

CHIPPEWA JUNIOR/SENIOR HIGH SCHOOL

466 SOUTH PORTAGE STREET

DOYLESTOWN, OH 44230

STUDENT HANDBOOK

2025-2026



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Staff

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Mrs. Crystal Hershberger	Treasurer Aide-Accounts Payable
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	Literacy Coordinator

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	Assistant Principal
Mr. Mike Bohley	Dean of Students/Athletic Director
Mrs. Paige Schafrath	Secretary
Mrs. Sharon Edel	Athletic Secretary
Mrs. April Roth-Kimber	School Counselor
	School Counselor
Mrs. Tricia Barr	Guidance Secretary

Jr/Sr High Staff

Miss. Brittany Akins	Business
Mrs. Kristy Bentley	Aide
Mrs. Tonia Bogema	Anazao
Mrs. Elle Kick	Science
Mr. Jason Bradley	Aide
Mr. Adam Brown	History
Mrs. Lesli Carroway	Aide
Mrs. Ruth Coney	Science
Mr. Drew Conyers	Physical Education/Health
Mrs. Kris Cornell	Cafeteria
Miss. Ashley Cornelius	Social Studies
Mrs. Emily Costanzo	Math
Ms. Olivia DeMeio	Science
Mr. Dan Edwards	Intervention Specialist
Mrs. Rachel Ferris	French
Mr. Ken Gasser	Mathematics

Mr. Scott Geiser	Mathematics
Mrs. Annette Gibson	Cafeteria
Mr. Nicholas Hann	Band
Mr. Jeff Hetsch	Custodian
Mrs. Kathy Hillyard	Cafeteria
Mrs. Connie Jennings	Aide
Mrs. Kati Kager	English
Mrs. Shauna Knight	Choir
Ms. Christy Koberstein	MH Unit
Mrs. Mary Kay Lattea	Aide
Mrs. Susan Leach	Mathematics
Mr. Ian Leja	Intervention Specialist
Mr. Daryl Lepley	Technology/History
Ms. Kelly Leway	Intervention Specialist
Mr. TJ Lindeman	History
Mr. Sean Linder	Technology
Mr. Steve Liptak	History
Mrs. Leslie Marshall	English
Mr. Rick McMerrell	Mathematics
Mr. Pat McNutt	Science
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Mrs. Sarah Mitchell-Skuza	Cafeteria
Mrs. Beth Ogg	Science
Mr. Jeff Ogg	Aide
Mr. Nathan Reutter	Science
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Mr. Michael Santee	Spanish
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Ms. Cortney Schtucka	Language Arts
Mrs. Margaret Shaffer	Online Learning
Mrs. Rachel Silasi	Art
Mrs. Lisa Smith	Language Arts
Mr. Steve Smith	English
Mr. Bryan Spence	Custodian
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Miss. Maegan Storad	Social Studies
Mr. Josh Strauss	Art
Mrs. Lydia Wilcox	7/8th Math Extension
Mrs. Jennifer Wolfe	English
Mrs. Emily Yost	Nurse
Mrs. Sarah Young	Aide

2025-2026 Chippewa SENIOR High School Bell Schedule

Sr. High Bell Schedule A '25-'26 Standard Schedule	
Period 1	7:27 AM- 8:15 AM
Period 2	8:18 AM - 9:06 AM
Period 3	9:09 AM - 9:56 AM
Period 4	9:59 AM - 10:46 AM
Period 5A (Lunch)	10:49 AM - 11:19 AM
Period 5B (Lunch)	11:22 AM - 11:52 AM
Period 6	11:55 AM - 12:58 PM
Period 7	1:01 PM - 1:48 PM
Period 8	1:51 PM - 2:38 PM

*Late Arrival for 1st period is available to 11th & 12th graders

**Early release for 8th period is available to 11th & 12th graders

***Flex schedule to arrive early AND/OR late based on classes available to 12th graders only
(1st OR 8th period for Juniors only)

2025-2026 Chippewa JUNIOR High School Bell Schedule

Jr. High Bell Schedule A '25-'26 Standard Schedule	
Period 1	7:30 AM - 8:18 AM
Period 2	8:21 AM - 9:08 AM
Period 3	9:11 AM - 9:58 AM
Period 4	10:01 AM - 10:48 AM
Period 5	10:51 AM - 11:38 AM
7th Grade Period 6A&B	11:41 AM - 11:54 AM (WIN) 11:57 AM - 12:27 PM (Lunch) 12:30 PM - 1:00 PM (WIN)
8th Grade Period 6A&B	11:41 AM - 12:27 PM (WIN) 12:30 PM - 1:00 PM (Lunch)
Period 7	1:03 PM - 1:50 PM
Period 8	1:53 PM - 2:40 PM

Academic Policies and Procedures

Course Grading Structures

Grading breakdowns may differ by course, department, and grade level. Teachers communicate their specific grading practices—including how assessments, practice work, team activities, and final exams are weighted—through the course syllabus at the beginning of each term. Students and families should refer to each syllabus for accurate, up-to-date grading policies.

Academic Interventions

When a student demonstrates significant difficulty with content, particularly after putting forth effort, it signals a need for reteaching, reassessment, or additional support. In such cases, teachers may assign academic interventions to take place during study hall or another appropriate time. Students who do not complete work or demonstrate a lack of effort may receive a zero or the score earned. All students have access to intervention opportunities throughout the school day to support their learning and growth.

Grading Practices

Grading policies may vary by course and teacher. Students are expected to review each class syllabus for specific grading breakdowns and expectations. In general, grades reflect a combination of assessment and practice work, with a greater emphasis typically placed on assessments. Semester grades may include weighted contributions from quarter assessments and a final exam, as outlined by the course instructor.

