMBER 2020

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Nov 25-27 Thanksgiving Break

## DECEMBER 2020

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Dec 18 End of 2nd Quarter  
Attendance EL/MS 40  
Days HS 40  
Dec 21-31 Winter Break →

## JANUARY 2021

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Jan 1 Winter Break  
Jan 18 Martin Luther King Day

## FEBRUARY 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Feb 12 Prof Inserv Day - Closed  
Feb 15 Presidents' Day Observation

## MARCH 2021

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Mar 12 End of 3rd Quarter  
Attendance EL/MS 47  
Days HS 47  
Mar 26 Prof Inserv Day - Closed  
Mar 29-31 Spring Break →

## APRIL 2021

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Apr 1-2 Spring Break  
Apr 16 Prof Inserv Day - Closed

## MAY 2021

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

May 22 Graduation 9am WSU  
May 31 Memorial Day  
Attendance EL/MS 51  
Days HS 51

## JUNE 2021

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Jun 3 Last Day for Students  
Jun 3 End of 4th Quarter  
Jun 4 Prof Inserv Day - Closed

## JULY 2021

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

	EL/MS	HS
Days of Instruction	175	175
Parent Teacher Conferences (2)	10/29 10/30	10/29 10/30
Inservice (2)	8/18 9/18	8/18 9/18
Total Student Days	179	179
Other Teacher Days (5)	8/17 2/12	3/26 4/16 8/4
Total Teacher Days	187	187

The Ohio Revised Code requires districts to designate five possible make-up dates. If the five (5) day calamity day allowance is exceeded, designated dates TBA or will be added at the end of the school year. The Superintendent will announce which, if any, of these dates will be used as make-up days.

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## ***WELCOME***

Welcome to Elk Country and the tradition and spirit of Centerville High School! CHS graduates carry Elk Pride across the state and the nation. As you carry forth your part of the fine tradition established at Centerville High School, we are certain it will be a memorable experience.

This handbook is for you to use, to make you aware of the rules, policies, and information items necessary for a successful year. Please read each section closely so you will be aware of all aspects of your environment for the next school year. We will do everything possible to help keep the program in balance for all components of the community – students, teachers, parents, staff, and administrators. We value your input and know that by working together our school will continue to increase in quality and all of you will be proud to say – I am from Centerville High School. Good luck in the upcoming year!

## ***MISSION STATEMENT***

Centerville High School is a comprehensive public high school offering a multitude of curricular as well as co-curricular programs. With combined efforts of home and community, the mission of the high school is to graduate responsible and motivated citizens prepared for post-high school education and careers. Our emphases on academic excellence and a caring environment foster graduates who possess:

- Competencies in basic skills
- Effective communication skills
- Analytical thinking skills
- Problem solving skills
- Positive attitudes toward self and others

These attributes will enable students to become life-long learners capable of meeting the challenges of a changing world.

## ***PHILOSOPHY***

We believe that:

1. Learning is a life-long process that contributes to quality of life.
2. Every child is unique and capable of learning.
3. The learning process is strengthened by a cooperative effort among staff, student, parents, and community.
4. Stable home and school environments are important to a child's overall growth and development.
5. The school should be willing to adapt to a changing world.
6. Every child should have the opportunity to develop positive attitudes toward self and others.
7. A challenging learning environment encourages academic excellence.

# EMERGENCY PROCEDURES

All students need to be knowledgeable of the Centerville High School Emergency Procedures in order to respond at a moment's notice to maintain their health, safety, and security and that of their peers. All students are expected to follow these procedures which will be enforced for the good of the Centerville High School community.

**FIRE ALARM:** Upon hearing the fire alarm, note the emergency evacuation route posted on the building walls and the hall exit signs hanging from the ceiling. Exit following the posted route out of the building and move 50 yards from the exit door and off of the driveways. Movement out of the building should be swift, quiet, and purposeful. Follow any verbal directions of school officials. Remain outside until an all clear signal is given.

**TORNADO ALARM:** Upon hearing the tornado siren, note the emergency evacuation route posted on the building walls and exit following the posted route to the designated safe zone. Sit on the floor and follow the verbal directions of school officials. Remain in your position until the all clear signal is given.

**EARTHQUAKE PREPAREDNESS:** An earthquake can strike with no warning. As soon as you feel an earthquake's shaking or hear its rumble, take the following actions:

## DUCK AND COVER

## DROP AND HOLD

- Students and staff should drop to the floor and get under a desk, chair, table, or counter, and hold on tightly to the covering object.
- Put books or any item over your head to protect against hurled objects.
- Move away from the windows and glass.
- Wait for your teacher to instruct you to get up.
- Each teacher is responsible for the immediate care of their assigned class or group.
- Stay in assigned rooms until dismissed by building administrators or fire or police department.

**A.L.I.C.E.:** In the event of an intruder, the new, nationally recognized approach is called A.L.I.C.E. or Alert, Lockdown, Information, Counter and Evacuation. This method emphasizes making active decisions, such as barricading classroom doors, coordinating on-the-spot evacuations, and, if all else fails, throwing objects and using body weight to topple an intruder.

**STAY PUT STATUS:** Stay Put Status means that students and staff should remain in current areas until further notice. Stay Put Status could occur for many reasons: power shutdown, medical emergency in the building, an unwanted intruder on the premises, etc.

- Students in halls or commons areas should move to the nearest classroom.

# ***EVACUATION PLAN FOR INDIVIDUALS IN WHEELCHAIRS AND/OR NON-MOBILE CONDITION***

## **I. Second Floor Emergency Evacuation Plan**

### **A. Fire Alarm**

1. PROCEDURE: Assigned school personnel will move to the center second floor stairwell of Central, South, East, and West Units and look for individuals who are in wheelchairs or are in need of assistance. School assigned emergency personnel will assist movement to the closest safe zone second floor stairwell landing area.
2. Safe zones are located in the outside stair closest to the East/West Lanes and in the South Unit at the southernmost part of the building.
3. Emergency assigned personnel will stay with non-mobile individuals in the landing area with the exit unit doors closed until such time that a safe signal is given to return to the regular classroom routine.
4. If the emergency zone is blocked all parties must move immediately to one of the other two safe zones.
5. Unit safe zone stairwells have been identified by Centerville High School and the Centerville Washington Township Fire Department as safe zone areas which will be immediately checked upon entering the school after an emergency call.
6. Elevators may be used.

### **B. Tornado siren and/or verbal command to take cover from an approaching tornado.**

After receiving a signal from the Centerville Washington Township Fire Department to take cover from an approaching tornado, a verbal command and a tornado siren will be sounded.

1. All wheelchair and non-mobile individuals must move immediately to the Central Unit elevator.
2. All assigned staff emergency personnel are to assist individuals to the first floor.
3. Staff members will move all wheelchairs and non-mobile personnel to the South Unit Office area until an all clear signal is sounded.

## **II. First Floor Emergency Evacuation Plan for individuals in wheelchairs and/or non-mobile condition.**

### **A. Fire alarm or emergency verbal command**

1. Follow posted routes for exiting the building and the closest building exit.
2. Move away from the building to allow an easy pathway for emergency personnel to approach the building.
3. An all clear signal will notify all individuals it is clear to enter the building.

### **B. Tornado siren or verbal command to take cover for an approaching tornado.**

1. Follow posted routes for tornado safe zones.
2. Remain in safe zone with staff assistance until an all clear signal is sounded.

**THE ABOVE EMERGENCY PLAN MUST BE FOLLOWED WITHOUT EXCEPTION.**



## ***SAFE SCHOOLS***

The Centerville City Schools Superintendent, Tom Henderson, will be communicating in the fall with parents of every student in the district regarding school safety. Following is a brief excerpt from past letters to parents. For many years the school district has communicated with parents and guardians about the importance of school safety. Keeping our schools safe is everyone's business. I am again asking you to join our teacher, administrators and support staff in making school safety a combined family-school effort.

A safe school environment, one which is free of disruptive student behaviors and maximizes the opportunity for student learning, is what we all want for our children.

Principals and teachers have been asked to speak with all students about the behavior expectations outlined in the student rules and regulations that have been developed for each school building. The following are the key points that were stressed regarding school safety:

- Treat others as you would have them treat you. This simple golden rule, if followed, would keep problems to a minimum.
- Weapons and look-alike weapons are prohibited at school, on school property, or at school sponsored events.
- Fighting, threatening physical behavior, bullying and harassment are prohibited and will not be tolerated.
- Appropriate language will be expected at all times. I have asked school staff to correct students using inappropriate language and to discipline them for its use as well. How we speak to each other and interact with each other must be done in a respectful way. We must all be tolerant of our many differences, learning to appreciate our uniqueness rather than put down and ridicule those who dress, talk, and look different that we do.

While we continue to have zero tolerance for inappropriate behavior, this does not mean there will be mandatory punishments. When disciplinary action is required, the age and maturity of the child will be taken into consideration. Appropriate action will then be taken.

We have learned from a number of school-related tragedies that other students knew that violent behavior was being discussed or planned. Our students have again been asked to inform a trusted adult if he/she knows any students who have weapons at school or are threatening violence to others or themselves. Our administrative staff will follow up on all rumors to ensure the safety of students and staff. A student who thinks it, says it, and/or writes about it is just one small step from doing it. I ask for your support on this and encourage you to reinforce with your son and daughter the need to confide in a trusted adult when they become aware that another student is planning to hurt themselves or others.

### **Safe School/Student Helpline**

Safe School Helpline is a 24-hour anonymous tip line. Callers can leave a message and school officials have three school days to respond. All students must be encouraged to relay information directly to school staff or to use the Helpline!

**The Helpline number is 1-866-547-8362,**

Reporting can also be completed on line at [www.centerville.k12.oh.us](http://www.centerville.k12.oh.us).  
Click on Safety Helpline on the top of the screen.

### **Summary**

By working together (home, school, and community) we can achieve the safe and orderly school environment we all desire. Please assist us by discussing the expectations we have established for your child's behavior at school and at school related events. Report behaviors that seem to be suspicious or unusual to a school official or staff member. The old adage, "An ounce of prevention is worth a pound of cure", certainly applies here. Information shared will be thoroughly investigated and may prevent a student from hurting himself or others.

School safety is everyone's business. Thank you for partnering with us to make your child's school a safe environment that maximizes the opportunity for learning.

## ***SCHOOL RESOURCE OFFICER***

Following tragic school violence incidents in 1999, the Centerville City Schools entered into cooperative agreements with the local law enforcement agencies to provide School resource Officers in schools. School and law enforcement officials have developed a beneficial, cooperative working relationship to enhance school safety.

The School Resource Officers are in school to assure the peaceful operation of school-related programs. The School Resource Officers are, first and foremost, police officers and must fairly and consistently enforce laws. With regular attendance in schools, the officers have become more involved in student discipline and have taken action in incidents such as fights, thefts, and harassments, which before were just handled through school disciplinary procedures. The net effect has been a safer school environment but the punishment for misbehavior on certain offenses has increased with both the school officials and law enforcement officers (officers have read students suspected of violations their Miranda rights and contacted parents) having taken action.

School Resource Officers have also made presentations to classes and acted as resources for teachers. The officers, while not professional counselors, have worked with students showing signs of extreme stress, anger, and peer conflicts as officers have notified school officials and parents that danger signs are evident and the student needs some personal attention.

School Resource Officers are NOT the school disciplinarians. It is not their job to check hall passes or to enforce school dress codes or to conduct routine locker searches. The School Resource Officers are not here to turn the school into a “jail” of sorts by making sure students are in class on time. However, the School Resource Officers CANNOT turn a blind eye to violations of the law, whether the violation takes place at school or elsewhere in the community.

## ***POLICIES AND RULES***

All policies, rules, and procedures outlined in the Centerville High School Handbook pertain to ALL curricular and co-curricular activities involving all students enrolled at Centerville High School. Our policies, rules, and procedures are in place to help make responsible citizens of those in our school community. A discipline policy made up of stated rules and consequences has been drawn together by teachers, parents and administration. Members of our school community are treated as individuals

Students are expected to conduct themselves in a respectful manner by keeping individual rights balanced with responsible behavior. Each member of the school community will be treated with respect and in turn we expect you to treat others with respect. Through these efforts, a strong community culture will remain at Centerville High School.

### ***ATTENDANCE POLICIES***

**Beginning school bell** – 7:50 a.m. Students who arrive late to school must sign in at their unit office.

Absences are counted as follows:

- a. Absent two (2) to three and one-half hours (3.5) – student is considered absent one-half day.
- b. Absent more than three and one-half hours (3.5) – student is considered absent a full day.

**Athletic Participation** – A student athlete must be in attendance one-half day to participate in a scheduled game the same day. One-half day is defined as three periods.

**Attendance** – According to state law, a student must attend school until age 18 except when one or more of the following applies:

1. In accordance with state regulations, a parent/guardian note is a request that school officials excuse a student's absence for a specified reason. The validity of any absence request shall be determined by the unit principal.
2. A student whose physical condition may prohibit attendance at school may apply to the Attendance/Resource Teacher for Home Instruction provided he/she has a physician's statement documenting his/her condition.

**Absences** – Parents are requested to call the unit office each day a student will be absent from school. Phone calls will be made to parents who have not called school before 9:00 am. Parents who have not communicated by phone must provide a written note when the student returns to school as to the reason for the absence. If no note is received within three days, the absence will remain unexcused. Students missing seven (7) days or who have ten (10) tardies will receive a letter from the high school coordinating principal requiring documentation from either a physician, dentist, nurse practitioner, or a physician assistant for future absences to be excused. The medical documentation must be renewed each school year.

### **DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES - Per House Bill 410**

1. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours with or without a legitimate excuse;
  - b. Absent 42 or more hours in one school month with or without a legitimate excuse;
  - c. Absent 72 or more hours in one school year with or without a legitimate excuse.
2. Definition of 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse;
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

Administrators or their designee will monitor these thresholds and coordinate absence intervention team meetings as needed.

**We encourage parents to provide documentation for medical appointments.**

## **Excused Absences**

- a. Personal illness
- b. Death in the family
- c. Illness in the family
- d. Emergency at home
- e. Observance of a religious holiday
- f. Court appearance
- g. Special administrative permission
- h. School related activity
- i. College visit during senior year
- j. Travel with parents

For absence reasons a. through d. a phone call the morning of the absence will excuse the absence unless medical notes have been required.

For absence reasons e. through j. a Planned Absence Form or a School Related Activity Form should be completed before the scheduled absence. These forms are available in each unit office.

For a scheduled doctor appointment, parents should alert the unit office by phone or written note that a student must be excused from school that day. Once a note or phone call has been received, the student may sign out in the unit office to leave for the appointment. Students who arrive late to school from a doctor appointment must provide a note from the doctor's office. Upon return to school students must sign in at their unit office.

Students are responsible the first day back to school for collecting missed assignments for make-up. For a one day absence, students are responsible for submission and/or completion of previously assigned class work, including quizzes, upon their return.

For extended absences (two days or more), students are granted the same number of days to complete the work as days absent. Teachers have the privilege of establishing make up deadlines providing the days allowed are not less than those specified in the policy. Assignments are due at the beginning of the class period on the day following the make-up period. Example: Absent Monday and Tuesday – make-up work due Friday at the beginning of the class period. Teachers may determine that an assignment is unable to be repeated. In that case the student's grade will be calculated as per the teacher's written grading policy.

Absence from advisory is to be counted the same as any other classroom period.

**During an out-of-school suspension, students are responsible for contacting their teachers to get make-up work. All make-up work is due to the classroom teacher upon the student's first day of return from suspension. Any test, quiz or other assessment assigned on a day during the suspension or on the first day of return must be taken that day.**

## **Unexcused Absences – Examples include but are not limited to:**

- a. Shopping trips
- b. Job searching
- c. Visiting other schools
- d. Non-medical appointments
- e. Oversleeping
- f. Missing the school bus
- g. Employment
- h. Car trouble

Unexcused absences will result in students being assigned consequences per the Rules and Regulations.

## ***RULES AND REGULATIONS***

The action set forth shall be considered routine disciplinary measures for each category and occurrence of events and shall be administered in accordance with the policies and regulations of the Centerville City Schools. By “routine disciplinary measures” it is intended that the penalties delineated shall be considered the standard penalty to be imposed for the offenses described. In incidents where multiple/extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures, such as in loss of driving privileges, school suspension, longer suspensions (not to exceed ten school days), suspensions from bus riding privileges or co-curricular activities for up to one (1) year, expulsion, or other appropriate measures. Similarly, the school official may, at the hearing, consider matters in mitigation and lessen routine disciplinary measures.

### **Description of Consequences**

**DETENTION** – Teachers may assign reasonable detention before school, during the student’s lunch period, or at the close of the school day, but such detention should not exceed 45 minutes. Students must be given 24 hours’ notice, however, the student may waive this right. A child transported in a school bus should not be made to miss the bus, except with the permission of the parents and if other transportation is available. Office assigned detentions will be served after school from 3:15-3:45.

**EXTENDED SCHOOL DETENTION** - Centerville High School’s Extended School Detention Program is designed to serve as an alternative to suspension for CHS students who violate the high school rules and regulations. This does not include violations involving drugs, alcohol, tobacco, weapons, or violence. Attendance at Extended School Detention is considered a privilege and not an automatic right; the program is designed to be a learning experience as well as to provide a consequence for inappropriate behavior. Students assigned to Extended School Detention will be permitted to participate in all co-curricular activities as a participant or spectator. Placement of a student in Extended School Detention will be at the discretion of the unit principal. The number of Extended School Detention assignments will be based on the Centerville High School Rules and Regulations.

**SELECTIVE INTERVENTION** – Selective Intervention (In-School Suspension) is an alternative to out-of-school suspension that removes a student from the classroom for a period of time, while still allowing students to attend school, access services, and complete their work. Students may be assigned Selective Intervention for a multitude of offenses that violate the Student Code of Conduct. It is the discretion of the unit principal to assign a student to Selective Intervention and the length of time to which the student will serve. A student assigned to Selective Intervention spends the entire day in the designated location, completing work submitted in advance by the student’s teachers, while being monitored by a certified staff member. Students are eligible to receive the same services as they would in the classroom. Students assigned to Selective Intervention are not to participate in or attend co-curricular/extra-curricular activities during the length of day(s) assigned.

**SUSPENSION AND EXPULSION** - A school principal may assign an out-of-school suspension for a period not to exceed (10) ten days. The superintendent may expel a pupil for a period not to exceed eighty (80) days, except for weapons violations which will result in an expulsion up to one (1) year. Whenever such disciplinary action is necessary, the principal in the case of suspension, or the superintendent in the case of expulsion, will notify the child’s parents of the hearing and the reasons thereof in writing. In the case of suspension, no student under 18 may be suspended during school hours and sent home unless parents are contacted, except in cases where the student’s continued presence poses a danger to other members of the school community or will disrupt the orderly operation of the academic setting. Students assigned an out-of-school suspension are not to be on school grounds at any time during the length of their suspension. Students who are identified as being on school grounds during an out-of-school suspension will have additional days added to their suspension or be charged with trespassing. Students serving suspension are not to participate in or attend co-curricular activities. Per Senate Bill 318, students may complete make-up classwork up to 70% credit. The student is responsible for contacting his/her teachers to obtain classwork assigned during the suspension. All classwork is due the day a student returns from suspension. If school is cancelled on a scheduled day of suspension, the suspension will be served on the next available day(s). A suspension decision may be appealed to the Coordinating Principal within five (5) days from the date of this notice.

