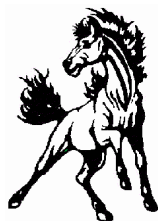


Clear Fork High School

2016 – 2017



Brian Brown, Principal
Shawn Ramion, Assistant Principal
Cindy Truex, Guidance Counselor
Jennifer Seifert, Guidance Secretary
Connie Barr, Secretary
Cheryl Lantz, Secretary
Denette Mottayaw, Librarian
Joe Tresey, Activities Director

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Mission Statement

*We care for our students by modeling
our communities' heritage and tradition
of excellence to increase student achievement.*

THIS STUDENT HANDBOOK BELONGS TO:

Student Name: _____

Grade: _____

CLEAR FORK HIGH SCHOOL MISSION STATEMENT

We care for our students by modeling our communities' heritage and tradition of excellence to increase student achievement.

STUDENT AND PARENT RIGHTS

1. **The Right to an Education**
Every citizen in the state of Ohio has the right to a free, public education, regardless of race, creed, color, sex, or national origin.
2. **The Right to Due Process of Law**
Students and parents have the right to be fully informed about alleged misbehavior and provided an opportunity to respond to such a charge. Students and parents have the right to due process before the implementation of disciplinary actions that deny the right to an education. These disciplinary actions are out-of-school suspension or expulsion. Procedural due process in cases of suspension or expulsion includes a notice of charges, a hearing, and an opportunity to challenge or otherwise explain conduct.
3. **The Right to Free Speech and Expression**
All citizens are guaranteed self-expression by the First and Fourteenth Amendments of the United States Constitution.
4. **The Right to Privacy-Property of Students**
Students shall have privacy of personal possessions unless appropriate school personnel have reasonable cause to believe a student possesses any object or material which is prohibited by law or school policy. Guarantees of freedom from unreasonable search and seizure of property are not unlimited, but must be balanced by the responsibility of the school to protect the safety and welfare of students. Lockers are the property of the school system on temporary loan and are subject to examination by school personnel at any time.

STUDENT RESPONSIBILITIES

Students also have certain responsibilities, both as citizens and as members of the school community. These responsibilities are present whether the student is in the school building or traveling to or from school via transportation provided by the school system. In order to guarantee these rights, each person must assume responsibility for his/her own behavior, and refrain from infringing upon the rights of others

1. **Active Participation**
Students have the responsibility of actively engaging in the serious business of learning. For example, they must attend school regularly and be on time. They must remain in class until excused, pay attention to instructions, complete assignments to the best of their ability, and exert every effort to achieve mastery of the lessons.
2. **Obedience to Laws and Rules**
The laws of society and school rules have been created to guarantee every person's rights. Students must assume personal responsibility for obedience to these laws and rules.
3. **Responsible Exercise of Free Speech and Expression**
Students must express opinions in a manner which is not offensive, illegal, obscene, or inconsistent with the educational goals of the school. The rights of others must be respected; there can be no interference with the orderly educational process.
4. **Avoidance of Illegal or Dangerous Items**
Students must not bring materials or objects prohibited by law or school policy to school or school activities.

PARENT RESPONSIBILITIES

1. Support school officials in their efforts to develop and maintain well-disciplined schools.
2. Teach the child socially acceptable standards of behavior.
3. Teach the child to have respect for lawful authority, and rights and property of others.
4. Teach the child to be accountable for his/her own actions and help the child to grow and develop into a self-controlled, self-disciplined citizen.
5. Share the responsibility for student conduct with the school.
6. Maintain an active interest in the student's schoolwork and activities.
7. Require prompt and regular attendance at school.

ATTENDANCE POLICY

The State Board of Education has adopted regulations governing excuses from future school attendance and past absence from school that is outlined within the Ohio Revised Code Section 3221.04. These rules and regulations are binding upon the authorities empowered to issue excuses from attendance.

The following, taken from the Ohio Revised Code, indicates the regulations governing excused from past absence from school.