Other Changes

Incidents of cheating or plagiarism—on assessments or practice work—will be addressed seriously. Consequences may include a reduced grade, loss of credit for the assignment, retake opportunities, and disciplinary action. The specific academic and behavioral responses will be determined by the teacher and/or administration, taking into account the course level and circumstances.

Exams

Teachers may administer examinations at the end of each grading period or at other appropriate times. Any requests to reschedule exams must be approved by the administration. Students with an excused absence on the day of an exam are expected to follow up with their teacher to arrange a make-up opportunity. The use of phones or other unauthorized electronic devices during exams is not permitted and may result in disciplinary action.

Grade Reporting

Grade cards are made available online at the end of each grading period through ProgressBook. Parents and guardians are encouraged to regularly monitor student progress using this platform. Teachers may also communicate academic updates throughout the quarter. Students are responsible for staying informed about their academic standing and sharing updates with their families.

Grade Point Average (GPA)

Current GPA is figured each nine-week period. Cumulative GPA includes only final grades (semester and full year).

Grading System

94-100	A	90-93	A-	80-83	B-
87-89	B+	84-86	B	70-73	C-
77-79	C+	74-76	C	60-63	D-
67-69	D+	64-66	D	59-50	F

AP, IB and College Credit Plus classes will be weighted as a 5.0 and all other classes will be weighted as a 4.0.

Incomplete Grades

Incomplete grades are intended to provide students time to complete missing work due to excused absences or other approved circumstances. Teachers will set clear deadlines for resolving incomplete work, typically within the first two weeks of the next grading period. If work remains incomplete, the grade may be converted to a failing mark at the teacher's discretion.

ProgressBook Access

ProgressBook provides real-time access to student grades, attendance, and assignments. Families are encouraged to check ProgressBook regularly to stay informed. Login information can be obtained through the Guidance Office. Families without internet access may request paper copies of grade reports from the school office.

State Testing

State-mandated assessments are determined by the Ohio Department of Education, including the grade levels and subjects in which they are administered. The school will communicate testing schedules and requirements in advance.

Junior High State Assessments

- **Grade 7:** Language Arts, Math
- **Grade 8:** Language Arts, Math, Science

High School End-of-Course Assessments

- English Language Arts II
- Algebra I
- Geometry
- Biology
- U.S. History
- Government

Testing Day Expectations

Students are expected to attend all scheduled testing days. Absences on testing days may be considered unexcused unless verified with medical documentation or approved by administration.

Students will follow an adjusted schedule during testing and are expected to remain at school after completing their assessments.

Athletic Information, Policies and Procedures

Athletic Passes

The Chippewa Athletic Department offers families and students a great opportunity to support our teams during home, regular season contests. An application can be picked up in the Athletic Office:

1. Senior citizens of Doylestown can get a free pass at Chippewa Jr./Sr. High Athletic office. This will be good for all home, regular season games.
2. Chippewa Adult Backer and Chippewa Student Backer passes will be available. These passes will get an adult or student into 10 HOME contests. Adult passes are \$60 (savings of \$16) and student passes are \$30 (savings of \$11).

Attendance for Athletes- Practices & Games

If you attend your team's 6 a.m. practice, you need to stay in school at least a half-day (10:27 a.m.). If you attend practice and leave before 10:27 a.m., you will sit out of the practice or game the next day.

You have to be in school a half-day (until 10:27 a.m. or arrive before 10:27 a.m.) to attend an after-school practice or game.

Behavior at Athletic Events

All school rules are in effect at athletic events whether at home or away. Students are expected to conduct themselves with good sportsmanship. Cheers and applause are acceptable. Opposing players, coaches and contest officials are to be treated with respect.

Eligibility and Requirements for Participation

In order to maintain eligibility for grades 7 and 8, you must be currently enrolled in a member school or be participating in accordance with state law, and you must have received passing grades in a minimum of five (5) classes in the immediately preceding grading period.

In order to be eligible for the first grading period upon entrance into grade 9, you must have received passing grades in a minimum of five (5) of the classes in which you were enrolled in the immediately preceding grading period.

In order to be eligible, a student in grades 9, 10, 11, and 12 must abide by OHSA eligibility regulations and the Chippewa School Board approved athletic handbook.

OHSA Regulations: In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

Added Annual Requirements for Athletic Participation:

1. Physical Examination Form-completed and on file in the athletic office
2. Emergency Medical Form- completed and on file in the athletic office

3. Athletic Trainer Waiver- completed and on file in the athletic office
4. Training Rules Form- completed and on file in the athletic office
5. Sportsmanship for Parents-completed and on file in the athletic office
6. All school fees should be paid prior to the first athletic contest of a sport's season.
7. Students must be in attendance for four periods on the day of athletic contests or practices.
Any exceptions must be approved by the administration.
8. OHSAA Respect the Game Video- Parent(s) must view one time per year.

Fees

School fees, both current and outstanding, must be paid before students can participate in any extracurricular activities. This includes athletics, marching band, homecoming dances, prom and any other event/activity that occurs after school hours.

Final Forms

All athletes must complete Final Forms on the school website, have a current physical on file with the athletic department, and meet OHSAA eligibility guidelines.

Insurance

Parents will be required to sign an insurance release waiver for athletic participation or show evidence of health insurance.

Interscholastic Athletics

Fall

Cross Country
Football
Golf (HS only)
Soccer (HS only)
Cheerleading
Cross Country
Soccer (HS only)
Tennis (HS only)
Volleyball

Winter

Basketball
Wrestling
Cheerleading

Spring

Baseball (HS only)
Tennis (HS only)
Track
Softball (HS only)

Meet the Team Nights

All parents are expected to attend the preseason meetings to obtain coaches expectations, rules, and athletic schedules for the upcoming season.