**All consequences, unless specifically delineated, refer to a potential range of actions and are not necessarily progressive as listed.** Emergency removal of a student from school may be necessary in order to determine any consequences that may be warranted. Any student who aides or assists another in violating the rules and regulations shall be deemed equally responsible for the offense and may receive the same consequence(s). In severe situations, a student who witnesses a violation of the rules and fails to report it shall be deemed equally responsible for the offense and may receive the same consequence(s).

## **A. TRUANCY**

This is defined as the student failing to be present in his assigned class or non-class area, except by permission. Identification of violators of this rule must, primarily, originate with classroom teacher or adult aide. Principals determine truancy. When the student is referred to the unit office for truancy, said student is judged excused or unexcused or truant by the unit principal. Truancy/Unexcused absences from class will result in lack of credit for the class period missed and may result in the loss of driving privileges.

### **CONSEQUENCES:**

<b>First Offense:</b>	Student must be referred to the unit principal who will issue an Extended School Detention of one day.
<b>Second Offense:</b>	Student will be issued two (2) Extended School Detentions.
<b>Third and Succeeding Offenses:</b>	Selective Intervention. Due to the recurring nature of this offense, additional consequences may apply. This includes, but is not limited to, privileges associated with lunch, parking, and attendance/participation in extra-curricular events. Referred to the Centerville City Schools' attendance and resource teacher, and may be referred to the Superintendent of Schools for legal action pursuant to House Bill 410.

## **B. TARDINESS TO CLASS/SCHOOL (BY SEMESTER)**

This is defined as the student failing to be present by the time stated for the particular activity to begin.

### **CONSEQUENCES:**

<b>First Offense:</b>	Student will be reminded of the rule in a firm but respectful manner.
<b>Second Offense:</b>	The instructor will warn the student that the next offence will necessitate a detaining consequence.
<b>Third Offense:</b>	The student will be assigned a thirty minute tardy detention.
<b>Fourth Offense:</b>	The student will be assigned a thirty minute tardy detention.
<b>Fifth Offense:</b>	The student will be referred to the unit principal for assignment of a one (1) day Extended School Detention.
<b>Sixth Offense:</b>	The student will be referred to the unit principal for assignment of two (2) Extended School Detentions.
<b>Seventh and Succeeding Offenses:</b>	The student will be referred to the unit principal for assignment of two (2) Extended School Detentions <b>and</b> loss of driving privileges/closed lunch. Medical documentation may be required.

## **C. POSSESSION AND/OR USE OF INTOXICANTS, ILLEGAL DRUGS, CONTROLLED SUBSTANCES, COUNTERFEIT DRUGS, AND/OR PARAPHERNALIA WITHIN THE DRUG FREE SCHOOL ZONE.**

The possession and/or use (including, but not limited to, consumption, inhalation, or ingestion) of any intoxicant, illegal drug, controlled drug, counterfeit drug, or any paraphernalia either intended or adapted for use with such substances described above, is strictly prohibited within the Drug Free School Zone. Such prohibition shall be deemed to include possession and/or use:

1. In a school building;
2. On school grounds;
3. On school provided transportation;
4. At any school sponsored activity;
5. In any private or public transportation while on school grounds or participating in or en route to/from a school sponsored activity;
6. The Drug Free School Zone includes all school properties, any school transportation vehicle, buildings owned by the Board of Education, any property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties.

A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. In the opinion of supervisory personnel of the school or school sponsored activity, if there is reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, then the student will be requested to submit to a chemical analysis of breath to determine the presence or absence of alcohol.

**ORC – OHIO REVISED CODE**

**POSSESSION/USE OF ANY SUBSTANCE LISTED IN THE OHIO REVISED CODE AS A FELONY WILL AUTOMATICALLY RESULT IN A TEN (10) DAY SUSPENSION AND RECOMMENDATION FOR EXPULSION.**

***CONSEQUENCES:***

First Offense during a school lifetime at Centerville High School:

1. Parents shall be notified and the student shall be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident.
3. Consultation with parents and student emphasizing available counseling and/or treatment services may be conducted. The student may attend a conference with the Centerville High School Substance Abuse Counselor upon returning to school.
4. The student shall be suspended from school for five (5) days and lose driving privileges.
5. The student may be recommended to the Superintendent of Schools for expulsion from school.
6. The student may be required to meet with the High School Principal and/or Superintendent prior to returning to school.

Second Offense during school lifetime at Centerville High School

1. Parents shall be notified and the student shall be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident.
3. Consultation with parents and student emphasizing available counseling and/or treatment may be conducted.
4. The student shall be suspended from school for ten (10) days and lose driving privileges. Prior to the reinstatement, the student and parent(s) or legal guardian may attend a conference with the High School Principal and the Substance Abuse Counselor.
5. The student may be recommended to the Superintendent of Schools for expulsion from school.
6. The student may be required to meet with the High School Principal and/or Superintendent prior to returning to school.

Third Offense or subsequent lifetime offense at Centerville High School

1. Parents shall be notified and the student shall be removed from school for the remainder of the day.
2. The appropriate law enforcement agency shall be notified of the incident.
3. Consultation with parents and student emphasizing available counseling and/or treatment may be conducted.
4. The student shall be suspended from school for ten (10) days, lose driving privileges and be recommended to the Superintendent of Schools for expulsion from school. Prior to reinstatement, the student and parent(s) or legal guardian may attend a conference with the High School Principal and the Substance Abuse Counselor.

## **SUSPECTED USE OF INTOXICANTS, DRUGS, OR CONTROLLED SUBSTANCES**

Since mind altering substances react differently in different individuals, there are times when school officials may not be able to determine if a student shows evidence of consumption but may be aware of unusual behavior manifestations. In the interest of the student's health in such cases, the school official may request an immediate medical examination and/or an evaluation for the presence of substances through a combination of blood, urine, or breathalyzer test in order to determine the student's condition. Tests must take place within two (2) hours of leaving school property. If it is determined that a student shows evidence or if the request for a medical exam and/or testing is refused, the disciplinary actions as specified under the Possession and Use section of the policy shall apply. If the findings from the medical examination and/or tests are negative, no penalties shall apply.

### **D. SELLING, DISTRIBUTING, OR TRANSMITTING INTOXICANTS, ILLEGAL DRUGS, CONTROLLED SUBSTANCES OR COUNTERFEIT DRUGS WITHIN THE DRUG FREE SCHOOL ZONE.**

Selling or intent to sell, distributing, or transmitting any quantities of intoxicants, illegal drugs, controlled substances or counterfeit drugs in any form within the Drug Free School Zone as defined below or at any school sponsored activity, whether on school property or not, is prohibited at any time. (The Drug Free School Zone includes all school properties, any school transportation vehicle, buildings owned by the Board of Education, any property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties.)

#### ***CONSEQUENCES:***

1. Parents shall be notified and the student may be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident and at their discretion conduct an investigation.
3. Student will lose driving privileges.
4. Consultation with parents and the student(s) emphasizing available counseling and/or treatment may be conducted. The student(s) may attend a conference with the Centerville High School Substance Abuse Counselor prior to returning to school.
5. The student shall be suspended out-of-school for ten (10) days and recommended to the Superintendent of Schools for expulsion from school.

### **E. POSSESSING, SELLING, DISTRIBUTING, OR TRANSMITTING NON-CONTROLLED PRESCRIPTION MEDICATION, NON-PRESCRIPTION SUBSTANCES AND/OR OVER THE COUNTER SUBSTANCES WITHIN THE DRUG FREE SCHOOL ZONE.**

Students are to follow the "Medication Policy" and when required, store prescription, non-prescription and/or over the counter substances in the school clinic. Possessing, selling or intent to see, distribution or transmitting any quantities of prescription, non-prescription medication and/or over the counter substances in any form within the Drug Free School Zone as defined below or at any school sponsored activity, whether on school property or not, is prohibited at any time. The Drug Free School Zone includes all school properties, any school transportation vehicle, and buildings owned by the Board of Education, any property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties.

#### ***CONSEQUENCES:***

1. Parents shall be notified and the student may be removed from school for the remainder of the day.
2. The appropriate law enforcement agency may be notified of the incident and at their discretion conduct an investigation.
3. Consultation with parents and the student(s) emphasizing available counseling and/or treatment may be conducted. The student(s) may attend a conference with the Centerville High School Substance Abuse Counselor prior to returning to school.
4. The student(s) may be assigned Extended School Detention, and/or out-of-school suspension, loss of driving privileges, and could be recommended to the Superintendent of Schools for expulsion.



## **F. POSSESSION AND USE OF TOBACCO**

Senate Bill 218, the Youth Tobacco Possession Bill, makes it illegal for individuals under the age of 18 years to attempt to purchase or to purchase, possess, use, or order cigarettes, other tobacco products, vapor pens, vaporizing substances, e-cigarettes, or papers used to roll cigarettes. Regardless of the age of the student, the possession, and/or use of tobacco products in any form is prohibited at any activity sanctioned or supervised by the Centerville School District. This includes any paraphernalia such as pipes, e-cigarettes, vaping devices, rolling papers, and lighters/matches. The Drug Free School Zone includes all school properties, any school transportation vehicle, buildings owned by the Board of Education, and property associated with a school activity, and the area extending 1,000 feet beyond the boundaries of such properties. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

### ***CONSEQUENCES:***

If students are in violation of the tobacco policy as set forth in the preceding paragraph, the following consequences will be applied:

**First Offense:** Any student who possesses, smokes, vapes, or uses tobacco in any form will be assigned three (1) day out-of-school suspension and must complete a formal Tobacco/Vaping Diversion Program within two (2) weeks of the infraction date and provide the appropriate documentation to his/her unit principal. The student will be referred to the Substance Abuse Counselor and the appropriate law enforcement agency if under the age of 18. The student may also lose driving privileges. If the diversion program is not completed within this time frame, the student will be assigned an additional two (2) days out-of-school suspension.

**Second Offense:** The second possession offense within the school lifetime of the student shall result in a suspension out-of-school for three (3) days. The second use offense within the school lifetime will result in a suspension out-of-school for five (5) days and will be referred to the Substance Abuse Counselor and the appropriate law enforcement agency if under the age of 18. Students may also lose driving privileges.

**Third and Succeeding Offenses:** The third possession offense with the school lifetime of a student shall result in suspension out-of-school for five (5) days. The third offense of use during the school lifetime of a student shall result in suspension out-of-school for ten (10) days with a recommendation to the Superintendent for expulsion and will be referred to the Substance Abuse Counselor and the appropriate law enforcement agency if under the age of 18. Students may also lose driving privileges.

## **G. USE, SALE, OR POSSESSION OF EXPLOSIVES OR WEAPONS**

Possession, sale, distribution or use of explosives, firearms, knives, or any item which could inflict bodily harm or create a disruption in a school building, or on school property, or at any school related activity, or directed toward any school property is prohibited. All explosives or weapons will be confiscated by the unit office and not returned to the student. Board Policy also prohibits a student from having in his possession any object indistinguishable from a firearm (or look alike firearm), whether or not the object is capable of being fired. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

### ***CONSEQUENCES:***

A student who brings explosives, firearms, knives, or dangerous weapons on to school property can be suspended for up to ten (10) days and/or expelled for one (1) year unless the Superintendent determines a reduction of the penalty is appropriate pursuant to Board Policy. Centerville Police Department or other appropriate law enforcement authorities may be notified. All students involved may lose driving privileges.

## **H. USE, SALE, OR POSSESSION OF FIREWORKS**

Possession, sale, distribution, or use of fireworks on school property, at any school related activity (on or off school property), or directed toward any school property is prohibited. A students who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequences.

#### *CONSEQUENCES:*

A student who brings fireworks on to school property may be suspended or can be expelled for one (1) year unless the Superintendent determines a reduction of the penalty is appropriate pursuant to Board Policy. Centerville Police Department or other appropriate law enforcement authorities may be notified. All students involved may lose driving privileges.

### **I. ARSON, UNAUTHORIZED USE OF FIRE, SETTING OFF FALSE FIRE ALARMS, FILING FALSE EMERGENCY REPORTS, TAMPERING WITH FIRE EQUIPMENT, BOMB THREATS, OR INDUCING PANIC.**

Any act which could inflict bodily harm or create a disruption in a school building, on school property, at any school related activity, or directed toward any school property. A student who commits, aids or assists another in committing any of the above infractions shall be deemed equally responsible for the offense and may receive the same consequence.

#### *CONSEQUENCES:*

Student/principal conference, Extended School Detention, out-of-school suspension, referral to the Superintendent of Schools with recommendation for expulsion. Centerville police may be notified. All students involved may lose driving privileges.

### **J. TRAFFIC ACCIDENTS ON SCHOOL GROUNDS**

Any student involved in a traffic accident on school grounds is required to notify CHS Security immediately to secure assistance with the exchange of vital information. Students who fail to follow this policy will be subject to the following consequence.

#### *CONSEQUENCES:*

Student/principal conference, Detention, Extended School Detention, Selective Intervention, Out-of-School Suspension and/or loss of driving privileges.

### **K. STUDENT PARKING**

Students who drive to school and park in the student parking areas are required to purchase and display, from the rear view mirror, an official grade-appropriate, current year parking permit. Students are prohibited from parking in the front visitor lot, teacher parking lots, athletic lot, or the lawn around the building. In the event a student loses his/her pass, another pass must be purchased. The parking permit grants the student the **privilege** to park a vehicle on school property with agreement and acceptance of the following conditions and payment of the permit fee.

1. Student vehicles may be parked in student parking areas only.
2. Student vehicles are not permitted to be parked in the Band Lot after 3:10 p.m. on days during which there is any scheduled band activity.
3. Students may not have in any vehicle parked on school property any alcohol, drugs (except prescription medication for which a school medication form has been filed with the school nurse), tobacco products, weapons, knives (except knives or other cutting objects approved for usage in a class taken by the student), other items which students are prohibited from having on school property under the rules, regulations, and/or policies of the school or other items deemed by the administration to be detrimental to the health and safety of students, faculty, staff, or administration.
4. The Centerville City School District, its board members, administration, staff and employees are not responsible for damages to the student vehicle while on school property or for the loss of any personal property from such vehicle while on school property.
5. The school administration has the right to search and/or inspect vehicle(s) on school grounds, when there is reasonable suspicion that the vehicle contains an item or items described in the above stated item #3.
6. The student to whom the permit for parking of the vehicle is granted shall be responsible for all items found in the vehicle.

7. Any illegal or prohibited items found in a vehicle may be confiscated and will result in appropriate discipline of the student in accordance with applicable school policies and may result in prosecution.
8. In performing any search/inspection of any vehicle, school administrators may utilize police officers and devices or animals trained in location particular items.

NOTE: Any student who refuses to cooperate with the administration's request to search a vehicle will be considered "defiant" and subject to the consequences for defiance outlined under Rule "U".

A parking permit will be issued only after a student submits a completed application which is signed by both the student and parent/guardian. After arriving at school, students are not to be in or around any automobile until they are dismissed from school, except when they are driving to and returning from lunch or are participating in an approved school related activity on another site. Students found in automobiles at any time during the day, except upon their immediate arrival and/or immediate exit to and from the parking lots, will be charged with a violation of the Parking Policy. Student parking lots are available at the south end of the high school site. All student vehicles are to be parked within the designated spaces reserved for students. Students violating the Parking Policy will be issued the following consequences.

**CONSEQUENCES:**

Student-Principal conference, Detention, Extended School Detention, revocation of driving/parking privileges, Selective Intervention, Out-of-School Suspension

**L. OPERATION OF MOTOR VEHICLE**

Safe driving, a speed of no more than 20 miles per hour and following the mandated ONE-WAY traffic pattern must be observed on school property. Pedestrians are to be given the right of way at all times. Students observed by staff or security not observing these rules may be issued the following consequences.

**CONSEQUENCES:**

Extended School Detention. Multiple offenses or severity may result in revocation of driving/parking privileges, Selective Intervention, or Out-of-School Suspension.

**M. SCHOOL RELATED BUSINESS TRANSPORTATION**

All students and or groups leaving school grounds during the school day for school related activities are expected to be transported in school provided transportation vehicles. All exceptions to this policy must have a "Parent Request for Student Travel" form on file in the Central Unit Office for the current school year. A copy of a valid Ohio driver's license and proof of automobile insurance must accompany this request form. This request must be submitted to the high school principal for approval before any exceptions are made to the transportation policy. All requests will be judged on the basis of a direct connection to a CHS approved day school class requiring business off school grounds.

**CONSEQUENCES:**

Extended School Detention. Multiple offenses may result in revocation of driving/parking privileges, Selective Intervention, or Out-of-School Suspension.

**N. PLAGIARISM/CHEATING**

**Plagiarism** is any act of submitting or representing another person's work or ideas, using passages of other people's work, or using another person's information as one's own. Plagiarism may also include using outside sources without appropriate attribution. The specific requirements for each written assignment are explained by individual teachers, and more information on plagiarism is discussed in any class with research requirements.

**Cheating** is any circumstance in which a student may gain an unfair academic advantage or compromise the integrity of class work. Cheating may include, but is not limited to, copying work from another when the work is not intended to be collaborative, obtaining a copy of an assessment or scoring device, the use of unauthorized materials that are not permitted during a test, allowing another student to copy your work, copyright infringement, putting your name on another person's work and claiming it as your own, talking during an assessment, someone

other than yourself completing an assignment or assessment, electronically submitting or receiving information pertaining to an examination or assessment, and/or compromising the integrity of an examination/assessment.

**CONSEQUENCES:**

Student/Teacher conference; parent involvement; Extended School Detention; no credit for the assignment; removal from class with loss of credit (for multiple offenses).

**O. DRESS CODE/INDECENT EXPOSURE**

Students shall dress in a manner that ensures the health, welfare, and safety of the student body and enhances a respectful, positive, nonviolent, and academic school environment. In accordance with state health standards, shoes must be worn at all times. Distracting or unsafe attire on the part of the student, as judged by the staff, will be referred to the principal and dealt with individually. Examples of unacceptable attire include:

- Halter/tube tops, spaghetti strap tops and dresses, low cut V-neck shirts and tank tops
- Any head apparel including hats, headbands, etc., unless pre-approved by the principal for medical or religious reasons
- Length of skirts, dresses, and shorts inappropriate for school
- Sunglasses
- Unbuttoned shirts and/or bare midriffs (tops must meet bottoms)
- Unsafe laboratory clothes or jewelry
- Any visible undergarments and all ill-fitting attire
- Any article of clothing or jewelry which displays, depicts, or promotes alcohol, drug or tobacco materials, violence to sexual innuendo, is prohibited during the school day and at school sponsored activities

**CONSEQUENCES:**

1. Consequences for wearing any hat or head covering and/or articles of clothing that display or depict alcohol, drug or tobacco materials, violence or sexual innuendo, as determined by school officials, will result in Detention, Extended School Detention. For repeated disregard for the dress code, Out-of-School Suspension may be assigned.
2. General dress code consequences: Student/teacher conference; principal conference; student requested to change into appropriate clothing; parent contact; Extended School Detention. For repeated disregard for the dress code, Selective Intervention or Out-of-School Suspension
3. Indecent exposure: Student/teacher conference; principal conference; student requested to change into appropriate clothing; parent contact; Extended School Detention; Out-of-School Suspension; referral to the Centerville Police Department
4. A student's absence will be classified as "Unexcused" for being sent home for a change of clothing for repeat incidents (second time and succeeding offenses).