- A.** The explanation of each past absence shall be made by the parent to the Superintendent of Schools or to the person designated by him to approve or disapprove past absences.
- B.** An excused absence from school may be approved on the basis of one or more of the following conditions:
1. Personal illness. The approving authority may require the certificate of a doctor if he/she deems it advisable.
 2. Illness in the family.
 3. Quarantine in the home.
 4. Death of a relative.
 5. Act of God
 6. Observance of a religious holiday.
 7. An emergency or set of circumstances that prevents a student's attendance. The high school principal or assistant principal shall be charged with the responsibility of notifying students and parents of the student's attendance. The principal shall hear any appeal from the policy and make recommendations in fairness to the student and the policy.
 8. Students are required to complete a request for absence form **in advance** if they will be absent for any of the following reasons: family vacation, funerals, religious observance, family member in the service, athletic event in which Clear Fork High School is participating, or other as approved by the principal. Students must have this form signed by a parent/guardian and return it with a letter of explanation five days prior to the absence, when possible. When it is returned to the office, it will be approved by a principal and returned to the student to present to his or her teachers in order to receive assignments. The completed assignment sheet must be returned to the office prior to the absence.
- C. Unexcused Absence**
Unexcused absences are those not approved by the school or the State code. Unexcused absences usually consist of, but are not limited to: oversleeping, missing a ride, shopping, car trouble, non-medical appointments, and jobs. Needed at home is not an excused absence. Personal business must be specified to the administration. All unexcused absences will result in a grade of zero for all missed work. According to the Ohio Revised Code (Sec. 3321.13, Sec. 4507.06) any student who has ten consecutive or fifteen total unexcused absences

will have their driver's license revoked upon request of the school.

- D.** Absences shall be construed to mean anytime a student is not physically present in the building, other than school business such as:
1. Illness.
 2. Vacations – Parents and students are urged to take their vacations during the scheduled times on the school calendar. If this is impossible, the student must present a note signed by the parent or legal guardian two weeks prior to the time of absence and fill out the necessary form to take to the teacher. If the principal approves the vacation, all work can be made up. It is the student's responsibility to make arrangements with teachers for the make up of work.
- E.** Any time a student is absent from school or class because of a school function (field trips, college visitations, career days) he or she will not be counted absent. The counselor must approve college visitations one week prior to the visit. Juniors in their second semester and all seniors may be excused for a college/trade school visit if they exhibited an interest in college as evidenced by one or more of the following: has taken the ACT or SAT test, has talked to the counselor about college or has attended meetings with a college representative. Students must get a form from the guidance office and have written permission on the form from their parent or guardian and an administrator **prior** to the day of the visit. In order for the absence to be excused, the students must obtain the signature on the form of the college personnel they met with. Students are permitted two college visitation days. Students may not make a college visitation after May 15. No more than two students will visit a college at any one time unless prior arrangements are made.
- F.** Early dismissals must be approved by the principal or assistant principal prior to the beginning of the school day. If a student is needed at home, the parent (prior to the absence) must fill out the appropriate form. An early dismissal is anything after 1:30 p.m. Leaving before 1:30 will be considered ½ day absence.
- G.** Students must be in attendance at least ½ day to participate in after school activities. One half day of school is defined as A) 7:50 to 10:40 or B) 10:40 to 2:40.
- H.** The Board of Education feels that in order for a student to be an effective learner, the student must be in attendance in the classroom to receive the benefits of a teacher's instruction.
1. Students who miss more than 10 days for a semester course, 5 days for a 9 week

course or 20 days for a year course, exclusive of hospitalization or medical excuses, will not receive credit for any classes missed until the time is made up with a tutor, at the student's expense. It will be the students' and parent/guardian's responsibility to OBTAIN A SCHOOL APPROVED TUTOR and show proof of completion. The school may assist with the scheduling of a tutor. DAYS ABSENT OR PERIOD ABSENCES IN EXCESS OF THE TEN (10) DAY LIMIT, FIVE (5) DAYS FOR A NINE WEEK COURSE OR TWENTY (20) DAY LIMIT MUST BE MADE UP WITHIN TWO (2) WEEKS OF THE END OF THE NINE WEEKS GRADING PERIOD. The student must make up all days in excess of the ten-day limit (for a semester course) or twenty-day limit (for a year course).

2. Students with 10 absences will be placed on medical status.
3. Tardies are defined as arrival during period 1. Anything after the start of second period will be considered a half-day absence.

I. Attendance at Clear Fork High School is taken period by period and the teacher's attendance record will serve as a source of accurate attendance information.

J. State Sponsored Athletic Tournaments

A student will be excused to attend state sponsored athletic tournaments in which Clear Fork High School is competing, provided that the student has parent/guardian permission as evidenced by an advance request for absence and is in compliance with the attendance policy.

DRIVERS LICENSE SUSPENSION

A student is subject to suspension of his/her driver's license by the State Bureau of Motor Vehicles for any of the following reasons:

- A. Ten (10) days in succession of unexcused absence from school.
- B. More than 15 days unexcused absence in a semester.
- C. Suspension or expulsion related to drug and alcohol use.
- D. Dropping out of school.