Attendance Policies and Procedures

Attendance is measured in **hours**, not days, in accordance with Ohio Department of Education guidelines. Consistent attendance is critical to student success, and families are encouraged to schedule personal matters outside of school hours whenever possible.

Ohio Law: House Bill 410

Under **House Bill 410**, schools must monitor student attendance based on instructional hours missed.

Excessive Absences

A student is considered to have excessive absences when they miss:

- **30 or more hours in a school month** (with or without a legitimate excuse)
- **65 or more hours in a school year** (with or without a legitimate excuse)

Habitual Truancy

A student is considered **habitually truant** if they are absent **without a legitimate excuse** for:

- **30 or more consecutive hours**
- **42 or more hours in a month**
- **72 or more hours in a school year**

Schools are required to follow state-mandated intervention procedures if these thresholds are met, which may include improvement plans, conferences, or other support.

Attendance Monitoring and Documentation

- A letter may be sent home when a student reaches **33 hours of absence** in a nine-week period.
- Starting with the **34th hour and beyond**, **official documentation** is required for absences to be considered excused.
- **Unreported or undocumented absences** will be marked as unexcused.

Excused vs. Unexcused Absences

Absences are classified based on both **reason** and **documentation**.

Excused Absences include:

1. Illness or extended illness (with parent or medical note)
An Equal Opportunity Employer

2. Medical or dental appointments (must include time/date and provider verification)
3. Court appearances (with documentation)
4. Quarantine of the home
5. Serious family emergency or approved work at home (with administrative approval)
6. Pre-approved **college or technical school visits** (with verification from the institution)
 - Seniors: 3 visits
 - Juniors: 2 visits
 - Sophomores: 1 visit
 - Visits should be scheduled before **May 1**
7. **Pre-approved family vacations** (form available in the office)
8. Observance of religious holidays
9. **Driver's education** training or testing (with documentation)

Important: Medical notes must list specific dates of absence. Vague or general notes may not be accepted.

Unexcused Absences include but are not limited to:

- Oversleeping
- Missing the bus
- Car trouble
- Leaving school without permission
- Failure to follow college visit documentation procedures
- Any absence without proper documentation

Reporting an Absence

Parents or guardians must call the school at **(330) 658-2011** by **8:30 a.m.** to report an absence.

- Voicemails can be left outside of school hours.
- If a student is not reported off, the school will attempt to verify the absence.
- **Unverified absences are marked unexcused.**

Returning to School After an Absence

Upon return, students must provide a **written note** from a parent/guardian, physician, dentist, or court to document the reason for the absence.

Extended Illness

Serious or prolonged illness may require additional medical documentation. In special cases, the **principal has discretion** to grant exceptions to the attendance policy based on individual needs.

Early Dismissal

To request early dismissal, students must bring a **note to the office before school**. The note must include:

- Student name
- Date and dismissal time
- Specific reason (not “personal”)
- Return time, if applicable

Students must **sign out and sign in** at the office. Failure to do so may result in disciplinary action.

Leaving the Building During the School Day

Students must receive **office permission** before leaving the building for any reason (illness, car, appointments, etc.).

Unauthorized departures may result in disciplinary consequences.

Make-Up Work Requests

If a student will be absent for **two or more consecutive days**, families may request make-up work by calling the office **before 9:00 a.m.** on the second day.

Work may be sent home with a sibling or picked up in the office.

Late Arrival and Early Release (Grades 11–12 Only)

- **Grades 7–10:** Not eligible for late arrival or early release.
- **Grade 11:** Eligible for **Late Arrival (after 1st period)** or **Early Release (after 7th period)**
- **Grade 12:** Eligible for **Late Arrival or Early Release**
 - Seniors must have administrative approval to leave school between classes.
 - Parental consent paperwork must be submitted and on file in the office.

School Closings and Delays

In the event of **severe weather**, **mechanical issues**, or an **energy crisis**, school may be delayed, closed, or dismissed early.

Announcements will be made through the following platforms:

- **WQKT 104.5 FM**
- **FOX Channel 8**
- **District Website:** www.chippewaschools.org
- **FinalForms Text Alert** system

To receive text updates, ensure your information is current in FinalForms.

Tardiness

Students arriving late must report directly to the office to **sign in and receive a late slip**.

- Tardies are counted as **unexcused** unless accompanied by acceptable documentation.
- **Minutes missed due to tardiness contribute to a student's unexcused absence total** under Ohio attendance law.

Truancy (Ohio Law: HB 410)

Ohio law defines a **Habitual Truant** as any student absent **without a legitimate excuse** for:

- **30 or more consecutive hours**
- **42 or more hours in one school month**
- **72 or more hours in a school year**

This includes **unexcused full-day absences** and **accumulated minutes from tardies or early dismissals**.

When a student meets the criteria for habitual truancy:

- The school is required to implement an **Absence Intervention Plan**
- The plan may include meetings with families, support strategies, and progress monitoring
- Continued unexcused absences after the plan may result in additional interventions in accordance with state guidelines

Clinic & Health Policies

Administering Medication at School

Whenever possible, medication should be administered by parents/guardians at home. If this is not feasible, the following procedures must be followed in accordance with Ohio law:

1. **Only licensed health professionals or trained staff** approved by the Board may administer prescription medications.
2. Medication must be stored securely and dispensed by the school nurse or a trained designee. It must be delivered in the **original pharmacy container**.
3. Parents must submit **written permission** for the school to administer medication according to the prescriber's directions.
4. A signed statement from the prescribing physician is required and must comply with state regulations.
5. If medication details change, a **revised physician's statement** must be provided.