**P. LUNCH RULES AND REGULATIONS**

Leaving campus during the lunch period is a privilege, not a right. Only junior and senior students may leave the campus during the 50 minute lunch period without school permission. It is highly recommended that junior and senior students communicate with their parents if they plan to leave campus during the lunch period. Junior and senior students leaving campus must travel by automobile. No students are allowed to walk off the school grounds unless permission is obtained from one of the unit offices. Under no conditions are freshman and sophomore students allowed to leave the campus unless a written request and permission from a parent or guardian has been approved by the student's unit office. Any junior or senior transporting freshman and/or sophomore students off school grounds without permission during lunch will be assigned ninety (90) days closed lunch and may not leave campus. Freshman and sophomore students caught leaving school grounds during lunch will be assigned ninety (90) days closed lunch. Disruptive behavior on or off school grounds during lunch may result in loss of the 50 minute lunch period and assignment to lunch time study hall and other consequence options.

**CONSEQUENCES:**

Conference with student; parent notification; placement in confined lunch study hall; loss of driving privileges; Extended School Detention; Selective Intervention; Out-of-School Suspension; referral to the Superintendent of Schools with recommendation for expulsion.

**Q. EXHIBITION OR EXCESSIVE DISPLAY OF AFFECTION**

Exhibition or excessive display of affection on school premises that offends other members of the school community as determined by the high school administration. This includes violation of the CHS Dance Guidelines.

**CONSEQUENCES:**

Conference with student, principal, and/or counselor and parents, Detention, Extended School Detention, loss of future dance privileges; loss of driving privileges; Selective Intervention; Out-of-School Suspension

**R. MEMBERSHIP IN SECRET SOCIETY**

Membership in a secret society (fraternity, sorority, gangs) or soliciting for membership is forbidden, whether or not the society exists wholly or partially in school.

**CONSEQUENCES:**

Principal/parent/student conference; Extended School Detention; Selective Intervention; Out-of-School Suspension possible; referral to Superintendent of Schools for recommendation for expulsion; referral to Centerville Police Department

**S. THREATS/HARASSMENT/HAZING/BULLYING/INTIMIDATION**

Hazing is defined as persecuting or harassing another person including degrading actions by students toward other students and staff. Students shall not engage in hazing or commit an act that injures, degrades, or disgraces a fellow student or staff member. Any form of harassment including, but not limited to, racial, religious, national origin, sex, gender, gender identity, or disability based is prohibited. Instances of threats, harassment, hazing, bullying and/or intimidation that occur outside of school but materially or substantially disrupt the educational environment and/or discipline of the school will result in the following consequences. Threatening is defined as any expression of intent to inflict harm. Such expressions may be in written, electronic, verbal or behavioral form. Severe cases of threatening/harassment/hazing/bullying/intimidation can rise to the level of menacing/stalking. Any disruption caused by social media that is an indirect or direct threat to the school community shall result in school consequences. Such cases may be referred to the Centerville Police along with school consequences. Consequences will also be assigned to students who make false reports.

**CONSEQUENCES:**

Principal and student conference; parent contact; Extended School Detention; Selective Intervention; Out-of-School Suspension; referral to Superintendent of Schools with recommendation for expulsion; referral to the Centerville Police Department

**T. SEXUAL HARASSMENT**

All students have a right to a school environment free of discrimination which encompasses freedom from sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, exposure, request for sexual favors, or other verbal or physical conduct of a sexual nature which interferes with a student's educational or co-curricular performance by creating an intimidating, hostile, or offensive environment. Any student who feels he/she has been sexually harassed should contact the principal or have his/her parent/guardian contact the principal who will have the complaint investigated. The privacy of the charging party and the privacy of the person accused of sexual harassment will be protected as much as possible.

**CONSEQUENCES:**

Student/principal conference; parent contact; Extended School Detention; Selective Intervention; Out-of-School Suspension; referral to the Superintendent of Schools with recommendation for expulsion. Serious violations will be referred to the Centerville Police Department.

#### **U. DISRESPECT/DISOBEDIENCE/DEFIANCE**

Any student who is disrespectful, disobedient, and/or defiant may be referred to the unit principal who may involve the Centerville Police Department. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offence and may receive the same consequence. Failure to comply with a reasonable search will be considered defiance.

##### *CONSEQUENCES:*

If unable to obtain a satisfactory change in behavior, the teacher may assign a detention. The Unit Principal may assign Extended School Detention and/or remove the student from the classroom for up to five (5) days. The student may lose driving privileges. In extreme or repeated cases, the principal may assign a five (5) to ten (10) day Selective Intervention or Out-of-School Suspension and withdraw the student from the course with loss of credit; referral to the Superintendent of Schools with recommendation for expulsion

#### **V. DISRUPTION**

Students should be aware of the behaviors that members of the school community normally follow in the pursuit of their responsibilities. Consequently, it is felt that to attempt to list all instances of infractions of this rule is not necessary, but some examples are as follows: excessive noise, non-verbal distractions, gambling, intentional disruption, interfering with the disciplining of another student, and distractions due to social media posts.

##### *CONSEQUENCES:*

If unable to obtain a satisfactory change in behavior the teacher may assign a detention and/or refer the student to the Unit Principal. The Unit Principal may assign detention, Extended School Detention, and/or remove the student from the classroom. The student may lose driving privileges. In extreme or repeated cases, the principal may assign a Selective Intervention or an Out-of-School Suspension and withdraw the student from the course with loss of credit; referral to the Superintendent of Schools with recommendation for expulsion.

#### **W. DISRUPTION/CELL PHONES/ELECTRONIC DEVICES**

All phones must remain off/not used and out of sight during class unless permitted by the classroom teacher for instructional purposes. **Any phone causing a disruption will be confiscated immediately by the staff.** All emergency communications between parents and students must take place through the unit offices.

Digital music, cameras, and other electronic equipment may be permitted at the discretion of the staff. Students are prohibited from recording and/or distributing any digital audio, pictures, or video without permission.

*All equipment in this category may be confiscated. Refusal to relinquish devices will result in additional consequences for disrespect/defiance. The office assumes no responsibility for the safe keeping of this equipment.*

Digital devices account for most thefts at the high school. Secure all of your belongings throughout the day.

##### *CONSEQUENCES:*

Cell phones/electronic devices confiscated will result in Extended School Detention, loss of driving privileges, Selective Intervention or Out-of-School Suspension. Parents may be required to pick up confiscated devices. NOTE: Incidents involving electronic devices used to violate the law will result in police notification.

#### **X. PHYSICAL ABUSE OF ANOTHER PERSON**

Physical abuse of any person on school premises or a school sponsored or supervised activity. Examples: fighting, hitting, personal injury, assault, pushing, horseplay, and improper physical contact.

##### *CONSEQUENCES:*

Conferences between principal and parties involved; parent conference; Detention; Extended School Detention or Suspension Out-of-School up to ten (10) days and referral to the Superintendent of Schools with recommendation for expulsion; police involvement.

## **Y. DISHONESTY**

All forms of dishonesty, including cheating, altering or use of school documents with intent to defraud. Examples: forging passes, use or possession of forged passes, parking tags, signatures, notes, copying assignments, and lying.

A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence.

### *CONSEQUENCES:*

Student/parent conference; Detention; Extended School Detention; no credit for tests or assignments; loss of driving privileges; Selective Intervention or Suspension Out-of-School up to ten (10) days; referral to the Superintendent of Schools with recommendation for expulsion; police involvement.

## **Z. THEFT/RECEIVING STOLEN PROPERTY/UNAUTHORIZED USE OF PROPERTY**

Any student who steals, attempts to steal, receives and/or uses property of another without permission, while on school property or at any school related event, is in violation of this policy. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequences.

### *CONSEQUENCES:*

Parent notification; Extended School Detention; or up to ten (10) days Out-of-School Suspension or Selective Intervention; notification of police; referral to Superintendent of Schools for expulsion; restitution

## **AA. VANDALISM**

Vandalism or damage to any school premises or property, any property of a member of the school community (on or off school property) will result in the following consequences. Any student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequences.

### *CONSEQUENCES:*

Parent notification; Extended School Detention; Selective Intervention, or up to ten (10) days Out-of-School Suspension; notification of police; work detail; referral to Superintendent of Schools for expulsion; restitution

## **BB. USE/POSSESSION OF VULGAR OR UNACCEPTABLE LANGUAGE, MATERIALS OR GESTURES**

Students who use unacceptable language, materials, and/or gestures will receive the following consequences. This includes materials found in electronic devices. Also includes sexting or possession of any inappropriate material(s) involving a minor.

### *CONSEQUENCES:*

Conference with student; parent notification; Extended School Detention; Selective Intervention; or Out-of-School Suspension; referral to Superintendent of Schools for expulsion; police notification

## **CC. DEMONSTRATING UNUSUAL BEHAVIOR**

Any unusual, observable behavior demonstrated by a student will be referred to the Unit Principal who will make a decision concerning the student's ability to effectively function in the school environment.

### *CONSEQUENCES:*

Refer to the school nurse; parent contact; Detention; Extended School Detention; Selective Intervention or Out-of-School Suspension or student sent home for the day

#### **DD. LOITERING, UNAUTHORIZED ENTRY AND/OR TRESPASSING**

Loitering, unauthorized entry, and/or trespassing shall be defined as any student entering the facility, part of the facility, and/or secured area without permission. This applies to any property owned by the school district/board. A student who aids or assists another in committing the above infraction shall be deemed equally responsible for the offense and may receive the same consequence. **Students are not permitted in the school building unless involved with a scheduled, supervised activity.**

##### *CONSEQUENCES:*

Student/principal conference, parent notification, Extended School Detention; Selective Intervention or Out-of-School Suspension; issue notice of trespass, referral to Centerville Police Department.

#### **EE. CONSUMPTION OF FOOD AND BEVERAGE/LITTERING**

Consumption of food and drink is restricted to designated areas and designated times. Littering is defined as leaving trash anywhere on school property or at a school event.

##### *CONSEQUENCES:*

Any student who violated this rule will be referred to the Unit Principal who will assign a three (3) day, 20 minute per day, clean up detail in the unit lunchroom during the student's assigned lunch period. This clean up detail will include washing tables and assisting the custodian in the lunchroom. Additional consequences of Detention, Extended School Detention, Selective Intervention or Out-of-School Suspension may be assigned.

#### **FF. OUT OF ASSIGNED AREA**

Out of assigned area or in a hall during class time without permission. This includes leaving class prior to the bell or leaving school after arrival in the morning.

##### *CONSEQUENCES:*

Conference with Unit Principal; Detention; Extended School Detention or Out-of-School Suspension

#### **GG. FAILURE TO SERVE ASSIGNED DETENTION**

Any student who fails to serve an assigned will be assigned the following consequences.

##### *CONSEQUENCES:*

Student/principal conference; Extended School Detention; Selective Intervention or Out-of-School Suspension

#### **HH. ACCUMULATION OF EXTENDED SCHOOL DETENTIONS/FAILURE TO EFFECTIVELY SERVE EXTENDED SCHOOL DETENTIONS**

Any student who does not effectively serve Extended School Detention may be assigned closed lunch in the Selective Intervention room and/or multiple Extended School Detentions.

##### *CONSEQUENCES:*

Students who fail to serve Extended School Detention or accumulate three (3) or more Extended School Detentions will receive:

First Offence: Two (2) days Selective Intervention

Second Offence: Three (3) days Selective Intervention and/or suspension or privileges associated

Lunch, parking, and attendance/participation in extra-curricular events.

Third and Succeeding Offenses: Three (3) days Out-of-School Suspension. Due to the recurring nature of this offense, additional consequences may apply. This includes, but is not limited to, privileges associated with lunch, parking, and attendance/participation in extra-curricular events.

## **II. NOTE POLICY VIOLATION**

**Failure to submit a note for absence within three (3) days will result in the absence being classified as "unexcused".**



#### **CONSEQUENCES:**

First Offense: Warning issued and review of policy with student  
Second Offense: After School Detention  
Third Offense: Extended School Detention  
Fourth and Succeeding Offenses: Two Extended School Detentions assigned; Selective Intervention. Due to the recurring nature of this offense, additional consequences may apply. This includes, but is not limited to, privileges associated with lunch, parking, and attendance/participation in extra-curricular event.

- Should Selective Intervention be assigned due to “Failure to Serve Extended School Detentions”, the student will also be required to serve the Extended School Detentions and be assigned the necessary number of daily lunch detentions until all remaining Extended School Detentions are served.

#### **JJ. SIGN IN/OUT VIOLATION**

**Students arriving late or leaving early are required to sign in/out through their unit office.**

#### **CONSEQUENCES:**

First Offense: Warning issued and review of policy with student  
Second Offense: After School Detention  
Third and Succeeding Offenses: Extended School Detention assigned; Selective Intervention. Due to the recurring nature of this offense, additional consequences may apply. This includes, but is not limited to, privileges associated with lunch, parking, and attendance/participation in extra-curricular event.

#### **KK. SENIOR PARTICIPATION IN YEAR-END CEREMONIES**

Seniors eligible to graduate are expected to follow CHS rules and regulations and behave in a respectful manner. Participation in year-end graduation activities is a privilege and not a guaranteed right. Eligible students will receive a diploma, but can be denied the privilege of participating in year-end activities such as the senior picnic, any recognition assembly and/or the commencement ceremony. Candidates for graduation are expected to exhibit mature behavior. If students do not wear the proper attire, act immaturely, try to gain attention, have intoxicants in their systems, and/or show disrespect toward their peers, the ceremony, or their teachers, they will be removed immediately from the ceremony by security. Decoration of cap and gown is prohibited. All rules and regulations of the Wright State University Nutter Center are also in effect.

#### **CONSEQUENCES:**

Student may lose the privilege of participating in any school related activity including commencement.

#### **LL. UNAUTHORIZED SALES/FUNDRAISERS**

Students are not permitted to sell any items for personal profit on school premises. Examples: calculators, watches, soft drinks, snacks. All fundraisers must be approved by the Coordinating Principal.

#### **CONSEQUENCES:**

Conference with Unit Principal; Detention; Extended School Detention; Out-of-School Suspension

#### **MM. COMPUTER USE BY STUDENTS**

##### **Student Access to Networked Information Resources - Acceptable Use Policy**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the district with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for education purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

### **District Computer Network / Internet Rules**

The purpose of the District computer network is to further the learning of students in the District. Access to the District computer network, and through it Internet resources, is given to students who agree to act in a considerate and responsible manner. Use of the District computer network is a privilege, not a right. Access requires responsible and lawful use.

### **Student User Agreement**

Parental permission is required for students to have independent access to resources via the Internet. Below is the Student User Agreement form that must be signed by the student and the parent to access Centerville networked resources, including Internet access.

### **Unacceptable uses of District Computer Networks**

The following behaviors are examples of unacceptable uses of district computing equipment and are not permitted. This list is not intended to include every prohibited behavior.

Sending, receiving, or displaying offensive messages or pictures, including ethnic or gender related slurs or jokes  
Using obscene language or gestures

Using district computer resources for purposes without clear educational value  
Threatening, harassing, insulting, or attacking others  
Damaging computers or any items relating to computer systems, either physically or by intentionally altering software with viruses, "worms," or similar methods  
Violating copyright laws or revealing trade secrets  
Using another person's password, disclosing one's own password to others, or impersonating someone else  
Trespassing in another person's folders, work, or files  
Intentionally wasting limited resources (such as network bandwidth, disk space, and/or consumables)  
Using district computing resources for non-school-related commercial purposes and/or transactions  
Using district computing resources for illegal purposes

**CONSEQUENCES:**

- a) Violations may result in loss of access.
- b) Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.
- c) When applicable, law enforcement agencies may be involved.

**General Guidelines for the Use of the Computers at the High School**

1. Student workstations are to be used by students with teacher permission and/or supervision. Students are to use only those programs to which their teacher(s) have given them access. Teacher workstations are for classroom presentations and classroom instruction.
2. Students are to use only the password of record for them in order to gain access to the network. Students are not to log on the network with any other ID name. Furthermore, students should not share their password with any other student or individual.
3. Students may NOT install programs, including CDs, or download programs from the Internet (including wallpaper, graphics, freeware/shareware, etc.) on the district's computers without prior permission from the building network administrator.
4. Students may only use the Novell login screen to access the system. Accessing network administrator files, teacher files, or other student files, unauthorized use of DOS, or the use or installation of non-school owned programs will place students into the suspension/expulsion category of the consequences list.
5. Students who aid or assist other students in computer misuse or computer tampering shall be deemed equally responsible for the offense and may receive the same consequences.
6. Issues related to vandalism, plagiarism, dishonesty, and theft as outlined in the current Code of Conduct apply to the use of computer network, individual workstations, and other peripherals, software, and all electronic files.

**CONSEQUENCES**

High School violations of this policy will require the implementation of consequences from the following range of options:

Principal/student conference  
Parent contact/notification  
Extended School Detention  
Out-of-school suspension or selective intervention  
Recommendation for expulsion to the Superintendent  
Restitution for costs involved in restoring the integrity of the network and or individual computer workstations in addition to any of the above consequences.

## **GENERAL POLICIES**

### **CENTERVILLE - KETTERING - OAKWOOD, COOPERATIVE VOCATIONAL DISTRICT**

#### ***Statement of Discipline Code for Cooperative District:***

When students from Centerville, Kettering, or Oakwood attend a vocational class in a cooperative district school (hereafter called the visiting school) other than their official attendance district school (hereafter called the home school), they assume the responsibility of following the discipline code of the visiting school. Upon violation of the visiting school's discipline policy, the student will be responsible for carrying out the consequence stipulated by the visiting school up to and including out-of-school suspension. Students deviating from the home school rules and regulations while attending the home school will receive the consequences of the home school discipline policy.

When students reach a point of expulsion from a career education class due to deviation from the written discipline code of the visiting school, the home school will be notified in writing and the student will return to the home school. The home school will accept the responsibility for the deviating student's future educational plans.

## **GRIEVANCE PROCEDURE**

### **SECTION I- DEFINITIONS**

- A. A grievance is a complaint by a student of Centerville High School that there has been to the student a violation misinterpretation, or unfair application of a written rule or policy governing students found in Board Policy or this Student Handbook, provided, however, this grievance procedure may not be utilized regarding any subject matter which may be handled through any other procedure established either by Board Policy or State Law.
- B. "Days" shall mean school working days.

### **SECTION II - PURPOSE AND BASIC POLICY**

- A. The fundamental purpose of this procedure is to secure at the earliest possible step equitable solutions to the problems which may arise.
- B. Nothing contained herein will be construed as limiting the right of any student having a grievance to discuss the matter informally with any member of the school staff at any time during the procedure.
- C. It is a basic policy that no reprisal of any kind shall be taken by anyone against any student, parent, teacher, or administrator because he or she was involved in the grievance procedure.
- D. Since it is important that a grievance be processed as rapidly as possible, the number of days at each step should be considered a maximum, and every effort should be made to expedite the process. The time limit specified may be extended by mutual agreement of all those involved in that step of the grievance procedure.
- E. Failure at any step of the procedure to communicate the resolution of the grievance to the student shall permit the student to go on to the next step.
- F. Failure on the part of the student to go to the next step within the stated time limits shall mean the student agrees to the resolution at that step.

### **SECTION III - PROCEDURES**

- A. It is a basic policy of the student grievance procedure that the student shall discuss his/her grievance informally with the person(s) with whom the grievance is concerned. This initial discussion must take place within two (2) days of the occurrence of the event which gives rise to the grievance. The student, teacher, or principal may bring another person to this informal conference to act as an observer only. The informal conference will be formed to the extent that both parties are aware of the time, date, place, and who will attend 24 hours in advance of the conference. It is expected that the great majority of cases will be resolved in this informal fashion. However, where this is inadequate, the student may proceed to the first step of the grievance procedure.