6. Staff administering medication in accordance with these rules are protected from liability, except in cases of **gross negligence or misconduct**.
7. No staff member is required to administer medication if they object on the basis of **religious beliefs**.

Inhalers for Asthma

Students may carry and use metered-dose or dry-powder inhalers at school and school-sponsored events, provided:

- Written approval is submitted by both the **parent/guardian** and the **prescribing physician**.
- Copies of this documentation are on file with the **principal and/or school nurse**.

Epinephrine Autoinjectors (EpiPens)

Students may carry and self-administer an EpiPen for allergic reactions at school or any school-sponsored event, with:

- Written approval from the **prescriber** and **parent/guardian**
- A **backup dose** provided to the school nurse or office

Diabetes Management

Students with diabetes may perform self-care tasks—including insulin administration—throughout the school day and during school activities if authorized in writing by their **physician** and **parent/guardian**.

- Students must have access to all necessary supplies.
- A private area for self-care will be provided upon request.
- This right may be revoked if equipment is misused.

Student Illness During the School Day

If a student becomes ill at school, they should report to the office with a pass.

- Parents/guardians will be contacted to arrange pick-up.
- Students with a **fever of 100.0°F or higher** must be sent home.
- Students can **only be released to individuals listed on emergency forms**.

Return-to-School Guidelines

Students may return to school when:

- They have been **fever-free for 24 hours**
- **No vomiting or diarrhea** has occurred for 24 hours
- Any **rash has cleared** or is no longer contagious
- They are **lice-free**, including **no visible nits**

- A physician provides documentation that the student is no longer contagious, if required
Students with a **fever above 99.0°F** in the morning should not be sent to school.

Communicable Disease Notification

Please notify the school office if your child is diagnosed with a communicable disease. This helps us prevent the spread of illness. All communicable diseases and guidelines fall under the direction of the Wayne County Health Department.

Lice Control: “No Nit” Policy

Chippewa Jr./Sr. High School maintains a **strict no-nit policy**. If nits are found:

1. Parents will be contacted to pick up the student.
2. Treatment with lice shampoo must occur immediately.
3. All **nits must be removed** using a fine-tooth comb.
4. The student must be checked by **school staff before returning**. Do not send students back to school without clearance.
5. **Classroom and personal items** may be disinfected. Siblings and classmates may also be checked.

Code of Conduct, Rules, and Expectations

At Chippewa Jr./Sr. High School, students are expected to demonstrate respectful, responsible, and safe behavior at all times. The purpose of this Code of Conduct is to foster a positive, productive learning environment where all students can thrive.

Bullying & Harassment

Bullying will not be tolerated.

Definition: Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance and is repeated, or has the potential to be repeated, over time.

Bullying includes:

- Making threats
- Spreading rumors
- Physical or verbal attacks
- Purposefully excluding others

Any student who feels they have been bullied should report the incident to a school administrator, teacher, or staff member immediately.

Harassment, Hazing, and Intimidation include any verbal, written, or physical behavior intended to offend, intimidate, or belittle another person repeatedly. This includes **sexual harassment**, which may be considered a form of child abuse and will be reported as required by law.

Fighting & Assault

Fighting and physical aggression are strictly prohibited.

- All students involved must be picked up by a parent/guardian.
- Disciplinary action will follow.
- Assaults may be reported to local law enforcement.

Bus Conduct

Riding the bus is a privilege—not a right. Safe, respectful behavior is expected.

Key Bus Rules:

- Follow directions from the driver.
- Stay seated and use appropriate language.
- Keep the bus clean and free of food and drink.
- No fighting, pushing, or throwing items.
- No pets, flammable materials, or tampering with equipment.

Students must board and exit at their assigned stop. Riding the bus to a friend's home is not permitted.

Cell Phones & Personal Devices

Grades 7–12:

- **Cell phones, smartwatches, and personal devices** are not permitted during the school day.
- Devices must be **off and stored in lockers**.
- Headphones/earbuds may only be used with teacher permission for instructional purposes.
- All calls home must be made from the office.

Dress Code

The Chippewa Jr./Sr. High School dress code supports a respectful, distraction-free learning environment. Students are expected to dress appropriately for school and school-sponsored events.

General Guidelines:

Clothing must cover the **shoulders, midriff, chest, and undergarments** at all times. Clothing should be worn as intended and fit appropriately.

Not Permitted:

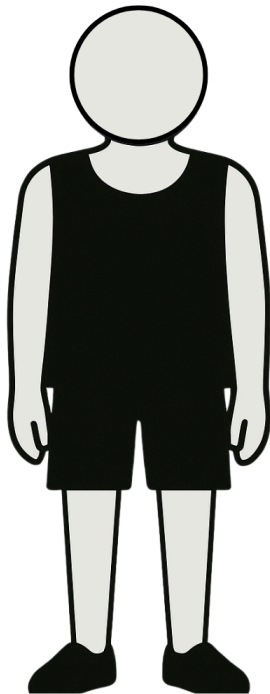
- Exposed shoulders, midriffs, cleavage, backs, or undergarments
- Tank tops, sleeveless shirts, camisoles, strapless shirts, or crop tops
- Shorts, skirts, or dresses that do not reach mid-thigh or longer
- Torn or shredded jeans above the thigh or exposing skin above the pocket area

- Clothing with offensive content, including references to drugs, alcohol, violence, sex, profanity, or illegal activity
- Outerwear (coats, jackets) worn inside during the school day
- Hats, hoods, or head coverings inside the building (unless for religious or medical reasons)
- Footwear that is unsafe or does not stay securely on the foot

Permitted:

- Jeans and pants without excessive tears above mid-thigh
- Leggings/yoga pants, provided there are no rips, mesh, or cutouts above mid-thigh
- Dresses and skirts that extend to mid-thigh or lower
- Clean, safe footwear that stays securely on the foot

Note: The school reserves the right to determine if clothing or accessories are disruptive to the learning environment. Students may be asked to change or call home for alternate clothing if necessary.