**B. Step One** - If the student is not satisfied with the resolution at the informal level, he or she shall within two (2) days submit it in writing, on an official form, a grievance involving a teacher to the Unit Principal.

- The Unit Principal is responsible for testing the grievance for its conformity to the definition and may nullify the grievance if it does not conform, explaining the reasons to the student in writing and informing

the student of recourse through his/her parents with the complaint procedure in Section 1.04 of the School Board Policy Manual or under state law.

- If the grievance involves the Unit Principal, the student may skip this step and proceed to Step Two. The Unit Principal shall consider the grievance, confer with both parties (either individually or as a group), and report the resolution in writing to both parties within three (3) days.

- C. **Step Two** - If the student is not satisfied with the resolution at Step One, or if the grievance involves the Unit Principal, the student shall within five (5) days submit the written grievance to the Coordinating Principal. The Coordinating Principal shall consider the grievance, confer with both parties (either individually or as a group), and report the resolution in writing to both parties within three (3) days.
- D. The resolution at Step Two as implemented by the Coordinating Principal shall be final and binding on all parties unless the parents of the student involved file a complaint to the Superintendent or the Superintendent's designated representative and proceed as outlined in the "Philosophy and Procedure for Resolving Complaints Against Principals and Teachers", Section KLB and or KLD in the Policy Manual available at the Board of Education Office. The designated representative for Title 9, sex discrimination grievances is the Superintendent of Schools or his designee.

#### **SECTION IV**

- A. All meetings described in this procedure shall be private. At no time shall any confidential file be open to the public.
- B. Release to the public or media of information concerning the results or proceedings of any of the aforementioned meetings other than those communications already provided for must be approved by all parties involved.
- C. If a grievance affects a group or class of students, after informal discussions with the appropriate teacher, Unit Principal, or Coordinating Principal by representatives of the group, the procedure shall be used as described for individuals beginning at the step which is congruent with effect of the grievance.
- D. If the grievance is filed by any student under the age of 18; the grievance must also be signed by the parent or guardian of the student to be a valid grievance.
- E. Documents, communications, and records dealing with the processing of the grievance shall be filed separately from the student of personnel files of the participants.
- F. This procedure does not replace Section KLB or KLD of the School Board Policy Manual, but rather adds details at the building level.

#### **FORMAT FOR FILING A STUDENT GRIEVANCE**

**NAME:**

**SCHOOL:**

**DATE FILED:**

**PERSON WITH WHOM GRIEVANCE IS CONCERNED: DESCRIBE THE GRIEVANCE: (Include factual details such as time, place, persons involved and events that occurred. Show what written school rule or school board policy is involved.)**

**You are to discuss this informally with the person involved before filing this formal grievance.  
Have you done so?**

**What was the outcome?**

**Who was present?**

**SIGNATURE OF PARENTS: \_\_\_\_\_**

**I am aware that my son/daughter is pursuing the student grievance procedure.**

## ***TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES***

### **Alleged Discrimination Grievance Procedure**

In accordance with the U. S. Department of Education and the Ohio Department of Education, Office for Civil Rights (OCR) Guidelines, any student/professional staff; e. g., teachers, counselors, or supervisors who believe that the Centerville City School District, or any school official has inadequately applied the principles and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin) Title IX of the Education Amendment Act of 1972

(sex/gender), Section 504 of the Rehabilitation Act of 1973 (disability; e.g., Special Education and Orthopedic), or the Age Discrimination Act of 1975, as amended, 20, U. S. C. et. seq., which prohibits discrimination on the basis of age in educational programs receiving financial assistance, she/he may file a complaint, which shall be referred to as a formal grievance. It is recommended that the grievant attempt to solve the alleged discrimination complaint informally at the principal/supervisor level within five (5) days of the date the incident occurred. However, if the alleged discrimination complaint cannot be solved informally, the following formal procedure shall be followed:

#### **Step 1**

An alleged informal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of date incident occurred. At Centerville High School the complaint should be filed with the Unit Principal and if not resolved, then be filed with the Coordinating Principal.

#### **Step 2**

If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five school days.

**Title IX/Title VI/Section 504 Coordinator – Tammy Drerup**  
**Centerville City Schools**  
**111 Virginia Avenue, Centerville, OH 45458**

#### **Step 3**

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

#### **Step 4**

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U. S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

***Note:*** *Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.*

## GENERAL POLICIES

### Advisory Groups

– Each student at Centerville High School will be assigned to any advisory group for his/her high school experience. Advisors will aid the students in orientation, personal growth, information sharing, career orientation, course selections, scheduling, and miscellaneous personal guidance. Advisory groups in each unit are constructed by grade level and will meet each day for 21 minutes. Extended Advisory will be held on a demand basis.

### Athletic Game Tickets

– Student pre-sale tickets for football games may be purchased in the Athletic Office for a discounted rate on Thursday and Friday before each football game. All football tickets at the gate will be sold at the adult rate. Tickets for all other athletic events may be purchased at the door. Students may be requested to show their CHS ID card in order to get the student rate.

### Class Rank and Grade Point Average (GPA)

**- Class Rank and Grade Point Average (GPA)** - Class rank is a numerical ranking based upon the individual cumulative grade point average. All grades recorded for the semester will be used in the calculation and computation of grade point average and rank in class even though credit may not be granted because of withdrawal from a course before its completion. This is considered a course/credit attempted, and therefore, should reflect a total picture of the student's progress and scholastic record.

GPA is calculated in the following manner: Courses attempted which receive a letter grade for the semester average are used to determine the grade point average (P - passing is not considered a letter grade). **The weight table for each letter grade is as follows:**

	HONORS	REGULAR
Symbol	GPA Value	GPA Value
H+	5.333	NA
H	5.000	NA
H-	4.667	NA
A+	4.333	4.333
A	4.000	4.000
A-	3.667	3.667
B+	3.333	3.333
B	3.000	3.000
B-	2.667	2.667
C+	2.333	2.333
C	2.000	2.000
C-	1.667	1.667
D+	1.333	1.333
D	1.000	1.000
D-	0.667	0.667
F+	0.333	0.333
F	0.000	0.000
F-	0.000	0.000

NA = Not Available

The total weights of the semester average grades divided by the total credits attempted yields the accumulative grade point average. Student GPAs are calculated at the end of each semester. Official class rank, which is a ranking of all members of one class by their GPA, is established in September for grades 10, 11, and 12. Final official ranking for seniors is established around February 20.

The semester grade is the average of each nine weeks and the semester exam according to the following formula:  
Each nine weeks grade equals 40% of the semester grade, the semester exam equals 20% of the semester grade.



#### Clinic -

The purpose of the health clinic is to provide **First Aid for School Related illnesses and injuries**. The clinic is not equipped or designed to take care of out of school injuries/illnesses. ***The school health clinic is not intended to take the place of parent directed medical care or make diagnoses and provide treatment.***

- Keep your student home if they are ill. If they have a fever, they must remain out of school until 72 hours fever free without treatment.
- The health clinic will follow doctor's written orders for treatment that may need to be done during the school day. These orders need to be given to the **School Nurse** for review and implementation.
- Please keep your **School Nurse** updated on the health conditions of your student.
- Keep your contact information current as well as your emergency contact information.

**Cell Phone Use when Student is Ill:** Please keep in mind that a student's cell phone may not be permitted to be turned on. **All illness related communication between parents and students should take place in the clinic.**

Students should ask their teachers for a pass to the clinic if they are ill. The school nurse will then assess the student's condition and contact parent as needed.

**THE SCHOOL DISTRICT STRONGLY RECOMMENDS THAT MEDICATION BE SCHEDULED BY PARENTS AND PHYSICIANS SO THAT STUDENTS DO NOT HAVE TO TAKE MEDICINE DURING THE SCHOOL DAY.** Parents may come to school to administer medication to students as needed.

However, if this is not possible, trained school personnel will administer medication in accordance with the following guidelines:

#### Medication Policy

- a. A person(s) appointed by the building principal shall supervise the secure and proper storage and dispensation of medications. Students may NOT keep medication with them or in their lockers. Students will receive and keep medication in the presence of the person(s) appointed to administer it. A written record will be maintained of all medication administered.
  - b. However in rare circumstances, a student may carry medication when the physician deems it medically necessary and has been noted on the medication form:
    - Multiple dose inhaler (asthma) – Requires Authorization for Administration of Inhaled Asthma Medication Form which may be obtained from the school clinic.
    - Epi-pen, Benadryl (life threatening allergies) - Requires Emergency Allergy Plan/Epinephrine Authorization Form which may be obtained from the school clinic.
    - All supplies needed for Diabetes Management
  - c. All medication must be in the original container as provided by the licensed prescribing physician, dentist, nurse practitioner, etc. The label is to include the name of the student, physician, current date, dosage instructions (quantity and times to be given), and name of medication.
  - d. Medication to be administered by injection will be limited to life threatening emergency situations (i.e., students exhibiting symptoms as described and documented by a physician) in the following situations:
    1. Students with severe allergic reactions. Parents must provide the medication in the prescribed epi-pen device only.
    2. Students with insulin dependent diabetes. A single dose glucagon kit must be provided by the parents.
    3. Insulin may be administered by the student, parent, and nurse if student is unable to self-administer. (See Diabetes Medical Management Plan)
  - e. Rectal administration of medications will be limited to life threatening emergency intervention (Diastat).
  - f. Administration of eye drops will be limited to chronic eye conditions. It is permissible for the student to self-administer eye drops for an acute condition (conjunctivitis) with the appropriate medication form.
  - g. Written permission must be received on the Centerville City Schools Medication Permit form from the parent or guardian of the student, requesting that the school district comply with the physician's order.
- NO MEDICATION WILL BE ACCEPTED UNLESS THE MEDICATION FORM IS COMPLETED BY THE PHYSICIAN AND PARENT.**
1. The physician who prescribes the medication must complete a separate Physician's Statement

- for each medication.
2. The student's parents or guardians must sign the Parent Request Statement.
3. This procedure must be followed for **BOTH PRESCRIPTION AND NONPRESCRIPTION MEDICATION**.
4. A School Medication Permit form is good only during the school year the form is dated. If medication is continued the next year, another form must be submitted. Expired medications will not be accepted or given.
5. If any of the information originally provided by the physician (name of physician, dosage, time to be given, etc.) changes, a new form must be submitted immediately. A corresponding label on the medication bottle must be submitted within two weeks.
- h. Students are not permitted to carry medication to, from, or during school, with the exceptions as listed in #2 above. **Parents are advised to deliver medication directly to nursing personnel.**
- i. When medication has been discontinued, the parent must pick up any remaining medication within 1 week after discontinuation or school personnel will dispose of it.
- j. No employee authorized by the Board of Education to administer medication and who has a copy of the most recent physician's statement shall be liable in civil damages for administering or failing to administer the medication, unless he/she acts in a manner that constitutes "gross negligence or wanton or reckless misconduct."
- k. No person employed by the Board of Education shall be required to administer medication to a student except in accordance with the requirements established under this policy.
- l. On field trips, student medication shall be administered by a trained staff member. Emergency medications such as multi-dose inhalers, epi-pens, or insulin/glucagon kit/glucometer may be carried and self-administered by the student with physician and parental authorization on the appropriate form.
- m. Students who spend part of their school day at a work site where no school employees are in constant attendance may self-administer medication with written physician and parent authorization.

**Immunizations:** Students are required by the Ohio Department of Health to be vaccinated against diphtheria, tetanus, pertussis, polio, rubeola (measles), rubella (German measles), mumps, varicella (chickenpox), Hepatitis B, and Meningococcal. Parents must provide either proof of required immunizations or a signed waiver. The state of Ohio allows for a parental waiver for those who choose not vaccinate their children or a medical waiver for those children who have a medical contraindication to vaccination. Students new to the district are required to show ***proof of immunization within 14 days of school entrance*** per Ohio State School Immunization Law.

**For incoming 12th graders:** Students must provide proof of Meningococcal vaccination (MCV4) or waiver prior to entering their 12th grade school year. **To meet the requirements for the meningococcal vaccine, two doses are required. The second dose must be given after your student's 16<sup>th</sup> birthday. However, if your student receives their first meningococcal vaccine after their 16<sup>th</sup> birthday, then only one dose is required.**

Make sure your child is up-to-date with all recommended vaccines, including for flu. All school-aged children should get an influenza flu vaccine every season, with rare exceptions.

### **Communicable Diseases/Exclusion from School**

Promotion of daily preventative measures and up-to-date immunizations is the most effective method of preventing the spread of communicable diseases and illness. Assessment of students with communicable diseases, sudden illnesses, and serious injuries should be done to determine if exclusion from school is indicated. Registered Nurses in collaboration with school staff should complete an assessment to determine if exclusion should be recommended. The following guidelines should be considered:

The American Academy of Pediatrics recommendations for exclusion from school are conditions that:

- Prevent the child from participating comfortably in activities and/or poses a significant risk to themselves or others
- Result in a need for care that is greater than staff members can provide without compromising the health and safety of other students
- Pose a risk of spread of harmful disease to others

Some illnesses/injuries may justify exclusion from school until cleared by a health care provider (e.g. a student returning to school after surgery).

A temperature above 100.4F is generally recognized as a fever. Normal body temperature varies throughout the day and with the person's level of activity. The degree of temperature may not indicate how sick the student is. Consideration of exclusion based on body temperatures less than 100.4 should include assessment of the student's overall health status and other symptoms.

Written protocols with specific exclusions for every possible situation can never be so well outlined and up-to-date that they will cover every possible situation. There are infinite numbers of special circumstances that require assessment. Decisions for exclusion should be based on recommendations of the individual's health care provider, the assessment of the individual and evidence based practice. Utilization of the local public health department, the Ohio Department of Health Guidelines for Communicable Diseases, and the Center for Disease Control and Prevention should assist in making determinations of exclusion.

#### Course Load

The minimum course load is five (5) classes. Students are encouraged to schedule six (6) classes so that they will be carrying and passing enough credits to meet the graduation requirements and special requirements such as the Ohio High School Athletic Association mandate of passing courses which would yield five credits per year. **Faculty Assistant, IMC Aide, Office Assistant, Peer Tutoring, and Web classes do NOT count toward the minimum course load requirement.**

#### Course Withdrawal Policy

**Students must maintain the five-course minimum at all times.** A student who wishes to drop a course he or she is passing must do so before the first exam session day. The passing grade for the current nine weeks will NOT become a part of the student record. Whenever a student drops any course while failing the course, but before two-thirds of the current nine-week grading period, no grade will be recorded on the student's record. Whenever a student drops any course while failing the course, but **AFTER** two-thirds of the current nine-week grading period, an "F" will be recorded for the nine weeks grade. When an "F" is given as the second quarter or fourth quarter grade and a withdrawal is granted an "F" will be assigned for the semester average grade. **In all classes, all grades entered on the permanent record prior to withdrawal will stand as recorded.** Any questions regarding interpretation of the policy should be directed to a counselor.

#### Dances

–All requests for dances should be channeled through the Coordinating Principal's office. Dances will be assigned by the Coordinating Principal on the basis of financial need and date of request. Students will be admitted to school sponsored after-game dances only upon showing their school ID cards.

#### Early Graduation

– Students completing the graduation requirements before the end of eight semesters may elect to graduate early. Any student who opts for early graduation must notify the guidance office one semester prior to graduation and obtain an early graduation form. The form must be signed by the student's parents or legal guardians and will be placed in the student's file. The student's participation in school activities will be terminated upon completion of early graduation requirements. Students who graduate early are invited to participate in the end of year ceremonies.

#### Education Records - Definition

- "Education records" include any records which contain information directly related to a student and maintained by Centerville City Schools or by a person acting for the Centerville City Schools. However, "education records" does not include 1) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker of the records and which are not accessible or revealed to any other person except a substitute; or 2) records maintained in the normal course of business which relate exclusively to the student as an employee of Centerville City Schools which are not available for use for any other purpose.

### **Access to Student Records**

1. Access to the records will be granted to any professional staff member who has legitimate educational interest. Access will also be provided to law enforcement personnel conducting missing child investigations.
2. Parents and student, through individual conferences, may view the contents of the records with interpretation by a professional staff member. The request for this conference must be in writing and will be scheduled within 45 days.

### **Release of Records**

1. Student records may be released to officials of other schools or school systems in which the student intends to enroll, without written permission.
2. No information may be furnished in any form to any other persons than listed above unless in compliance with a judicial court order or subpoena or there is written parental consent specifying records to be released, the reasons for such release, and to whom. In such cases, parents and students have the right to receive a copy if desired.
3. All persons, agencies, or organizations desiring access to records shall be required to sign a written form which shall be kept permanently with the file of the student, only for inspection by parents or students indicating specifically the legitimate educational or other interest each has in seeking information.
4. Records may be released to either parent in case of separated families unless the district has on file a court order restricting access to records.
5. Records of instructional, supervisory and administrative personnel and educational personnel ancillary thereto (including school psychologists), which are in the sole possession of the maker thereof, and which are not accessible or revealed to any other person except a substitute, are not educational records and not subject to disclosure. Such records would include such items as teacher notes, psychologist notes and test protocols.

### **Right to Challenge**

1. Parents and students have the right to inspect all school records kept on the individual student and have the right to an explanation and interpretation of the records.
2. Parents and students have the right to a hearing to challenge the contents of cumulative records on the individual. A request to amend information in a record may be made if the information is deemed to be inaccurate, misleading, or violating of the student's privacy or other rights.
3. If, as a result of the hearing, the school district decides the challenged information is inaccurate, misleading, or otherwise violates the student's rights, the district shall amend the record and inform the parent and/or student in writing.
4. If, as a result of the hearing, the school district does not agree to an amendment of the records, parents and/or student shall have the right to place in the student's records a statement commenting upon the challenged information and/or setting forth any reasons for disagreeing with the district's decision. (O.R.C. T71.23, T71.24, and T71.25)

### **Copies of Records**

Students currently enrolled in grades 9-12 may obtain copies of their transcripts through the guidance office. A fee of \$1.50 per transcript will be charged to cover transcript costs and postage. Copies of records for transfer purposes shall be made available at no cost.

Students enrolled in grades K-8 may obtain copies of their school records through the Pupil Services office. Copies of records for transfer purposes shall be made at no cost.

After students have graduated or withdrawn from the Centerville City Schools, records shall be maintained in the Department of Pupil Services. Transcripts of student records shall be made available upon written request and payment of a \$5.00 copying fee.

### **Destruction of Records**

A records commission composed of the Board President and the Treasurer of the Centerville Schools, the Superintendent of Schools, and the Public Services Administrative Assistant shall meet annually to review lists of school district records marked for disposal. The disposal lists must contain those records to be disposed of

because they have been microfilmed or no longer have administrative, legal, or fiscal value to the district or to the citizens of the district.

When the disposal of such records is authorized by the commission, the commission must, prior to the actual destruction of the records, send a list of such records to the Bureau of Inspection and Supervision of Public Offices in the State Auditor's Office.

Student records destroyed shall be disposed of in a manner that insures the privacy of the student identified in the records.

LEGAL REFS.: Family Educational Rights and Privacy Act of 1974, Pub. L. No. 93-380, § 438, 88 Stat. 57-79 (1974) ORC 149.41; 1347.01 et seq., 3313.50; 3317.031; 3319.32; 3319.321; 3319.33; 3321.12; 3321.13; 3331.13. State Board of Education Minimum Standards 3301-35-02(B)(4)(b);3301-35-03(E).

CROSS REFS.: AFI, Evaluation of Educational Resources; KBA, Public's Right to Know

#### **CONFIDENTIAL RECORDS AND THEIR LOCATIONS**

<b>TYPES OF EDUCATIONAL RECORDS</b>	<b>LOCATION(S)</b>
<b>Cumulative Folders</b> ·history of grades, class assignments, group testing, teacher notes, and related information.	<b>Individual Buildings, Computer System (EMIS)</b>
<b>Evaluation Data</b> ·MFE team reports, assessment, teacher evaluations work samples and related information	<b>Student Services Department</b>
<b>Procedural Safeguard Documentation</b> ·surrogate assignment, custody determination, permission forms, parent notices, referrals, and related information.	<b>Student Services Department</b>
<b>Individualized Education Programs</b>	<b>Individual Buildings, Student Services Department</b>
<b>Child Information Management System</b>	<b>Student Services Department</b>
<b>Medical Records</b> ·medication records, prescriptions, health records, immunizations	<b>Individual Buildings</b>

#### **Fundraising by Student Groups –**

Fundraising or collection of money for any reason, whether for charity or other causes that may arise, must be coordinated through the Coordinating Principal's office before any contractual agreement or promise of any kind is made by any group or club. Permission must be obtained from the middle school principals one month in advance of any high school fundraising that may take place in the middle schools.

#### **Gifted Children Identification Policy and Plan -**

The State of Ohio defines children who are "gifted" as students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. Ohio law requires the Centerville City School District to identify gifted students annually under Ohio Revised Code 3324.03. Children in grades K-12 may be identified as gifted in one or more of the following areas:

1. Superior Cognitive Ability
2. Specific Academic Ability in one or more of the following content areas: Mathematics, Science, Reading/Writing or a combination of these skills, and Social Studies.
3. Creative Thinking
4. Visual or Performing Arts Ability such as the visual arts, music, dance, or drama.

The district Policy and Plan for the Identification of Children who are Gifted, which complies with the Ohio Rule regarding screening and identification is accessible to parents in each building office. Formal screening periods will be

scheduled in the fall and spring. Parents may refer their children for screening in any or all of the four areas. Referral forms may be obtained at the school office and should be submitted to the building principal. Parents of students transferring into the district who have been identified as gifted in other school districts in Ohio or out-of-state should use the Referral Form to initiate a review of data to determine compliance with Ohio Standards.

Children referred as potentially gifted in any of the areas as listed above will be evaluated using assessment tools approved by the State of Ohio for the purpose of screening and identification. The Centerville City Schools assess all children in grades 2, 5, and 7 annually as part of our comprehensive testing plan as well as for gifted identification purposes. On alternate years, opportunities for screening and identification are provided for students demonstrating remarkably high levels of accomplishment through nomination by parents, teachers, self, or others.

Identification of *superior cognitive ability* requires a cognitive test score of 130 or higher. Whereas, identification in a *specific academic* content area requires an achievement test score of 95% or better. *Creative thinkers* must earn a score of 115 on a cognitive test and **demonstrate** sufficient performance on State of Ohio approved checklist of creative behaviors. Gifted identification in the *visual or performing arts* may occur through a display of work, audition or other performance or exhibition which demonstrates superior ability along with a sufficient score on an approved checklist of behaviors related to a specific arts areas as established by the Ohio Department of Education. Screening and identification assessment criteria is valid for a 24-month period.

Please note: Most of the needs of identified gifted children can and are met within daily programming in the Centerville City Schools. However, those students demonstrating remarkably high levels of ability may be eligible for other services.

**Graduation Requirements -**

*Due to frequent changes to state legislation graduation requirements may change. Guidance Counselors will meet with all students to confirm progress toward graduation.*

***STATE OF OHIO AND CENTERVILLE HIGH SCHOOL***

English 9, 10, 11, and 1 additional credit of English

4 credits of Mathematics including one unit of algebra II or the equivalent of algebra II

3 credits of Science including Physical Science, Biology, and one advanced credit

1 credit of U. S. History

1/2 credit of U. S. Government

1 1/2 credits of Social Studies elective (Modern World History and Social Studies Elective)

1/2 credit of Health

2 units of Physical Education (Refer to PE Waiver in the Course of Studies Book)

1 credit of Fine Arts

21 total credits

**PLEASE REFER TO THE CHS COURSE OF STUDIES BOOK AND THE  
OHIO DEPARTMENT OF EDUCATION WEBSITE FOR COMPLETE  
GRADUATION/HONORS DIPLOMA REQUIREMENTS.**

**[education.ohio.gov](http://education.ohio.gov)**

**Search for Graduation Requirements**

**STUDENTS MUST MEET ONE OF THE THREE TESTING CRITERIA  
DESCRIBED BY THE OHIO DEPARTMENT OF EDUCATION ON THE  
ODE WEBSITE.**

### **Guidance and Counseling Services –**

This may best be defined as the services available to each student to help him/her achieve academic success in school, to help him/her better

understand strengths and limitations, to help identify interests, and to aid in planning for and attaining realistic goals. Guidance is a function of all personnel within the school system. However, the Guidance Department provides special services to students, parents, teachers, administrators, and the community.

The heart of guidance is the counseling session where the student and the counselor discuss whatever situation has brought the student to the guidance office. The student may need information, an impartial point of view, or the opportunity to talk about a problem instead of only thinking about it and can expect some assistance in resolving the matter.

Guidance Offices are located in each unit. Counselors are available during regular school hours and usually after school by appointment. To see your counselor, make an appointment personally. Many times you will be able to drop in between classes or during your lunch period or study hall. From time to time, you will be called to the guidance office to see if your counselor may be of assistance to you. The Guidance Department attempts to create an open door atmosphere for both students and faculty. The Guidance Department encourages students to make use of its services. These may include personal counseling, career planning, academic concerns and post-high school planning. Each counselor meets with his or her students each year. These sessions are either group or individual contacts. When a counselor requests to see a student, he or she will send a guidance pass in advance to the student. If a student signs up for a guidance appointment, he or she is to keep the appointment and will be given a pass to return to class. When making an appointment, students are encouraged to plan appropriately so as not to miss essential classroom work. If a faculty member is concerned about a particular student missing his or her class for a guidance appointment, he or she should direct the concern to the student's counselor. A counselor will be available each week during the summer months to register new students. Guidance services are achieved for each student through:

- |                          |                                      |                                     |
|--------------------------|--------------------------------------|-------------------------------------|
| 1. Individual counseling | 5. Informational services related to | 6. Assistance to teachers and staff |
| 2. Group guidance        | a. Vocations                         | 7. Parent conference                |
| 3. Testing               | b. Educational opportunities         | 8. Work with community groups       |
| 4. Faculty advisors      | c. Personal-social growth            |                                     |

### **Students may seek help from their Guidance Office regarding:**

1. Information about one's own strengths and weaknesses, interests and potential.
2. Personal guidance--help in solving problems that might involve friends, parents, teachers, etc.
3. Social guidance--help in meeting the problems concerned with association with others.
4. Educational guidance--assistance in the wise choice of courses, schools, and colleges.
5. Information about the world of work and the requirements for specific occupations.
6. Assistance in determining whether future goals are realistic.
7. Clearinghouse for job opportunities--Career Education Counselor.

### **Identification Cards –**

ID cards will be included in the underclass picture package. All students are required to have their picture taken whether or not they purchase a picture package. Each registered student at CHS must carry this ID card. If the card is lost it may be replaced at a cost to be determined by the Coordinating Principal.

### **INTERNATIONAL EXCHANGE STUDENTS**

Centerville High School welcomes students from across the world who participate in Foreign Exchange Programs sponsored by the Department of State. The primary purpose of such programs is to allow foreign students the opportunity to immerse themselves in American culture and education. As such, all foreign exchange students will be admitted as juniors and are ineligible for graduation from Centerville High School. In addition, exchange students must abide by all academic and athletic policies and procedures. All admissions decisions will be made by the Foreign Exchange Coordinator prior to enrollment in the Centerville City Schools. Further policy information is available through the Guidance Department Foreign Exchange Coordinator.



**Lab Fees –**

In order to defray the cost of expendable supplies and the wear and tear of equipment used by students, a lab fee will be assessed for certain classes. Each student will be charged a \$12.00 fee to cover the cost of rebind expenses and technology. These fees are billed through the automated billing system. It further provides that when school property, equipment or supplies are damaged, lost or taken by individuals, a reasonable fine, seeking only to compensate the school for the expense or loss incurred, will be assessed. Per the ORC 33.13.64(c) The Centerville City Schools will withhold all official student records including grade reports, until all fees for consumable materials and supplies are paid.

**Lockers –**

Student school lockers and storage areas are the property of Centerville City Schools for the safekeeping of textbooks, school materials, and school appropriate student belongings. While respectful of a student's privacy, the school administration does retain the right to inspect student school lockers, desks, and storage areas. Lockers are assigned to all students at the beginning of each school year. Students are to keep lockers clean and free of any item detrimental to the health and safety of fellow students and teachers. Any materials found in a student's locker will be the responsibility of the assigned student. **Any illegal or prohibited materials will be confiscated.** Lockers must be cleaned out at the end of each school year.

**Lunch –**

Freshman and sophomore students are required to stay on the campus during lunch. Juniors and seniors may leave the campus for lunch, providing they exit in an automobile. Students are not permitted to walk off campus without securing permission from the office or eat lunch in their cars. Plate lunches and snack bar items are available in the three units of CHS. Each lunch period is 50 minutes. Students returning up to 15 minutes late from lunch will be judged tardy. Students returning 15 minutes or more from lunch will be judged truant.

**National Honor Society -**

National Honor Society is an organization that recognizes students who have achieved high standards of scholarship, character, leadership, and service. It is important to remember that academic achievement is only **one** aspect of selection; the others are **equally** important.

The purpose of the Centerville High School *Societas Honoris* Chapter of the National Honor Society is to further an interest in scholastic pursuits through recognition of student achievement. Juniors and seniors with a minimum grade point average of 3.650 after four or six semesters of work, as well as early graduates, will be eligible for consideration in the fall of their junior or senior year.

Following the selection process, new members will be invited to participate in a formal induction ceremony. Members are required to participate in at least two NHS sponsored service projects as well as attend meetings and take part in committee planning and activities. Once inducted into NHS, students must complete 25 hours of service for junior and senior year membership while members being inducted during their senior year will be required to have 10 hours of service while part of NHS. The membership list will be published; members will receive various forms of recognition. Any member who falls below the standards which were the basis for his/her selection could be dismissed by a decision of the faculty council. In all cases of impending dismissals, a member shall have a right to a hearing before the faculty council. All procedures and guidelines are in accordance with both the Constitution of the National Honor society and the constitution of the Centerville High School Chapter of the National Honor Society.

**At Centerville High School there are several steps in the selection process.**

1. Any junior or senior with a 3.6500 average (in attendance at CHS the minimum of one semester) will be invited to fill out a Student Activity Information Form and to write a 300-500 word essay indicating the ways he/she demonstrates leadership and service over approximately the last (2.5) two and a half years. **Qualifying candidates will be notified in advisory by the middle of October during their junior or senior year.** Any candidate who does not return this form by the specified deadline is no longer considered for membership. **This Student Activity Information Form will be assigned and collected during February and/or March with the induction to take place in the March.**
2. A faculty survey form containing all names of eligible candidates is given to each faculty member who then rates the students he/she knows well in the area of character and classroom leadership, using a score of 0-4 in each area. An average score for each characteristic is determined and serves as input to the faculty council.
3. The principal appoints a faculty council of five members which has the responsibility for the final selection. The council considers only the candidates who have submitted the Student Activity Information Form which includes the typed essay. The faculty council reads the candidate's Activity Information form and essay.
4. Students not achieving membership into NHS during their junior year but qualifying the following year **WILL BE ELIGIBLE** to submit their information again or for the first time during their senior year with

similar procedures and expectations (see note below about added service hours in the Service section of the process). This senior year induction process will take place in the autumn of the students' senior year (September/October).

5. Each candidate is considered separately by the council. The faculty council considers:

- a. The input from the faculty survey.
- b. Whether the candidate has demonstrated (on his/her information form and essay) high standards of service and leadership.
- c. Any additional input brought to the attention of the council. A majority vote of the faculty council is necessary for NHS membership.

The faculty council uses the following guidelines provided by the *National Honor Society Handbook* when evaluating each student:

**Leadership** - The student who exercises leadership (school and community):

- is resourceful in proposing new problems, applying principles, and making suggestions.
- demonstrates leadership in peers in upholding school ideas.
- exercises influence on peers in upholding school ideas.
- contributes ideas that improve the civic life of the school.
- is able to delegate responsibilities.
- exemplifies positive attitudes.
- inspires positive behavior in others.
- demonstrates academic initiative.
- successfully holds school offices or positions of responsibility, conducting business efficiently and effectively, and without prodding, demonstrates reliability and dependability.
- demonstrates leadership in the classroom, at work, and in school or community activities.
- is thoroughly dependable in any responsibility accepted.

**Service** - The student who serves:

- is willing to uphold scholarship and maintain a loyal school attitude.
- participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for aged, poor, or disadvantaged. Service outside of classroom activities – demonstrate (3) three year pattern of service.
- volunteers dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance.
- cheerfully and enthusiastically renders any requested service to the school.
- is willing to represent the class or school in inter-class and inter-scholastic competition.
- does committee and staff work uncomplainingly.
- shows courtesy by assisting visitors, teachers, and students.
- participated in at least (3) three school activities.
- shows a (2-3) two to three year pattern of service (after 8th grade – through completion date of NHS Student Activity Information Form)
  - e.g.: service hours each year
- minimum service hours for eligible juniors – 25 hours for junior year induction
  - Note: for eligible seniors who were not inducted during their junior year, the service requirement will be 35 hours (the additional 10 hours to be accumulated during their junior year).
- must have all service hour references, which must be noted on the Student Activity Form with the name and contact number of the adult supervisor (other than parent)

**Character** - The student of character:

- takes criticism willingly and accepts recommendations graciously.
- consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise stability).
- upholds principles of morality and ethics.
- cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- shows courtesy, concern, and respect for others.
- observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom.
- a person of character demonstrates: trustworthiness, respect, responsibility, fairness, caring & citizenship.

- abides by codes of conduct/behavior (ex. Co-curricular, agreements of behavior when participating in academic, cultural experiences with other students and staff).
- student has demonstrated quality attendance.
- has powers of concentration and sustained attention as shown by perseverance and application to studies.
- manifests truthfulness to acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- actively helps to rid the school of bad influences or environment.

There is no right to membership; membership in NHS is a privilege bestowed upon a student by the faculty of the school. The decision of the faculty council in selecting the membership of the National Honor Society is final; this policy is in accordance with the *National Honor Society Handbook* which states: "...students not selected for membership in the NHS are not legally entitled to any kind of formal hearing or other kind of due process..." The only allowable response to inquiries regarding selection is a review of the selection process

#### **Parking**

All students must park in the lots at the rear of the high school complex and display a CHS parking tag. Parking lots on the east and west sides of the Central Unit, the Athletic Lot, and the lot adjacent to the Performing Arts Center are for staff parking only. The parking lot at the front of the building is reserved for staff and visitors. Annual parking tags may be purchased in the Central Unit Office between 7:30 and 7:45 on Thursday mornings. Parking tags are transferable to a new car added to the parking pass application. Students must notify the Central Unit Office to add or delete a vehicle. In case of loss or theft of the parking tag, students are responsible for purchasing a new tag. The band lots are to be cleared immediately after school during Marching Band season. Security staff will monitor the student parking lots and have the responsibility of administering the rules and regulations. Cars thought to contain items which are illegal, prohibited, or detrimental to the educational process are subject to inspection. Centerville High School is **NOT** responsible for damage to individuals or to the personal property of students or parents. The school carries no insurance for damage to automobiles due to collision or vandalism.

#### **PBIS**

Positive Behavioral Interventions and Supports (PBIS) is a framework that guides school teams in the selection, integration and implementation of evidence-based practices for improving academic, social and behavior outcomes for all students. The PBIS process at Centerville High School emphasizes three integrated elements: Respect, Responsibility, and Citizenship.

#### **Privacy Rights - Release of Directory Information**

Under certain circumstances, the Centerville Schools may release "directory information" on students.

"Directory information" includes a pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation and awards received.

For students currently enrolled in the Centerville City Schools, the following procedures shall be followed prior to releasing directory information:

1. Public notice shall be given of the categories designated as directory information.
2. Parents of students under eighteen and students eighteen or older may refuse to permit the designation of any or all personally identifiable information as directory by making a request to the schools in writing.

#### **Schools and Military Recruiter Information**

The Every Child Succeeds Act requires that schools provide students' name, address and phone number to military recruiters. The Act also allows parents to protect student privacy by signing an opt-out form to withhold student information. (This form can be downloaded from Centerville City School website or obtained by contacting the Career Education office.

#### **Annual Notification of Privacy Rights**

Each year the schools shall give notice to parents of students in attendance and students eighteen years of age or older of their rights under federal law and regulations and district policy, including their right to file an administrative complaint with the Department of Education, their rights under district policy and where copies of the district policy may be obtained.

The annual notice should inform the parents or students over eighteen that, under federal law and district policy, they have the right to examine the student's records, to challenge the content of those records before a disinterested party and to insert into records an explanation of any disputed information. The notice should state that the district has adopted a policy regarding access to and challenge of student records, setting forth the location(s) at which copies of the policy are kept. The notice should state the parents or students have the right to file a complaint with the Family Educational Rights and Privacy Act Office, 330 Independence Avenue SW, Washington DC 20201, if they think the district is not complying with federal laws or regulations governing student records.

The notice must also provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

#### **Report Cards**

Mid-term and end of quarter grades are available through the Home Access Center. Report cards are mailed to parents/guardians only at the end of the year. Supplemental reports are distributed to students in Advisory. Students with an outstanding obligation will not receive their report card in advisory or in the mail. Students will need to come to their unit office or the CHS bookkeeper to clear the obligation before receiving their report cards.

#### **Schedule Change Procedure**

- Schedule adjustments will be handled in the Guidance Offices according to the following order of priority during the first two weeks of school:

1. New students and/or students with no schedule.
2. Seniors without sufficient credit or required courses.
3. Juniors without sufficient credit or required courses.
4. Sophomores without sufficient credit or required courses.
5. Freshmen without sufficient credit or required courses.

The procedure for changing a schedule begins in the Guidance Office. Changes are made via computer and teachers receive the necessary information from the Guidance Office. Students must be carrying more than the minimum course load in order to drop a course. All students will be accounted for and grades recorded in all classes until an official change is recorded in the Guidance Office.

No schedule change will be officially recorded on permanent records until the following conditions are fulfilled:

1. All schedule changes must go through the assigned counselor in each unit.
2. A note signed by the student's parents is required before any student will be permitted to drop or change a class. (The reason for the note is simply to insure that parents are informed.)
3. The schedule change has been entered into the computer.

#### **Adding a Class**

Course additions must occur no later than six school days after the beginning of a semester or year course, since a student who adds later will have missed valuable work upon which the rest of the course is built.