*The **shaded portion** of this figure represents the front and back views. These parts of the body must be covered in all positions (sitting, standing, bending, reaching) while at school. Hats are not allowed unless permission is given by a staff member.*

Torso: Clothing should cover the stomach, back, chest, and undergarments. Spaghetti straps or equivalent styles are not allowed.

Legs: Shorts, skirts, and dresses must be fingertip length. Undergarments must be covered.

Feet: Footwear must be worn at all times and must be appropriate for the activity.

Student Discipline: Code of Conduct Violations

Violations may result in consequences ranging from detention to suspension, expulsion, or law enforcement involvement. These include (but are not limited to):

1. **Alarms** – Setting off a false alarm, bomb threat, or any other false emergency is prohibited. Inciting a potentially dangerous situation is not allowed.
2. **Apathy** – Failing to benefit from the educational program or refusing to complete assignments.

3. **Arson** – Willfully or maliciously burning, or attempting to burn, any school property is prohibited.
4. **Assault** – Performing acts of violence or assault.
5. **Bullying** – Engaging in repeated hazing, harassing, intimidating, or threatening behavior toward students or staff, in violation of Board Policy.
6. **Bus Misconduct** – Failing to obey the bus driver or engaging in unsafe conduct on the bus.
7. **Cell Phone** – Violations of the cell phone/electronic device policy (see page 14).
8. **Complicity** – Assisting others in violating any part of the Code of Conduct.
9. **Computer Usage** – Improper use of computers or handheld devices; violations of the Acceptable Use Policy.
10. **Dangerous Instruments** – Possessing or using a firearm or any weapon that can expel a projectile.
11. **Dishonesty** – Committing dishonest acts, including cheating on tests or assignments.
12. **Disrespect** – Intimidating, insulting, or abusing Chippewa employees or students on school property or at school events.
13. **Fail to Serve** – Failing to serve detention, Friday Night School, or other reasonable disciplinary measures.
14. **Fighting/Physical Acts** – Engaging in fights or other acts of physical violence.
15. **Fire** – Unauthorized use or possession of matches, lighters, or other flame-producing devices is not permitted.
16. **Gambling/Card Playing** – Playing cards, flipping/matching coins, rolling dice, or gambling is prohibited.
17. **Hazing/Harassment/Intimidation/Threats** – Participating in any form of hazing, harassment, intimidation, or threats toward others.
18. **Illegal Substances and Paraphernalia** – Possessing, using, or distributing controlled substances, illegal drugs, or drug paraphernalia.
19. **Inappropriate/Disruptive Behavior** – Acting disruptively within the school or during school-related activities.
20. **Inappropriate Language** – Using profane, vulgar, obscene, or abusive language, including gestures or images, is not permitted.
21. **Insubordination** – Failing to follow directions or disciplinary actions from a teacher or school employee.
22. **Lockers** – Storing non-school-related or obscene materials in lockers, or accessing another student's locker without permission.
23. **Look-Alike Weapons** – Possessing, using, or distributing look-alike firearms or weapons.
24. **Petitions** – Producing or distributing materials or petitions that are disruptive or slanderous.
25. **Public Display of Affection** – Hand-holding, hugging, kissing, or similar behavior is prohibited on school grounds.
26. **Restroom Behavior** – Only one student per stall. No horseplay, goofing around, or lingering.
27. **Social Media** – Inappropriate use of social media, including photographing or videotaping others without consent.
28. **Tardiness** – Being late to school or class.
29. **Theft** – Unauthorized possession of school or personal property.
30. **Threats** – Making verbal or written threats to harm others.

31. **Tobacco** – Possessing, using, or smoking tobacco products on school grounds or during school activities. (Note: It is illegal in Ohio for anyone under 18 to possess tobacco.)
32. **Truancy** – Unexcused absences from school that result in excessive or habitual truancy. May result in the creation of an Absence Intervention Plan (see page 8).
33. **Vandalism/Damage** – Destroying or damaging property; engaging in acts of vandalism.
34. **Weapons** – Bringing any weapon to school results in automatic suspension. Includes possession or use of look-alike weapons.

Technology Policy

Students must comply with the **Acceptable Use and Internet Safety Policy** signed by a parent/guardian. Misuse of school technology, including personal devices, may result in disciplinary action.

Important: School personnel may access a student's personal device if there are reasonable grounds to believe it contains evidence of a school rules violation (e.g., inappropriate photos, bullying, threats).

Plagiarism Policy

Chippewa Local Schools reinforce academic honesty and the importance of producing original work. All students are taught the definition and consequences of plagiarism.

Examples of plagiarism include:

- Copying from online or print sources without citation
- Submitting downloaded or purchased work
- Faking citations or sources
- Cutting and pasting from multiple sources

Consequences may include:

- Redoing the assignment
- Receiving a zero
- In-school suspension

All work may be checked using **Turnitin.com** or other plagiarism detection tools.

Discipline Policies and Procedures

Chippewa Jr./Sr. High School maintains high expectations for student behavior. When students violate school rules, staff and administration will determine appropriate consequences based on the nature of the infraction, student history, and context.

Note: Failing to serve assigned consequences will result in further disciplinary action.