**Course Level Changes** There will be no course level changes during the first quarter of instruction.

Students and parents should recognize that course recommendations are given by teachers based on current and past student performance. When students and/or parents choose to select a course different from the recommendation, they are responsible for the decision. If they wish to make a change, they must follow the level change policy as outlined below:

## Level Change Policy

A level change request may originate with a parent, student, or teacher. Any level change, however, requires direct communication between the current course teacher and the parent. The process will also involve the student's guidance counselor and unit principal. Guidelines to consider when requesting a schedule change will include the student's current grade test scores, teacher observations, etc. Once a student has changed levels, the student may not change back to the original level

- The quarter grade average of a student who changes levels during a quarter must include grades from the "old" level as well as the "new" level. The student is responsible for the course content covered before his or her entrance to the class. The incoming student accepts the responsibility for completing all assignments and exams given during the making period after entering the new class.
- Members of the high school administration will serve as the appeal board and will hear the appeal if one party feels the above process has been violated. The appeal process must originate in the Unit Principal's Office.

## New Student Course Changes

A student new to Centerville High School is scheduled by the guidance department based on the information provided at the time of registration. As records are received and teachers become more familiar with the student's background, it may be necessary to change the student's schedule to accommodate needs. This change may involve level changes outside the normal window or the addition/deletion of a course from the student's schedule.

## Time Line for Adding a Class

Course additions **must** occur no later than six (6) school days after the beginning of a semester or year course, since a student who adds later will have missed valuable work upon which the rest of the course is built.

### Search and Seizure

General searches of any person or personal property may be conducted at any time by school authorities when there are reasonable grounds to fear for the welfare or safety of the school community. This includes when officials have reasonable grounds to believe that a violation of the law or school rules and regulations has occurred or will occur. Abandoned materials (book bags, purses, etc.) are deemed suspicious and subject to search. Cell phones, cameras, and other equipment may be searched if there are reasonable grounds to believe that they were used to violate the law or school rules and regulations.

### Student Government –

**Class Officers Assembly** - The Class Officers are the student government at Centerville High School. The Senior Class Officer group includes the President, Vice President, Business Manager, Secretary, and at least three unit representatives. The other classes are represented by elected and appointed students. The group meets with the high school principal twice a month on coordination of the student body in morale, service projects, assemblies, class concerns, and general student concerns. Each of the representatives and class officers are responsible for contacting specific advisory groups, thus creating a network for soliciting input as well as dispersal of information. Leadership of the assembly is delegated to the senior class officers with the official school student leader being the senior class president. Each class of representatives meets every Tuesday through the year with its faculty class sponsor to plan school wide activities. Students must have a 2.667 cumulative GPA at the first, third, or fifth semester in order to run for office.

**Unit Assembly** - Each unit has its own student government group called the Unit Assembly. Elections/selections are conducted during the beginning of freshman year and the end of sophomore year, with students serving for two years. The Unit Assembly is responsible for initiating and maintaining communication between the students and unit administration, for conducting elections, working on unit projects and assisting at various school functions, such as Open House and Freshman Orientation. In addition, the members of the Unit Assembly assist new students by familiarizing them with the people, program and facilities available to them as students of Centerville High School. The Unit Assembly meets regularly with the Unit Principal and Counselors.

## Class Officer/Unit Assembly Expectations

A successful class officer is a person with an outgoing personality and a spirited attitude who is not afraid to take responsibility and to work hard. Balanced is important since being a class officer takes a great deal of time away from academics and other activities. An officer needs to be willing to work and to get projects done on time. He or she needs to be able to work well with others all the time and especially under stressful or adverse situations.

**Characteristics of a good leader:** Class officers represent Centerville High School at all times—both in school and in the community. They are looked upon as the school’s leaders and their behavior reflects on all members of the CHS student body. **Leadership characteristics that a class officer/unit assembly member must have include:**

- The ability to organize one’s time, projects, activities
- The ability to be assertive
- A cooperative attitude
- Excellent listening skills
- The ability to project energy and school spirit
- A commitment to fulfilling responsibilities

**Expected time commitments:**

- Spirit Chain – Approximately 20 or more hours per week for 2 weeks
- Dances, fundraisers – 10 hours per week – week of dance 20-30 hours
- Other class officer events—5-8 hours for the project

**Leadership Expectations**

- A class officer is expected to attend all class officer meetings and events.
- A class officer must follow through on any projects for which he/she is responsible.
- A class officer is expected to be tobacco, drug and alcohol free and to follow school rules at all times.
- A class officer is expected to exhibit good communication skills, which includes listening to other ideas and suggestions.
- A class officer is expected to display a positive attitude.

**Student Records**

The Federal Privacy Act directs that student records can be used only by school personnel and legal authorities without parental permission. Any other release of records will be done only upon signed permission from parents of students under 18 years of age. Students 18 and over may release their records by completing the release form. Release forms are available through the guidance offices in each unit.

**Testing Information**

## 2020 - 2021 TEST INFORMATION

**TEST CODE NUMBERS FOR NATIONALLY STANDARDIZED TESTS**

Centerville High School’s Test Code Number for all these tests is 360850.  
Test Center Number for CHS for SAT in October and May is 36-160.  
Test Center Number for CHS for ACT in September and April is 191600.

**NOTE:** Students registered to take the SAT-I, the SAT-II, or the ACT exam always receive an **admission ticket** for the day of the appropriate test date. Students are to bring this **admission ticket** with them on the day of the test to the test center. In addition, students are **requested** and **required** to present **proper identification** for admission to the test center on the test day. Failure to have any ID on the test day can result in being turned away at the test center.

**Advanced Placement**

The Advanced Placement Program, which the College Entrance Examination Board has sponsored since 1955, offers able and ambitious secondary school students an opportunity to study one or more college-level courses and then, depending on examination results, to receive advanced placement, credit, or both when they enter college. This credit and placement represents a significant saving of time and tuition.

**The Advanced Placement Program at Centerville High School is as follows:**

AP Exams will be made available in the subjects listed below. Students are strongly encouraged to take AP exams after completion of their Advanced Placement courses. Students taking AP tests must adhere to the sign in/sign

out policy. Students taking AP exams may choose to be in attendance only for the AP exam if they so desire. Students register for AP exams in late February and early March. The cost of AP exams is the responsibility of the student/parent. Assistance for exam fees may be available by contacting the AP Coordinators. The exams are administered during the school day May 3, 2021 to May 14, 2021. More information is available on the College Board/Advanced Placement website.

The following subject areas offer advanced placement opportunities: American Government, American History, Biology, Calculus, Statistics, Chemistry, English, European History, French, German, Music, Physics, Psychology, Spanish, and Economics. Ask your teachers about this program and how you might fit into it. Information is available in the guidance office on all aspects of the Advanced Placement Program.

## **PSAT/NMSQT - Preliminary Scholarship Aptitude Test**

### **National Merit Qualifying Scholarship Test For Juniors**

The PSAT/NMSQT will be given on Saturday, October 17, 2020. The test is 2 hours in length broken into two, 30-minute verbal sections and two, 30 minute math sections. The test will be administered to all interested students during the school day. Students will receive a verbal, math and writing skills score as well as a Selection Index. The Selection Index will be used to determine eligibility for National Merit Scholarships.

**Writing:** The PSAT/NMSQT has included a multiple-choice writing section since 1997. Although an essay will not be added to the writing skills section, tools such as ScoreWrite™, as well as a new online essay practice tool, will allow schools to prepare students for the new SAT essay.

**The verbal section** includes longer reading passages with reading comprehension questions that measure students' critical reading skills and knowledge of vocabulary in text. It will also include sentence completion questions and analogies.

**The math section** includes some math questions for which students will construct answers. No questions on the math test will require calculators, but students will be permitted to use calculators.

The basic aim of the test is to help in predicting academic success in college and scholastic ability to obtain eligibility for NMSC administered scholarships, and to gain experience and know-how in taking tests. Upon registration and fee payment, each student will receive a 2020 PSAT student bulletin containing information about the test and a sample PSAT exam.

**The SAT-I** is a 3-hour exam measuring verbal and math reasoning abilities. Separate verbal, math, and writing scores on a scale of 200 to 800 are provided.

The Sat-I Reasoning Tests will include a verbal section with an increased emphasis on critical reading including a double passage with different points of view and questions that measure vocabulary in context. It will also include a mathematics section with increased emphasis on interpretation of data and applied mathematics. A writing section that has multiple choice questions and a student written essay is also a component of the test which will last three (3) hours and thirty-five (35) minutes. Application materials consist of 3 different bulletins and are available in the guidance offices. Online registration at [www.collegeboard.com](http://www.collegeboard.com) is also available.

### **SAT-II - Subject Tests**

SAT-II Subject Tests are one hour multiple choice tests offered in 18 subject areas. Students may take up to three Subject Tests on one test date. The test questions measure knowledge in one subject area and the ability to apply this knowledge. Many colleges require the applicants to take two or three Subject Tests in addition to the SAT-I. Some colleges specify the tests to be taken in the subject areas; others allow the applicant to choose those he feels best qualified to take. Some colleges use the scores for placement and some use them in guidance and advisory work.

NOTE: On the December test date only, the English Composition Test with Essay will be offered.

**Cost varies according to test subject.**

### **The Student Descriptive Questionnaire (SDQ)**

The Student Descriptive Questionnaire is completed by students voluntarily when registering for the SAT or at any time after that. It is a set of questions about the student's activities, experiences, interests and plans.

**The Student Search Service (SSS)** - The Student Search is designed to assist colleges and scholarship sponsors in identifying students with certain characteristics, based on information they provide on the SDQ. By answering “yes” to item 1 on the SDQ, students indicate their interest in being included in the Student Search Service. Participating colleges and scholarship sponsors receive for each student: name, address, gender, high school and intended major. Through SSS, students receive factual information and new opportunities for post-secondary education planning.

**SAT-I & SAT-II TESTS AND CLOSING DATES\***

<u>TEST DATES</u>	<u>TEST SITE</u>
<b>October 3, 2020</b>	<b>Centerville H. S.</b>
<b>May 8, 2021</b>	<b>Centerville H. S.</b>

**\*Additional test dates and test sites are listed in the registration packet.**

**Act Test - The Enhanced American College Test Assessment**

The Enhanced ACT Assessment consists of four curriculum based tests that measure academic achievement in the areas of English, mathematics, reading, and science reasoning. The four tests are measure of academic development that rely largely on the student’s skill in applying the content knowledge and reasoning skills acquired in their coursework to higher level tasks. This new exam contains a large proportion of analytical, problem-solving exercises, and relatively few measures of narrow skills or basic recall.

**English Test** - 75 items/45 minutes. This measures the understanding of the conventions of standard written English. Six elements of effective writing are included: usage and mechanics - punctuation, basic grammar and usage, and sentence structure; rhetorical skills - strategy, organization, and style. Three scores are reported; a total test score of all 75 items, a subscore in usage/mechanics of 40 items, and a subscore in rhetorical skills of 35 items.

**Math Test** - 60 items/60 minutes. This measures math reasoning skills, emphasizing quantitative reasoning rather than memorization of formulas or computational skills. Items cover three skills areas: basic skills, application, and analysis. There are five content categories; pre-algebra, elementary algebra, intermediate algebra and coordinate geometry, plane geometry, and trigonometry. Four scores are reported: a total test score of all 60 items along with subscores, in pre-algebra/elementary algebra of 24 items, in intermediate algebra/coordinate geometry on 18 items, and in plane geometry/trigonometry of 18 items.

**Reading Test** - 40 items/35 minutes. This measures reading comprehension as a product of skill in referring and reasoning. The test contains four types of reading selections: prose fiction and humanities sections and a sub score in social studies/science reading skills of 20 items in the social studies and natural sciences section.

**Science - Reasoning Test** - 40 items/35 minutes. It measures the interpretation, analysis, evaluation, reasoning, and problem-solving skills required in natural science. This test is made up of units consisting of science information conveyed in three different formats: data representation, research summaries, and conflicting viewpoints. The content is drawn from biology, chemistry, physics, and the physical sciences. Only a total test score is reported. For scores and score reporting students will receive twelve scaled scores on the Enhanced ACT Assessment: four test scores, seven subscores, and a composite score. The scale for the composite score and the four tests will be 1 to 36 with a mean of 18. The seven subscores will be on a scale of 1-18 with a mean of 9.

**Cost is \$52-\$68. There is a minimum penalty fee of an additional \$30.00 for the late registration deadline.**

**ACT CALENDAR\***

<u>TEST DATE</u>	<u>TEST SITE</u>
<b>September 12, 2020</b>	<b>Centerville H. S.</b>
<b>April 17, 2021</b>	<b>Centerville H. S.</b>

**\*Additional test dates and test sites are listed in the registration packet. Fees are subject to change.**



ACT assessment packets are available in all guidance offices. Each packet contains three items: the actual registration application, a bulletin--"Registering for the ACT Assessment", which details the process and provides pertinent information; and the booklet "Preparing for the ACT Assessment" which contains an actual exam and presents information on test-taking and test preparation. Online registration is available at [www.act.org](http://www.act.org).

***The State of Ohio mandates that all juniors be given the ACT during the school day.***

***In 2021 the date is March 9, 2021***

***\*Additional test dates and test sites are listed in the registration packet.***

***Online registration is available at [www.act.org](http://www.act.org). The guidance offices have test prep materials.***

## **2020-2021 State Testing Dates**

Each school district chooses a consecutive series of school days to administer state tests within a specified window.

**Ohio's State Tests are required for all students in Algebra I, Geometry, Biology, US History,  
US Government, English 10.**

**FALL TEST WINDOW 2020- Government and retesting in all subjects** – Centerville will test between December 7 and December 18.

**SPRING TEST WINDOW 2020 English language arts** – Centerville will test April 8 & April 9.  
**Mathematics, science and social studies** – Centerville will test between April 22 and April 27.

### **SPECIAL TESTING INFORMATION FOR STUDENTS WITH SPECIAL NEEDS HANDICAPPED/LEARNING DISABILITY**

For testing information for students with special needs, call the Centerville City Schools Office of Student Services, 937-433-8841, or check with your student's I. E. P. teacher.

#### **Textbooks –**

Charges will be made for textbook damage or wear beyond reasonable amount. Textbooks lost or not accounted for at the end of the year will be billed to the students. Final grades will be withheld at the end of the year from students who fail to pay for lost books.

#### **Transcript and Application Fees**

- Transcripts for college and/or scholarship applications may be secured from the unit guidance office at a cost of \$2.00 per transcript application.

This fee is used for copying, postage, envelopes, and supplies. When processing college applications, Centerville High School will include the student transcript of courses, grades, and credit, current year course enrollment and a standardized test record that includes PSAT, ACT, SAT I, SAT II and/or Advanced Placement results if the student has reported them to the high school. **Students must complete a Request for transcript form found in each guidance office. This request should be submitted a minimum of three (3) school days in advance of a deadline in order to insure proper processing time.** Any other information regarding the student must be specifically requested in writing by the student and/or parent in order for it to be released to a college or university.

#### **Withdrawal from School**

– Students withdrawing from school must inform their Guidance Office. A withdrawal form will be issued to the student. All of the student's teachers must sign the form indicating the current class grade and confirming that textbooks have been returned. The completed form should be returned to the Guidance Office. All outstanding obligations (school fees, book fees, etc.) must be paid in full before any records will be released.

## **Work Permits -**

Under Ohio law, a student under the age of 18 must have a work permit before he/she can legally take a job. It is for the student's own protection and also entitles a student to Workman's Compensation if he/she should be injured on the job. The guidance offices issue work permits.

## **STUDENT BILL OF RIGHTS**

### **I. Students are citizens of the United States and are subject to its laws and responsibilities.**

Where applicable to the school community, these rights and responsibilities are defined at CHS by Board Policy and regulations contained in the Student Handbook.

Centerville High School is an academic community consisting of all students, teachers, administrators, parents and community at large.

Such community will serve its function best if all of its members are provided reasonable means of exercising and protecting their constitutional rights.

#### **1. Freedom of Expression**

The primary liberties in a student's life have to do with the process of inquiry and learning, of acquiring and imparting knowledge, and of exchanging ideas. In such an atmosphere, students should be able to express opinions, take stands, and to support causes, publicly or privately. In allowing students to express their ideas freely there are certain guidelines that all members of the school community should follow:

##### **A. Buttons and Badges:**

The wearing of buttons, badges, or arm bands bearing slogans or sayings shall be permitted as a form of expression unless the message thereof falls within the restricted categories (those of libelous, slanderous, or obscene by legal definition). Interference with this form of expression on the grounds that it may be unpopular with the students,

faculty, or administration is not a valid reason under any of the aforementioned provisions, the school has the responsibility to see that its rules are applied on a nondiscriminatory basis.

##### **B. High School publications are vital and necessary tools of education to be utilized in teaching students the purposes and functions of mass media in a democratic society. It is essential that students who participate as editors and staff**

members be offered the opportunity to gain educational and realistic experiences in the concepts of the provisions of the First Amendment to the Constitution which asserts the freedom of the press and speech.

##### **C. Forums:**

The community at large may provide speakers who have knowledge and insights that may not otherwise be available to students and persons whose presence enriches the educational experience. According to Board

Policy any outside resource speaker must be cleared through the principal. In order to facilitate a free and open exchange of ideas, the following guidelines shall be followed in the selection of outside resource persons and the planning of forums at Centerville High School:

1. Students, faculty members, or administrators may invite speakers and set up forums as long as time, place and convenience permit, and as long as there is no reasonable forecast of violence, significant disruption of the normal school routine, threat to the safety of the students, or a violation of the school rules. Resource speakers must be cleared with the high school principal.
2. The following shall be considered reasonable grounds for termination of a forum already in progress: obscenity, significant disruption of the normal school routine, threat to the safety of students involved, incitement to riot, or violation of school rules. The mere fact that a particular speaker expresses opinions or beliefs contrary to those of the administration, faculty or student body shall not be grounds for the termination of the forum while in progress.
3. The opinions and beliefs of the speakers or those making a presentation are not necessarily those of the student body, the faculty or the administration.
4. The aforementioned guidelines shall be applied in a nondiscriminatory manner regardless of belief, color, affiliation or sex.
5. Attendance at certain forum may be voluntary as decided by the administration.
6. Students should express courtesy and consideration to speakers during their presentation.

## II. Code of Conduct:

### A. Search and Seizure

While respecting a student's right to privacy, the lockers supplied by the Board and used by pupils are the property of the Centerville Board of Education. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contain evidence of a violation of criminal statute or a school rule. The principal of any school may search at any time the locker of any pupil and the contents of any locker of any pupil in the school if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under the control of the Board and if a search of lockers and the contents of the lockers is reasonably necessary to avert the threat or apparent threat. The search of a student's person or personal property will be limited to those situations when such inspection and (search) is reasonably likely to produce anticipated tangible results or aid in the educational process, preserve discipline and good order or promote the safety and security of persons and their property within the area of school's responsibility.

## III. Student Organizations:

### A. Students should be free to form student organizations within the school providing the purpose is not to violate school, federal, or state laws.

1. Organizations must submit their membership requirements and purpose for approval by the high school principal.
2. The organization must provide for a faculty advisor; the function of the advisor is to counsel and advise.
3. Membership to such organization may not be denied on the basis of race, sex, religion, national origin, or political belief.
4. Such organization shall be recognized as a school club after approval is granted for a paid club sponsor by the Board of Education or its representative. .
5. No organization shall use the name "Centerville High School" except upon administration approval.
6. The club members will be official after each has paid the Pay to Play Participation Fee.
7. Any action, program, project, activities, or student organizations should not be disallowed except where the proposed activity of the organization clearly threatens the health or safety of the students or is disruptive of the educational process. All fundraising projects must be coordinated with the administration.
8. The use of the school facilities by any school organization shall be in accordance with the policy set down by the Board of Education and the Ohio Revised Code.
9. Student organizations should have access to the school bulletin boards and the school wide communications system.
10. Any organization which violates any of the above shall have its charter revoked.

## IV School Records

### A. Scholastic, discipline, personal:

1. All scholastic, discipline, and personal records held by CHS of an individual student may be seen by the particular student and/or his parents. A guidance counselor or school administrator should be present for the interpretation of any data on the files.
2. These scholastic, personal files, and records may only be seen by persons outside the school community in accordance with Board Policy and State or Federal law.
3. No student may see another student's record.
4. Students must be given the opportunity to discuss any information in these files with the person who wrote it.
5. If a teacher or other school official places a permanent comment about the student, his behavior, or character on his records, either a guidance counselor, or school principal will be contacted. The student may be made aware of the comment.
6. Students shall be allowed to see their college transcripts.

## B. Psychological:

Except as otherwise provided by law:

1. Any psychological files held by the school officials must be kept confidential. Only those within the school community qualified to interpret these files may be allowed to see them.
2. Teachers may see an interpretation of the psychological files. A principal or school official must be contacted first.
3. No outside agency may see an interpretation of these files.

**Symbolic Expression** - The Supreme court has ruled that students have the right to wear armbands, buttons, badges, and other forms of symbolic expression under their first amendment rights of free expression as long as they do not disrupt the educational process of the school or infringe upon the rights of others (i.e., prevent people from learning, etc.) Students have the right to freely express their opinions through symbolic expression so long as there is no disruption or reasonable anticipation of interference with the educational environment at CHS.

**Flag Salutes and Ceremonies** - Students have the right to choose whether or not they will participate in a flag salute or ceremony on the basis of their political or religious beliefs under their First Amendment rights of free expression. Students who choose not to participate are allowed to stand quietly or remain seated in the room and may exercise their right of nonparticipation as long as such activity is “peaceable and orderly” and does not interfere with or deny the rights of others who are participating. Student rights also entail responsibilities. Self-respect and respect for others is one of the major goals of this section. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of other students, teachers, and parents involved in the educational process. In no way does the preceding material diminish the legal authority of the school officials and of the Board of Education to maintain an academic atmosphere within the school nor should this section be interpreted to expand the limits of student conduct as set forth in Board Policy and the Code of Conduct. This section recognizes the student’s responsibility for his conduct and at the same time extends the range of his responsibility. Greater understanding by all engaged in the educational process should result and the outcome should be effective citizenship in our society.

## SCHOOL PUBLICATION POLICY

1. **Content** - School newspaper, yearbook, and other student publications, may report and editorialize about events in the school, community, nation, and world. However, while exercising these rights, the staff must realize that they have the same legal responsibilities as those imposed upon conventional newspapers and news media. Thus, school publications must refrain from printing of material which is:

A. Obscene according to the current legal definition:

### **Current legal definition:**

Obscenity is a complex legal term that refers to the content of an entire writing, not the specific language used. The three texts of obscenity as established under Supreme Court decisions referring to literature about sex are:

1. predominately appeals to prurient, shameful interests of minors;
2. patently offends community standards regarding suitable sexual materials for minors;

B. Libelous, according to current legal definition:

C. Creates a clear and present danger of the immediate material and substantial physical disruption of the school.

### **Current legal definition:**

The Supreme Court has held that to libel a public figure, the material printed must be known by the author to be false or printed with reckless disregard of whether it was false or not. The Centerville High School certified staff has the responsibility of demanding accountability of potentially libelous material prior to printing.

To justify the censoring of a student publication on grounds of its disrupting the school, the censoring official must reasonably forecast that the publication will in fact cause some disruption.

2. **Censorship of Content** - Since the school publications are in some cases part of the school curriculum it may be subject to prior restraints or censorship by the journalism teacher or high school principal in the areas of obscenity, libel, and disruption of the school. Accordingly, the responsibility for the contents is that of the student staff, student editor(s), and teacher. Times when the teacher questions the content, he has the responsibility to consult with the high school principal whether or not censorship takes place. If censorship occurs, then the rationale for such action will be available in writing.
3. **Time, Place, and Manner of Distribution** - The school district may adopt reasonable restrictions on the time, place, and manner of distribution.
4. **Advertisements** - School publications reserve the right to prohibit advertising. In the case that advertising requests are denied by the school publications staff, an appeal may be made to the high school principal who will have the final decision on whether the advertising will be accepted or rejected.
5. **Access by Non-Staff** - Access will be provided for opinions that differ from those of the publication staff.

## **CLUBS and ACADEMIC ORGANIZATIONS**

**CLUBS** – Please listen to announcements or read the daily CHS Announcement emails for information on club meetings, or contact the advisor listed. **\*\*NOTE: New clubs may be formed throughout the school year, and may not be on this list.**  
(If you have an idea for a new club, pitch it to Mr. Carroll!)

**ACADEMIC PROGRAMS or EXTRA-CURRICULAR ORGANIZATIONS** are based on a selection process or try-outs. Please listen to announcements for application information, or contact the advisor listed. The same information will be included in the daily CHS Announcement emails.

**Some clubs and organizations only have a Pay to Participate fee that is billed to you.  
Others have additional fees, and some are completely free or have nominal club dues.**

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**Academic Team** (Advisors: Mrs. Boehm-S152 & Mr. Ketcham-W144) - an academic quiz team that, following tryouts and selections, represents CHS in local and regional academic contests involving categories such as literature, science, math, history, geography, fine arts, and government. Practices are on Tuesdays after school in S152 with competition and contests in the evening and on weekends. \$23.00 Pay to Participate fee is the only cost.

**Advanced Computer Science Club** - an academic club designed to prepare students for taking the **AP Computer Science A** exam. The club teaches Java, meets Mon-Thurs after school in room Central 240B, and is led/taught by a professional software engineer. No prior programming experience is necessary and any student can join, however, it is strongly recommended that students complete **Algebra 2** before joining. Students should expect to do regular homework as part of being a member of this club in order to practice the skills learned. There are no fees. If interested, contact Rajeev Goel, [info@chsapcs.org](mailto:info@chsapcs.org).

**Archery Club** (Advisor: Mrs. Manfredi-C113) - a club for experienced archers as well as beginners who want to learn. No equipment is necessary as the club has several beginner bows. Those with a higher skill level have the opportunity to compete in a variety of archery tournaments throughout the year. This club meets every Tuesday, usually at Oak Grove Park. \$23.00 Pay to Participate fee.

**Art Club** (Advisor: Mrs. Wright-C160) - explores all forms of art and engages in projects within the school and Centerville community. Open to all grades 9-12. Meets the first Thursday of every month in C160. No fee except for special projects.

**A.S.L. Club** (Advisor: Mrs. Farmer-W246 & Ms. Bailey-C229) - **American Sign Language Club** is for any student who wants to learn how to sign, is interested in the Deaf Culture, and wants to interact with the Deaf community. The club meets monthly from 3:00-4:30 p.m. in W246, starting with the basics - such as the alphabet - and eventually cover more in-depth topics and conversational phrases! Members will have fun learning while playing games, using music, having casual conversations, and eating lots of snacks! Club dues to be determined.

**Athletic Training Student-Aide Program** (Athletic Dept.) - is designed to give students the opportunity to experience and learn the profession of athletic training. Aides will assist the full-time certified athletic trainers with team practices and game preparation, and assist with first-aid to all Centerville High School student athletes. Aides will be assigned to a sport once they have finished a probationary period during their freshman or sophomore year. Annual fees assessed to purchase the clothing worn during events. Please see Mr. Dement in the Athletic Office if interested – the department is actively seeking young men to join the program.

**Beading Club** (Advisors: Mrs. Replogle-S274 & Mrs. Fisher) - meets once a month in S274, creating different kinds of beaded bracelets, key chains, and necklaces. Done in a kind and friendly environment, enjoying snacks and good conversation. Fee of \$10.00 to purchase beads and other supplies.

**Biology Club** (Advisor: Mrs. Judy-S150) - with the growing interest in the STEM fields, this club will focus on increasing biology knowledge, with a particular topic per meeting. The club will also focus on helping students become a tutor, or to be matched with a tutor. Meetings are twice a month in S150 after school. At the end of the year, students will have the opportunity to take the USABO (USA Biology Olympiad) test if they desire, and will also have the ability to join HOSA (if interested in health professions) and participate in competitions. Stipulations for HOSA membership will be strictly enforced. There is no fee for the club, but there are fees associated with HOSA if students choose to participate.

**Black Student Union** (Ms. Valley-C170 & Ms. Adams-C174) - a club that provides a space to embrace, discuss, and celebrate black culture. Meets after school twice a month in C170. **ALL** students are welcome to join!

**Book Club** (Advisor: Ms. Doll-S260 & Mrs. Oliver-E246) - open to all students who are avid readers. The club will meet once a month in S260 for one hour to informally discuss acclaimed and award winning novels. The list of the year's novels will be available at a meeting the first week of the year. \$23.00 Pay to Participate fee. *\*Parental permission is required to participate.*

**Calligraphy Club** (Advisor: Mrs. Yokajty-C120) - open to any student interested in learning how to hand letter and make creative cards for all occasions. Meets after school in C120.

**Chess Club** (Advisor: Mr. Vaccar-S164) - open to any student interested in learning the fundamentals or improving his/her knowledge of chess. Students will meet once a week from 3-4p in S164 to participate in match play. See Mr. Vaccar. \$23.00 Pay to Participate fee.

**CHS Maker Lab** (Advisor: Mrs. Sanderman-Library) – Located on the West end of the Library, the CHS Maker Lab is home to all sorts of great tools and activities that students are welcome to use every day during both lunches. Once a month there will be a sponsored activity or craft, but the lab is open every day to all students. Come to build, 3D print, and make all sorts of great things! All are welcome and it's free!

**Circle of Friends** (Advisors: Ms. Riffle & Ms. Freas-S252) - a club for all CHS students (with or without disabilities). Typical students along with students with special needs meet regularly to socialize and participate in activities together, such as attending a football or basketball game or the COF Prom. Most activities are during students' lunch time. The goal of the club is to promote the understanding and acceptance of differences among high school students and build friendships. There is no fee to participate. See Ms. Riffle or Ms. Freas in S252 to sign up and receive reminders.

**Destination Imagination** – D.I. is a STEAM after-school program in which students work in teams of 7 to come up with creative and innovative solutions to open-ended challenges. CHS is represented by several teams whose role it is to plan, create, and develop a creative project or mechanical device for competition at the regional, state, and Global contests. More information can be found on the district website [www.centervilledi.com](http://www.centervilledi.com) or at [www.idodi.org](http://www.idodi.org). A placement workshop is mandatory for all returning and new participants to be placed on a team. \$23.00 Pay to Participate fee, plus some fundraising efforts to support the teams for travel expenses for higher levels of competition. If interested, please contact Laura Torres at [lgtorres1028@hotmail.com](mailto:lgtorres1028@hotmail.com).

**Diabetes Club** (Advisor: Mr. Cline-E166) - supports students and staff whose families are impacted by diabetes. No fee for the club.

**Disney Club** (Advisor: Mr. Spalding-Choir-C190) - celebrates all things Disney (including Marvel, Star Wars, Pixar, etc.)! Meets monthly before school in the Choir room, with occasional after-school activities, such as trivia and different Disney themed days. There's a small fee for food and prizes, and anyone may join. Students can follow Instagram @chsdisneyclub to get notification about future meetings and activities.

**Diversity Club** (Advisor: Mrs. Schmidt-E260) - celebrates and promotes an inclusive, diverse and welcoming community for the students of Centerville High School. This club is for students who are interested in working toward an appreciation and understanding of multiple perspectives in today's global climate. All students are welcome. Club meets 1-2 times per quarter to plan quarterly projects. \$23.00 Pay to Participate fee, plus \$5.00 club dues.

**Eclipse Literary Magazine** (Advisor: Mrs. Thomas-E268) - all students interested in creative writing and/or art are welcome. Meets on Thursdays, but frequency of meetings varies from month to month. Follow the club on Instagram and look for signs posted to plan to attend our meetings, which are in room E268. There is no fee for this club.

**Elk Connectors** (Advisors: Unit Guidance Counselors) - are selected seniors who serve as peer mentors to the freshmen during their first year at CHS, beginning with assisting at the Freshman Orientation. The goal of the Elk Connector program is to create a sense of community within the freshmen advisories through various advisory activities, to provide information and answer questions about events during the first year of high school, and to provide leadership/mentoring opportunities to the participating seniors. Monthly trainings occur prior to each visit with their assigned advisory. Juniors may apply to be an Elk Connector in the spring and will be notified if they are selected. There is no fee, but there may be a fee for an Elk Connector t-shirt.

**Engineering Club** (Advisor: Ms. Monfort-C105) - students interested in engineering work collaboratively through engineering design challenges and develop the skills and behaviors necessary to enter into the field. Various types of engineering are explored during the year and student teams engage in activities related to specific careers. Meets once a month in C105. Club dues are \$5.00.

**Environmental Club** (Advisor: Mr. Knupp-E256) - a service-oriented club where students learn about environmental issues, participate in our recycling program, and take personal actions to increase conservation efforts. This club allows students to earn service hours and meets every Wednesday after school in E256. \$23.00 Pay to Participate fee.

**Equestrian Club** (Advisors: Mrs. Schluter-S272 & Mrs. Murphy-E262) - students who share a love of horses will meet once a month at a local stable to learn to ride and groom horses. Basic membership is \$15 per year for a club sticker, all activities, snacks, and a pizza party at the end of the year. Full membership is \$35 for the year, and includes one free riding lesson and a club t-shirt, in addition to what the Basic membership includes.

**Fellowship of Christian Athletes** (Advisor: Mr. Clark-W126) - for athletes (grades 9-12) who share a common faith. The group explores what it means to be a Christian athlete in today's world. Meets every Thursday morning (7:00 a.m.) in W126.

**French Club** (Advisor: Madame Easley-W164) - **\*see World Language Clubs**

**\*\*\* French Honor Society** (Advisor: Madame Dailey-S253) - annually honors students of French who excel in French 2 through Honors AP French Language and Culture for the first semester. Students in French 2 and 3 are inducted if they have an A- average; students in Honors Pre-AP French or AP French Language and Culture must earn an H- average. During an induction ceremony in April, students receive a SHF Certificate and program, and seniors also receive an inscribed pen for their efforts. Students are eligible to be inducted annually provided they meet the aforementioned academic criteria, and submit annual dues of \$5.00 to the National Chapter of French Honor Society.

**Friendship Bracelet Club** (Advisor: Mr. Bucher-S140) - a creative, relaxing, and stress-relieving activity that provides an opportunity to connect with others in the process. Members learn a variety of techniques for making friendship bracelets, with a new style being introduced and taught every month or so. Meets twice a month before school (7:15 a.m.) in S140. Any student is welcome – you might even make a new friend! \$2.00 club dues to cover the cost of supplies.

**German Club** (Advisor: Frau Wassmann-E120) - **\*see World Language Clubs**

**\*\*\* German Honor Society** (Advisor: Herr Bowersock-W166) - annually honors students who excel in the German Language and Culture. Students in German 3 and higher are inducted if they have an overall GPA of 3.333 or higher, and have maintained an average of 3.666 in German studies. Students in Honors Pre-AP German or AP German Language and Culture are eligible to join, if they have achieved this threshold after German 3. During an induction ceremony in May, students receive an official Certificate and the fraternal Greek letters Delta Phi Alpha, at which they take an oath/make a pledge to be lifelong learners of other cultures, languages, and peoples. German Honor Society has a current fee of \$20.00 for the certificate and life-time membership.

**Girl Power Club** (Advisor: Ms. Valley-C170) - a social club whose purpose is to develop a strong sense of confidence and well-being for all young women. Meeting times vary, so see Ms. Valley if interested.

**GSA Club** (Advisor: Mr. Knupp-E256) - focuses on issues of diversity, tolerance, safety, and activism. The goal of our Gay-Straight Alliance is to make the school community safe and welcoming to all students regardless of sexual orientation or gender identity. This club has no fee, and meets every other Thursday after school in E256.

**Hiking Club** (Advisor: Ms. Carman-246) - open to anyone, students OR staff members, who enjoys hiking or has a strong appreciation for the outdoors. The club will hike at various nature parks on select Saturday afternoons. See Ms. Carman if interested in participating.

**Homework Club** (Advisor: Ms. Monfort-C105) - meets weekly after school till 4 pm in C105. The purpose is to work on assignments in a relaxed study environment and to encourage students to avoid procrastinating. Students will have the opportunity to get homework help from others with various academic backgrounds. If you'd like to hone your study habits, come join us after school! Snacks are provided.

**India Club** (Advisor: Mrs. Neasbitt-W142) - a social club where students will learn and share the culture of India. All students are welcome! Meets once a month in W142. Minimal fee to cover the cost of henna tattoos.

**Interact Club** (Advisors: Mrs. Cameron-W234 & Mrs. Bosscher-E264) - a student service club affiliated with the Centerville Rotary organization. Student members enjoy social events, community service projects, and host an annual fundraiser for global outreach. These planned activities help students develop and practice leadership skills that are useful and necessary for positive life experiences. Officers are elected annually. \$23.00 Pay to Participate fee, plus \$5.00 fee for snacks. Meets monthly after school in W234.

**International Club** (Advisor: Mrs. Priest-W162) - specifically welcomes International students, but is open to any student at CHS. Club gets together monthly in W162 to make connections, not just with each other, but also with other countries and cultures around the world. While sampling authentic food of the country we are "visiting", students fill out a "passport" of unique information on each of the countries. \$23.00 Pay to Participate fee, and a \$5.00 additional activity fee.

**Investment Club** (Advisor: Mr. Swan-S244) - for students who want to learn more about investing in the stock market. Please see Mr. Swan if interested. All students are welcome.



**Kaffeeklatsch** (Advisor: Frau Wassmann-E120) - meets monthly from 3-4 and is open only to **German 4/5 students** who are committed to speaking only German during the duration of the club. There is no fee, but members agree to bring in supplies and snacks (ranging from homemade German cakes to store-bought cookies and whatever else strikes their fancy).

**Key Club** (Advisor: Mrs. Yokajty-C120) - one of many clubs promoted by national Kiwanis Clubs, Key Club is an organization which strives to benefit and contribute to the Centerville area in order to build an improved community. Members participate in various community service events. All students are welcome to join. Meets monthly after school in the West Commons. \$23.00 Pay to Participate fee.

**Korean Club** (Advisor: Mrs. Wassmann-E120) - \*see World Language Clubs

**Lunch Buddies** (Advisor: Mrs. Mires-C242) - a program in which upperclassmen are a mentor/buddy to a Centerville elementary school student during their lunch time. Lunch buddy visits run from October through March, one visit every other week. There is an application process that begins in the spring of the Sophomore/Junior year and includes an interview. There is no fee to be a member of this program, but applicants must be good role models, including being drug/alcohol/vape (tobacco)-free.

**Math Club** (Advisor: Mr. Clark-W126) - for students who are interested in math. Members take part in two competitions – one is state-wide and consists of a problem set per month worked individually, and one that is nation-wide consisting of a test given in the spring. Meets once a month in W126, and all students are welcome. \$23.00 Pay to Participate fee.