Disciplinary Actions May Include:

- **Lunch Detention**
Assigned by staff or administration and served during the student's lunch period in a designated location.
- **Before or After School Detention**
Assigned at the discretion of staff or administration. Detentions are served outside the regular school day and may vary in location and supervision.
- **In-School Suspension (ISS)**
Students complete academic work in a supervised setting. While in ISS, students are expected to **email their teachers** to request missed work and are responsible for submitting it according to each teacher's expectations. Teachers may determine if and how credit is awarded.
- **Out-of-School Suspension (OSS)**
Students are not permitted on school property or at school events during OSS. Students must **contact their teachers via email** to request assignments and are expected to complete and return work in accordance with **each teacher's classroom policy**. Teachers maintain discretion over grading during suspensions.
- **Emergency Removal**
Students removed from class or school due to disruptive or unsafe behavior are expected to follow the same academic procedures as ISS or OSS: **email teachers for assignments** and follow teacher-specific expectations for submission and credit.
- **Expulsion**
Expulsion is the most serious disciplinary action and may be recommended to the Superintendent

Additional Disciplinary Measures

Administration may also implement the following based on behavior patterns or incidents:

- **Behavior Contracts** – Formal plans outlining expectations and supports
- **No Pass List** – Restricts hall pass use during non-class times
- **Daily Cell Phone Turn-In** – Student turns in their device to the office during the school day
- **Restorative Practices or Behavior Reflection** – May be used in place of traditional consequences when appropriate

Student Grievance Procedure

Students who have questions or concerns about a disciplinary decision may consult Board Policy or speak with a counselor, principal, or the superintendent. Copies of relevant policies are available in the main office, guidance office, or superintendent's office.

General School Policies and Procedures

Automobiles

Driving to school is a **privilege**, not a right. Students who choose to drive must demonstrate responsibility and comply with school expectations and traffic laws. Unsafe or inappropriate behavior may result in the **suspension of driving privileges** by the administration. This includes, but is not limited to, reckless driving or excessive tardiness.

Vehicle Registration:

- All student vehicles must be **registered with the main office**.
- A **parking permit** must be purchased and displayed at all times (\$10.00 per year).
- The **permit number will correspond to an assigned parking space**.
- All vehicles must display a valid permit by the **first Friday in September**.
 - Failure to register a vehicle or display a valid permit may result in **disciplinary consequences** or **towing at the owner's expense**.

Driving Expectations:

- Drive cautiously and observe the **5 MPH speed limit** on school property.
- **Lock your vehicle** after arriving.
- Upon arrival, students must go **directly into the building**—loitering in the parking lot is not permitted.

Backpacks and Bags:

For safety and security reasons, **all backpacks are subject to search at any time** by administration or designees. Any **unattended backpack** may be **confiscated and searched immediately**.

Searches may also occur if there is **reasonable suspicion** of a violation of school rules or safety concerns.

Breakfast and Lunch

\$1.75 – Breakfast

\$3.25 – Lunch

\$.50 – Milk

Breakfast is served daily from 7:15 to 7:27. A student receiving lunch at a reduced rate may purchase breakfast at a cost of \$0.30. Breakfast is free to students who receive a free lunch.

Choices for lunch are the regular lunch, an a la carte lunch, or a packed lunch brought by the student. A dining room atmosphere is maintained at all times in the cafeteria. All food is to be eaten in the cafeteria, the trash placed in the waste bins, and your tray is to be returned to the dish return window. Students are permitted to congregate during lunchtime only in the cafeteria. Only the restrooms in the upper hall nearest the academic wing are to be used during lunch period. Students are not permitted to leave the building for lunch. No lunches are to be commercially delivered to the school. Students are not permitted to go to lockers during lunch period without prior permission.

Free and Reduced Priced Lunches are available to children in households who are eligible. Each student will receive a Free & Reduced Lunch Application on the first day of school to be completed by the parent(s) and returned to the high school office for approval. These are confidential and will be maintained by the food services director.

Building Hours

- The school day **officially begins at 7:27 a.m.**
- Doors open at **7:15 a.m.**
- Students may **not enter the building before 7:15 a.m.** unless they are under the **direct supervision of a staff member.**
- Students should **not arrive early** unless they have a scheduled meeting, activity, or prior approval from a teacher or coach.

Building Closes at 3:00 p.m.

Any student remaining in the building after 3:00 p.m. must be **under the supervision of a faculty member, coach, or advisor.** Unsupervised students will be asked to leave the building.

Dance Policy

Attendance at school-sponsored dances, including **homecoming and prom**, is a privilege. The following rules apply:

- **All school fees must be paid** before a student is eligible to attend.
- **All school rules and the Code of Conduct apply** during dances and related events.
- **Visitor forms** are required for non-Chippewa High School guests and must be submitted by the posted deadline.
 - Guests must be **under the age of 21**
 - No **junior high students** are permitted
 - Visitors from another high school must have the form signed by their **home principal**
 - Alumni guests must also complete the form
- Students and guests may be denied entry if they:
 - Fail to submit a valid form
 - Provide false information
 - Are not in good standing at their home school
 - Do not follow school expectations

Intoxication or impairment is strictly prohibited.

Students or guests suspected of being under the influence may be evaluated. If a student **refuses an evaluation**, they will be disciplined as if the violation occurred. Legal consequences may also apply.

The **dance advisor and/or administration reserve the right** to deny entry to any guest who does not meet these requirements.

Drug and Contraband Searches / Lockdown Procedures

To maintain a safe school environment, Chippewa Local Schools may conduct **drug and contraband searches** of school property, including:

- **Lockers**
- **Classrooms**
- **Parking lots**
- **Common areas**

These searches may be conducted **at any time** with the assistance of local law enforcement and may include the use of **trained detection dogs**.

Lockdown procedures and search protocols are in place to ensure the safety and security of all students and staff.

Extra-Curricular Activities

All school fees must be paid before students can participate in any extracurricular activities.

Every student is encouraged to select from the activities available. As the primary purpose of high school is to promote scholastic achievement, a student is advised to select activities wisely and to budget his/her time effectively. There are activities that provide for (1) an extension of interests developed in the classroom, (2) an opportunity to develop special interests and abilities, and (3) participation in social and service activities in the school and community.

Family Education Rights and Policy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents of eligible students should submit to the Principal a written request that identifies the records (s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. A written request should clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedure will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-46054

*Disregard this form if you are willing to release your child's directory information to all parties including the military.

FERPA ACT – Family Education Rights and Policy Act
(Form for denial of permission to release directory information)

Dear Parent(s)/Guardian(s):

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theatre presentations at the high school. This information includes data such as:

Student's name
Student's address
Telephone number(s)
Student' place and date of birth
Recognition of student's activity sports participation
Recognition of student's honors and awards
Student's weight and height as an athlete
Coursework and grades
Dates of attendance
Graduation date

This form must be completed and returned to the high school office within ten days of the receipt of notice (in student handbook) regarding directory information.

Release of info to any third party also mandates release of the same info to military recruiters.

By signing this form, you express your desire to DENY the release of Student Directory Information.

Date:

PRINT name of student:

Grade:

Parent/Guardian Signature:

Fees

Current school fees need to be paid in the office by the first Friday in September. Outstanding fees need to be paid before the first official event/contest. Failure to pay all fees will prevent a student's participation in extra-curricular, athletic activities, and graduation.

Students are responsible for all textbooks and other school property issued to them during the course of the year. All items must be returned to the teacher or the office at the end of the school year. Students who fail to return school property will be held responsible for the property. End-of-the-Year report cards will be held until the school property is returned or payment received. Seniors will not be allowed to walk in the graduation ceremony or receive their diplomas and transcripts until all monetary obligations are met.

Fees for the 2025-2026 school year are listed below:

7th grade fee - \$50.00

8th grade fee - \$50.00

9th grade fee - \$50.00

10th grade fee - \$50.00

11th grade fee - \$50.00

12th grade fee - \$50.00

12th grade graduation fee- \$25.00 which covers diplomas, diploma covers, breakfast, etc.

All fees include any student that is enrolled in the Chippewa Virtual Learning Academy

Career center students:

11th grade fees are due UNLESS you are attending the Career Center FULL TIME

12th grade fees are due UNLESS you are attending the Career Center FULL TIME

12th grade GRADUATION fees are due for ALL SENIORS

Elective Classes: *There are additional minimal fees (\$20) added to the classes listed below. The \$20.00 fees are used to help offset the cost of the consumable materials used in the following classes:

Intro to 2D/3D Art

Fiber Art

Ceramics & Stained Glass

Drawing & Painting

Advance Drawing & Painting

Advanced Art

Advance Ceramics and Stained Glass

Makers Industrial

Expressive makers

Advanced Makers

Robotics I & II

Advanced Placement Classes

*If your student is enrolled in an AP (advanced placement) class for the 2025/2026 school year, there will be a \$97.00 testing fee added to your student's fees.

Final Forms

In order to complete the enrollment process, any student enrolled in Chippewa Local School District (CCP, online, career center, etc.) must complete Final Forms. New enrollees must bring in the required documents to the building you are enrolling your student or take to the Administration office if enrolling during the summer.

Final forms must be completed and signed yearly. Please log in to Final Forms and update all information at the beginning of each year <http://www.chippewa.k12.oh.us/district/final-forms> . In the event of an emergency requiring medical treatment the school will follow the information provided on the forms.

Final Forms will open up on March 1st for returning currently open enrolled students. On April 1st, Final Forms will open for new students wanting to open enroll in Chippewa Locals schools for the 2024/2025 school year.

Lockers and Locks

Student lockers, desks, cabinets, and similar property are the property of the Chippewa Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and the contents are subject to search by school authorities at any time and without warning.

Dispensing of Medication Form must be completed by the doctor and parent according to state law (O.R.C. 3313.713) and board policy and must be on file in the school office.

Outside Deliveries and Non-School Items

Deliveries of balloons, food, flowers, gifts, etc. will be retained in the office until the student departs for the day. Students may not sell non-school or unapproved items on school property. Students are not permitted to bring in fast food or have fast food dropped off during the day.

Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
 3. Instructional material used as part of the educational curriculum.

Wayne County Schools Career Center has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Wayne County Schools Career Center will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Wayne County Schools Career Center will also directly notify

parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint.

Safety Drills

Periodic fire, tornado and evacuation drills are required by law. Maps are posted in each room giving evacuation procedures to follow in an emergency. Please observe the following points during a drill.

- Do Not Run, walk rapidly, single file
- Take purses or any personal valuable with you. Books should be left in the room

Visitors

All visitors must register at the office upon entering the building.

Work Permits

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permit forms can be obtained in the high school main office.

The Guidance Department

Academic Awards

Academic Awards including Purple Cord (Honors Diploma), Red Cord (Magna Cum Laude), Orange Cord (Summa Cum Laude) and Gold Cord (Cum Laude) are based on the student's cumulative grade point average at the end of their eighth high school semester.

College and Career Planning

A counselor will meet individually with seniors at the beginning of the school year. Those students interested in college or technical schools are guided through the testing and application process.

College and technical school information is available through the Guidance Office and online along with applications, scholarship information, and financial aid forms.