**Medical Science Club** (Advisor: Mr. Cary-C264) - this club will discuss various topics in medicine, hear guest speakers, enjoy fun activities and hands-on experiences in the field. Club is open to anyone interested in medical science. There is a \$15 fee to join, which includes a t-shirt. Meets monthly in room C264.

**Mock Trial** (Advisor: Mr. Shelton-S144) - Twenty students are selected each year to make up two mock trial teams, and actually try court cases before area judges and attorneys. This activity is a must for future lawyers! Mock Trial practices are held two evenings a week in S140, with overnight trips to the competitions. \$23.00 Pay to Participate fee. See Mr. Shelton if interested.

**Model U.N.** (Advisor: Mr. Swan-S244) - Model United Nations is a four-day academic conference at which student delegates represent selected member nations and participate in writing, presenting, and debating original resolutions that deal with current world problems, issues, and political situations. Any student in good academic and behavioral standing, as well as a strong attendance record, may apply. The team is chosen in August and the conference is in February at the University of Chicago. Meetings are primarily student-led and take place in S244 or off-campus. Although the club participates together, much of the work is done individually or with a partner, therefore it is flexible with other sports and activities. \$23.00 Pay to Participate fee, plus additional fees to cover the cost of air travel, ground transportation, hotel stay, and delegate fees. Financial aid is available for those who qualify.

**National Honor Society** (Advisors: Mr. Yuker-W236, Mrs. Farmer-W246, Mrs. Willett-W268) – The purpose of the Centerville High School Chapter of the National Honor Society is to encourage pursuits in the organization's four core qualities: scholasticism, service, leadership, and character. Juniors and seniors with a minimum GPA of 3.650 after four or six semesters of high school will be invited to be considered for induction during the fall/early winter of their junior or senior year. Students must have demonstrated service, leadership, and character both before and after induction. NHS is one of the oldest organizations affiliated with high school and attempts to look for and promote the best qualities in young people.

**Octagon Club** (Advisor: Mr. Bell-S223) - a service club sponsored by the Centerville Noon Optimists that is designed to give students an opportunity to be of service to their school and community. The club is actively involved in several continuing projects for the Park District (such as the Haunted Trail) and St. Vincent's Clothing Drive; social activities are also planned throughout the year. \$23.00 Pay to Participate fee, plus \$10.00 club dues. Club meetings are held once a month in the South Commons after school.

**Performance Club** (Advisor: Mrs. Bernard-Orchestra-C192) - this club meets semi-regularly to prepare performances for community service. Students should have an advanced music skill set and preferably be a member of the Band, Choir, or Orchestra programs. See Mrs. Bernard in C192 if interested.

**Pie Club** (Advisor: Mr. Turton-W261) - meets monthly in the West Commons at 7:30 a.m. to – you guessed it – EAT PIE! There are 8 meetings per year, and 8 students per group. Each member is responsible for bringing in one pie (hopefully HOMEMADE) cut into 8 pieces = 1 piece of pie per kid per month. The club is open to any student, and the fee is \$12.00 to pay for plates, napkins, forks, and a club t-shirt. \$\$\$ left over will be donated to the FOOD TO GO program.

**Ping Pong Club** (Advisor: Mr. Brandeberry-182) - a social club where members can learn to play the game of Ping Pong. Meets weekly during 4<sup>th</sup> & 5<sup>th</sup> lunches in the gym. There is a \$10 fee.

**Poetry Club** (Advisor: Mr. Yucker-W236) - for juniors and seniors who are interested in poetry and/or creative writing. Members will participate in several different discussion formats including student-led and open-mic. Meetings will be held once a month in W236. \$23.00 Pay to Participate fee. \*Parental permission is required.

**Rock Climbing Club** (Advisor: Mr. Knupp-E256) - open to any student interested in the sport of rock climbing. The club meets once a month in E256, and will go to Urban Krag to climb. Please see Mr. Knupp if you're interested and to get more information on costs.

**S.A.D.D.** (Advisors: Ms. Myers-E204 & Mrs. Schmidt-E260) – **Students Against Destructive Decisions**, is a school-based organization dedicated to promoting a message of “No Use” of alcohol and drugs, and encouraging students to not participate in activities with destructive consequences. SADD’s mission is to provide students with prevention and intervention tools to deal with the serious issues and pressures that young adults are facing today, and to empower them to make positive decisions. Meets 2-3 times per quarter in E204 to plan quarterly projects. Any student may join the club. \$23.00 Pay to Participate fee plus \$5 club dues.

**Science Academic Teams** (Advisor: Mrs. Manfredi-C113) - for students who wish to participate in any of the science-related academic competitions and research opportunities, other than Science Olympiad. Teams participate in Science Bowl, Penguin Bowl (an oceanography competition), Science Day and others that are of interest to team members; there are typically only two tournaments a year for each team. Students are selected from an open try-out in the fall, and practice days/times depend on the team and student availability. \$23.00 Pay to Participate fee, but Bowl teams must also pay for a portion of their travel to competitions. Anyone wishing to participate in Montgomery County Science Day can take on a research project and start whenever they want - see Mrs. Manfredi for more information.

**Science Olympiad** (Advisors: Ms. Graham-E144 & Mr. Schooler-E142) – Are you interested in the STEM field and putting your skills to the test? Students interested in interscholastic science competition may work with science faculty members in preparation for team selection. Placement on a team is based on students taking a test, as well as teacher evaluations. After local selection the team competes in the State Science Olympiad Competition with the goal of the national contest. \$113.00 Pay to Participate fee plus additional fees for materials.

**Shades of Hue (Make-up Club)** (Advisor: Mrs. Wright-C160) - a social club where students explore the use of makeup as a form of artistic expression. Open to all grades 9-12. There is a \$10 fee.

**Spanish Club** (Advisors: Señorita Grooms-E275 & Señora Winkler-S254) - \*see World Language Clubs

**\*\*\* Spanish Honor Society** (Advisor: Ms. Ernest-S183) - is extended to a select few students who through their academic excellence have distinguished themselves as superior Spanish students. Students must complete service and activity hours throughout their junior and senior years which will allow the chapter to compete with other national and international chapters.

**Speech and Debate Team** (Advisor: Ms. Neidhard-E265) - for anyone interested in law, business, journalism, social studies or education, and whose purpose is to give students confidence through public speaking and competitive speaking. Activities are challenging, educational, and fun! Students sign up for individual speech coaching or attend designated practices for debaters and extempers each week. Students become eligible for membership in the **National Speech and Debate Association** upon reaching a point total in competitive debate or individual speaking at official contests, decided by judges. \$135.00 Pay to Participate fee, plus a mandatory fundraiser, and hotel costs if traveling overnight. There is also a one-time membership fee for the NSDA, which is a great honor to be inducted into.

**Spirit Club “The HERD”** (Advisor: Mrs. Monaghan-S170) - is organized specifically to support and promote the co-curricular programs at CHS, especially athletics. Students work together on spirit signs and cheer groups to promote Elk Spirit. This fun and spirited activity is free, and all active and spirited CHS students are invited to participate. Good sportsmanship is required! Follow the group on Twitter @TheHerdCHS for activity information.

**S.T.A.G.E. Club** (Advisor: Mr. Hamen-E244) – Theatre students gather together once a month to plan for upcoming activities, including social events, service events, and the S.T.A.G.E. student-produced show. S.T.A.G.E. is open to all students involved in CHS Theatre, and meetings are the first place to get information about productions and available onstage and backstage roles. \$10 membership fee.

**Step Team** (Advisor: Mr. Johnson-Security desk) - an exciting new dance troupe! No experience is needed, but there are try-outs in the fall. Practices are typically in the 2<sup>nd</sup> floor Back of Central. Fees to cover the cost of a team t-shirt and other uniform pieces, plus competition travel expenses. For more information, see Mr. Johnson at the front Security desk.

**Student-Athletes for Others** (Advisor: Mr. Ullery-W204) - a group aimed to give student-athletes a chance to give back to the community through volunteer opportunities. No regular meetings or club dues – just see Coach Ullery if you're interested in participating!

**Students Demand Action** (Advisors: Mrs. Thomas-E268 & Ms. Myers-E204) - for students who are interested in being activists for gun sense in America to get together and share ideas and current information on gun legislation. All are welcome to respectfully exchange ideas and support for safer schools and the community. Meets monthly in E204 with possible additional meetings to complete outreach. No club fee.

**Study Buddies** - a tutoring activity in which high school students provide free after-school tutoring for middle school students. Open to any student who is doing well in school, responsible, and who would be a good role model. Must have transportation to the target middle school. This is a great way to earn service hours! See Mr. Yaker in W236 if interested.

**Table Top Gaming** (Advisor: Mr. Ketcham-W144) - provides a safe environment where students can come together to play table top games and socialize. There is no fee to join the club, and any student is welcome to show and play games. Any school-appropriate table game is acceptable, including board games (Monopoly, Jenga, Ticket to Ride, etc.), card games (Euchre, Magic: the Gathering, etc.), role playing games (Dungeons & Dragons, etc.), and even party games. In short, if you like playing games with other people this club is for you. Meets every other Friday after school till 4:30 in W144.

**The Gilded Society** (Advisors: Mrs. Berner & Mrs. Potter-Security desk, Paulo DeMarke-instructor) - inspired by The Gilded Shuriken stand located in the East Office lobby, this club will teach students how to persevere through hardships mentally while trying to master the art of Origami, making extraordinary creations that make people happy! There are no requirements to join the club and anyone may participate. Tutorials are given on the 2<sup>nd</sup> Monday of every month from 3:15-4:15 in the PDC at the top of the East Central stairwell.

**Theatre Opportunities** (Advisor: Mr. Hamen-E244) - a multitude of theatre opportunities, including acting roles, leadership roles, lighting, sound, props, costuming, ushering and set building/painting, are available to all students via the school plays and musicals. Announcements will be given during the year inviting students to audition for productions or to join after-school technical opportunities. There is a Pay to Participate fee of \$30.00 and a \$10 CHS Theatre fee.

**United Serving Veterans** (Advisors: Mr. Rodgers-W260) - for students who would like to show their appreciation to veterans in the local Dayton area through meaningful interaction and service. If you are interested in making a difference in the lives of those who've served our country, please see Mr. Rodgers for more information. There are no fees to join this service club.

**Vegetarian Club** (Advisor: Mrs. Carstens-S142) - for students who are vegetarian or considering it. Meetings are held twice a month in S142. No fee for the club.

**Welcome Centerville Club** (Advisor: Ms. Ernest-S183) - dedicated to welcoming our international students and help them adjust to social and educational challenges. Meets weekly at 7:30 a.m. in S183.

**Whiffle Ball Club** (Advisor: Mr. Nagel-E162) - a social club where any student is welcome to play Whiffle Ball. Games are played every Wednesday after school in the spring (as soon as it's warm enough!). There are no fees to participate. If interested, see Mr. Nagel.

**World Language Clubs** – The Foreign Language Clubs are open to anyone, not just students taking a particular language. The purpose of these clubs is to better inform interested students of the culture and customs in foreign countries, often through games, food, music, etc. This also results in a better understanding of the people and the language. Participation in these clubs is a great opportunity to socialize and relax with friends and classmates, and learn something new! Clubs meet monthly, and dues may be charged in addition to the \$23.00 Pay to Participate fee, to cover the cost of entertainment and refreshments.

- French Club (*Madame Easley*) - meetings vary from month to month. Additional \$5.00 club dues.
- German Club (*Frau Wassmann*) - meets once a month from 3-4 in E120. Additional \$5.00 club dues.
- Korean Club (*Frau Wassmann*) - meets once a month from 3-4 in E120. \$5.00 club dues ONLY.
- Spanish Club (*Señorita Grooms & Señora Winkler*) - meetings vary from month to month. Additional \$5.00 club dues.

**Wrestling Stats** (Advisor: Mrs. Bair-W124) - students interested in helping at CHS wrestling meets (November-February). Duties include keeping score, running the clock, announcing matches and team spirit activities. Must be responsible and able to focus without getting distracted during the match. If you are interested in volunteering for the wrestling team, please see Mrs. Bair in W124. \$23.00 Pay to Participate fee, plus \$25.00 team fee to cover food and t-shirt.

**Youth @ the Booth** (Coordinator: Mrs. Gallagher-S243) - each year, seniors have an opportunity to apply to participate in Youth @ the Booth. Students that are selected complete three hours of training and work various polling locations on Election Day, assisting voters and other experienced poll workers during the course of those Tuesdays in November and May. A voter registration drive takes place in the fall and spring for eligible students who will be of voting age during the year. If interested in working the polls, see Mrs. Gallagher for more info.

*\*updated November 2019*

## ATHLETICS

**Athletic Attendance/Eligibility:** All student athletes must BE PRESENT for a minimum of three (3) class periods in order to participate in practice and/or official contests.

**Scholar Athlete Society** – The Scholar Athlete is a term applied to those individuals who have achieved high levels of development in spirit, mind and body. The spirit that has guided behavior and helped in making the commitment to excellence is both a gift and a result of encouragement from home.

- Sustaining a high academic average is a significant achievement in itself, for it requires a concentrated effort, but this average has been sustained with the added demand of the hours devoted to athletic development.
- Receiving a varsity letter at Centerville High School is difficult because of the quality of the competition in varsity athletics.
- At Centerville High School we are proud to recognize those individuals who represent both academic and physical excellence.

### *Criteria for the Scholar Athlete Award:*

Each recipient shall:

1. Be a junior or senior class member
2. Have earned a grade point average of 3.2 or above, cumulative through the first semester of the current school year.
3. Have earned a varsity letter in a varsity sport during the current school year as a player, manager, trainer, or cheerleader and have followed the Athletic Code.

The senior recipient having the highest grade point average and having earned two (2) varsity letters during the athlete's high school life time with one award being earned during the senior year as a player. and having followed the Athletic Code, shall be named the CHS Scholar Athlete of the Year.

In the event a varsity letter is not awarded at Centerville High School for athletic competition which is sanctioned by the Ohio High School Athletic Association and for which there is a state tournament competition among Ohio High schools, a Centerville athlete shall be eligible for consideration for the Scholar Athlete Award if:

1. The athlete qualified for the state level in the state tournament.
2. The faculty sponsor certified that the athlete has prepared for the tournament with an amount of training and competition expected of all Centerville athletes.
3. The athlete maintained a 3.2 academic average for the current school year.
4. The athlete followed the Athletic Code for the current school year.

## STUDY TABLE GUIDELINES

1. The CHS Study Table (ST) is available to ALL students four (4) times a week Tuesday –Friday mornings for 45 minutes sessions. The ST is an excellent way to receive special help for difficult academic questions. The academic sessions occur Monday through Friday in room W205. Mature and positive purposeful behavior is expected of all participants. Students arriving tardy will not be admitted to the session.
2. The weekly schedule for Study Table sessions is as follows:

Monday	Tuesday	Wednesday	Thursday	Friday
	7 – 7:45 am	7 – 7:45 am	7 – 7:45 am	7- 7:45am

**Study table week is defined as Tuesday through Friday 7:00-7:45am**

**Interscholastic Sports** – The interscholastic teams compete in the Greater Western Ohio Conference, which is composed of Beavercreek, Vandalia-Butler, Centerville, Fairmont, Lebanon, Miamisburg, Springboro, Northmont, Piqua, Sidney, Springfield, Fairborn, Trotwood-Madison, Troy, Wayne, Greenville, Stebbins, Tippecanoe, West Carrollton, and Xenia.

## **BOYS ATHLETICS**

Baseball	Lacrosse
Basketball	Soccer
Bowling	Swimming
Cross Country	Tennis
Football	Track
Golf	Volleyball
Ice Hockey	Wrestling

## **GIRLS ATHLETICS**

Basketball	Lacrosse
Bowling	Soccer
Cheerleading	Softball
Coeds	Swimming
Cross Country	Tennis
Golf	Track
Gymnastics	Volleyball

## **COACHING STAFF**

Athletic Director	Rob Dement	Lacrosse - Boys	Troy Stehlin
Baseball	Jason Whited	Lacrosse - Girls	Kayla DeSanctis
Basketball - Boys	Brook Cupps	Soccer - Boys	Jeff Monbeck
Basketball - Girls	Adam Priefer	Soccer - Girls	Jim Gobrail
Bowling - Boys	Andy Parker	Softball - Girls	Wendell Hutchinson
Bowling - Girls	TBA	Swimming/Diving –	Anne Frayne
Cheerleaders	Rick Bottles	Boys & Girls	
Coeds	Tenille Redmond	Tennis – Boys & Girls	Scott Long
Cross Country - Boys	Casey Clark	Track – Boys & Girls	Matt Somerlot
Cross Country - Girls	David Dobson	Volleyball - Boys	Corey Burge
Football - Varsity	Brent Ullery	Volleyball - Girls	Matt Onweller
Golf - Boys	Matt Yux	Wrestling	Alan Bair
Golf - Girls	Mike Dalton	Marching Band	Brandon Barrometti
Gymnastics - Girls	Renee Horcher	Winter Guard	Jodi Fairbanks
Ice Hockey	Tim Evans	Percussion	Tim Fairbanks

## ***ATHLETIC and CO-CURRICULAR POLICIES***

For students in grades 9-12 to be eligible to participate in the interscholastic activities defined above, a student must in the quarter preceding the activity:

- Received passing grades in five (5) 1/2 credit graded courses or the equivalent that count toward graduation. \*Excluding PE, Faculty Assist and Peer Tutoring
- Have a minimum 2.000 grade point average.

OR

- Received passing grades in five (5) 1/2 credit graded courses or the equivalent that count toward graduation.
- Have a 1.500 – 1.999 grade point average
- Must attend two (2) mandatory study table sessions per week. Failure to attend two (2) study table sessions per week will result in ineligibility for seven calendar days.

Students in grades 9-12 are ineligible to participate in any form including practice if in the preceding quarter the student:

- Has a 1.499 grade point average or below.
- Is not enrolled in five courses, each of which equates to one-half (½) credit per semester.

***ALMA MATER, FIGHT SONG, COLORS, MASCOT AND MOTTO***

***THE ALMA MATER***

by Steve Paul

There's an Alma Mater close to us where  
our hearts may ever rest.  
And our loyalty will always be with  
dear old CHS.  
For her halls are filled with memories  
of the cherished joys we knew  
And to you our dearest Centerville we  
always will be true.

\*\*\*\*\*

***THE FIGHT SONG***

by Steve Paul

We're going to fight for Alma Mater  
and the glory of our victories  
in the days of yore.  
We're going to score! score! score! to win  
the fame and triumph as we  
have in the years before.  
Our song is go ELKS go! and carry  
forth the spirit and honor  
of grand success!  
We're going to fight, we're going to score,  
we're going to win  
this game for Centerville "ole" CHS.

\*\*\*\*\*

*Centerville High School's colors are:*

**BLACK AND GOLD**

*The mascot is the:*

**ELK**

*And the school motto is:*

**"LET US BE KNOWN BY OUR SPIRIT"**

## CENTERVILLE HIGH SCHOOL HANDBOOK AWARENESS RECEIPT

I have reviewed a copy of the 2020-2021 Centerville High School Student Handbook and reviewed the Centerville High School policies, rules/regulations, and information items found therein. Students are required to review the additional information, policies and procedures as outlined on the CHS website located at [www.centerville.k12.oh.us/CHS](http://www.centerville.k12.oh.us/CHS). I realize I am responsible for being aware of the total contents of the Centerville High School Student Handbook and Behavioral Expectations.

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

ADVISOR: \_\_\_\_\_