When a student initiates the application process, the counselor's office provides an official transcript for the student to send to the designated school.

College visitation is encouraged and an excused absence is granted. This must be a planned day with the office and teachers informed.

Please see the CHS-Guidance website page for links to career planning resources.

Class Schedules and Changes

A student's schedule is developed in the spring for the following school year. Adjustments to any schedule need to be made prior to May 31st. Every effort is made to schedule students into the classes that they have selected. Occasionally, conflicts may arise where students must be placed in an alternate class because of scheduling difficulties. Each conflict is resolved after consulting with the student, if possible. Schedule changes are discouraged after the registration process has been completed, to ensure reasonable class sizes and balanced teaching loads.

ALL REQUESTS for schedule changes will be governed by the following guidelines.

1. Students will receive a verification of registered courses by the beginning of May.
2. Each grade will be given a window within May when "change of mind" schedule changes will be permitted.

After the May 31st deadline, ALL schedule changes must be signed-off by the Principal or Assistant Principal. There will be no schedule changes considered for freshmen and sophomore students as both grades have a full schedule. Students dropping a course after two (2) weeks into the semester will receive an "F" for the course. Exceptions will be made for students who, with teacher-principal-counselor permission, choose to audit the course for the remainder of the school year and retake the course during the following school year.

Chippewa Virtual Learning Academy (CVLA)/ On-line learning 2025-2026

1. Credit recovery students will be placed on Acellus at no charge and will have the opportunity to regain credit in the necessary courses.
2. If credit recovery students do not make adequate progress, they will be removed from the Acellus program. The student will then be responsible for a new \$100 Acellus license fee to re-enroll in their credit recovery courses.
3. Any student wishing to take a course on Acellus that is not offered in person at Chippewa Jr/Sr High School must receive approval from the principal or assistant principal and will be assessed a \$50 fee per semester per course.
4. Application and school fees must be paid before enrollment into CVLA. The deadline for this is Monday, August 12th.

Chippewa Local School District will use online/eLearning classes to supplement the curriculum, allowing students to take overloaded classes (i.e. classes that are not able to fit in a normal school day), and to provide a full curriculum at Chippewa Local School District. Enrollment in the online classes is a privilege, not a right and enrollment in the online learning platform must be approved by the principal or assistant principal. Students may be denied the privilege of enrollment if their academic and behavioral record does not indicate the academic ability and self-discipline needed to succeed in online classes.

Graduation Requirements- 3 parts to graduate

Class of 2026: Will need 20 credits to graduate:

Part ONE: Courses

- 4 credits of English
- 4 credits of Math – including Algebra II
- 3 credits of Science
- 3 credits of Social Studies
- 1/2 credit of Physical Education*
- 1/2 credit of Health
- 1/2 credit of Financial Literacy
- 1 credit of Fine Arts
- 3½ credits of electives (any class above requirements)

*Physical Education – A student who, during school, has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

- A major requirement is payment of all class dues, book fines, library fines.
- No transfer of credit for correspondence courses or tutoring will be given unless prior approval of the principal is obtained. In addition, credit cannot be granted unless all State minimum standards are met.
- All students must be enrolled in at least five (5) – or the equivalent of five (5)- classes each semester.

Part TWO: Show Competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Part THREE: Show Readiness

Earn two diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

Honors Diploma (Purple Chord)- New options are available. See Guidance)

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

- 4 units of English
- 4 units of mathematics that shall include algebra I, algebra II, and geometry or complete a four-year sequence of courses that contains equivalent content
- 4 units of science – including physics and chemistry
- 4 units of social studies – including American history & government
- 3 units of one foreign language or two units of two foreign languages
- 1 unit of fine arts

- maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 (does not include writing) on the Scholastic Assessment Tests (SAT)

National Honor Society

Membership in National Honor Society is one of the highest honors that can be awarded to a high school student. The selection in National Honor Society is a privilege, not a right and should be treated with the respect it deserves.

National Honor Society upholds four ideals: Character, Scholarship, Leadership, and Service. Only students with a 3.5 cumulative GPA are eligible. Those students who wish to be considered for NHS must demonstrate the four ideals listed above. Once selected, members have the responsibility to continue to demonstrate these ideals.

Additional Honors Diplomas are available. Please contact the Guidance office for more information.

Special Academic Programming

- Advanced Placement (AP): AP Exams are rigorous, multiple-component tests that are administered at high schools each May. The Advanced Placement (AP) program is a series of college level courses and examinations that give Chippewa High School students opportunities to receive advanced placement and/or credit in college. High school students can earn college credit, placement, or both for qualifying AP Exam scores. Each AP Exam has a corresponding AP course and provides a standardized measure of what students have learned in the AP classroom. The cost of each test is \$94.00.
- College Credit Plus (CCP): The College Credit Plus are courses that allow students to receive no cost college credit at the same time as they receive high school credit. These options are available to students that meet certain eligibility requirements. The requirements vary somewhat depending on which College or University is being used for the credit. These credits will then transfer to any Public Universities or Regional Campuses in the State of Ohio as well as on a case by case option for many private and out of state schools. College Credit Plus replaces the PSEOP, post-secondary enrollment options. Please see the Guidance page on the CHS website or contact a counselor in the guidance department for more information.

Testing Programs

Students need to consult with their counselor each year about college entrance tests they need to take. Most colleges require either the SAT or ACT. Please note that:

1. Fees are charged by the testing agencies for all tests.
 2. Test requirements vary among colleges/universities. Students should consult their school counselors with regards to the appropriate test(s) to take. Test registration materials are located online.
- ACT - We encourage all 10th and 11th graders to take the ACT