This could result in loss of driving/parking privileges for a period of 10 school days. If student has perfect attendance for 10 consecutive school days driving/parking privilege will be returned. Upon each unexcused day the student will lose the driving/parking privilege for an additional 10 days. The third time will result in NO driving/parking privilege returned to student – 3 strikes you're out.

**RICHLAND COUNTY COURT
OF COMMON PLEAS
SCHOOL/JUVENILE COURT ATTENDANCE
TRUANCY PROCESS**

- I. **WARNING LETTER** – School to send warning letter after unexcused absences.
- II. **MEDICAL STATUS** – School sends notice of medical status at ten days. Students without a medical excuse will be counted as unexcused. Students will receive zeros for every day missed without a medical note.
- III. **ATTENDANCE/TRUANCY AWARENESS PROGRAM** – Parents will be sent a letter to attend the program after the student has 5 unexcused absences.
- IV. **UNOFFICIAL HEARING** – To be scheduled for any student whose parent does not attend the Truancy Awareness Program and/or for any student who has attended the program in the past and has accumulated additional unexcused absences up to 8 days.
- V. **OFFICIAL COMPLAINTS** – To be filed against any student/parent who does not attend the unofficial hearing and/or against any student who violates their unofficial hearing plan. Charges can also be filed against any student who is deemed to be habitually truant from prior attendance records. Parents can also be charged for failure to send their student to school.

TARDY TO SCHOOL

Students must be to school and in class on time. Tardiness is defined as not being in the area assigned to you for that mod. (Examples: classroom, lunchroom, media center, etc.)

Students are permitted four (4) unexcused tardies to school. Friday school will be assigned for EVERY 5 unexcused tardies to school. Continued excessive tardiness may result in placement in Alternative School and/or referral to juvenile court.

TARDY TO CLASS

Students have ample time to change classes. If a teacher detains a student, the teacher should fill out an admission slip for the student to present to his/her next teacher. This form is to be used only when a teacher detains a pupil, thus causing him/her to be late to the next class. **A student "loafing" in the hallways or late to class unexcused is to be assigned discipline by the teacher for whom he/she is late.** Excessive classroom tardiness should be reported to the assistant principal.

ATTENDANCE NOTES

Parents must call the school to notify us of a student's absence. Please call 886-2601 before 8:30 if possible. Upon returning to school a student must have a written note explaining the reason for the absence. **ALL STUDENTS REGARDLESS OF A CALL FROM A PARENT, ARE CONSIDERED UNEXCUSED UNTIL A NOTE IS RECEIVED.**

(Insert school calendar here)

ATHLETIC ELIGIBILITY

Eligibility for athletics will be determined in accordance with the OHSAA policy and adopted school board policy. Eligibility will be determined at the end of each nine-week grading period. A student must pass courses that would add up to Five Credits with a 1.25 GPA per year towards graduation to be eligible during the next nine-week period. Eligibility for all fall sports is based on the fourth nine weeks grading period of the previous school year/semester, not final grades.

GIFTED STUDENTS

Clear Fork Valley Schools have adopted Ohio’s mandated Gifted Child Plan which will standardize identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

- Superior Cognitive Ability
- Specific Academic Ability
- Creative Thinking Ability
- Visual and Performing Arts

If you think your child would qualify for one of these programs, please contact the high school office.

DISABLED STUDENTS

Consideration of the Individualized Educational Plan (I.E.P.) and the disability shall be made prior to taking any disciplinary action against a special education student. This does not preclude exclusion from school as a result of a crisis or an emergency.

GRADE EVALUATION AND PROCEDURES

The Clear Fork Valley Board of Education has approved the grading scale and policy for figuring final grades.

Grades are considered incomplete if a student is absent and does not make up the required assignments within two weeks after returning to school. If a student is absent for one day all work missed is expected to be made up the day returning. If an extended absence is involved, the discretion of the teacher should be used but should not exceed two weeks.

Grading Scale

Grade	%	Grade	GPA
A	92 -100	A	4
A-	90 – 91.99	A-	3.63
B+	88 – 89.99	B+	3.37
B	82 – 87.99	B	3
B-	80 – 81.99	B-	2.63
C+	78 – 79.99	C+	2.37
C	72 – 77.99	C	2
C-	70 – 71.99	C-	1.63
D+	68 – 69.99	D+	1.37
D	62 – 67.99	D	1
D-	60 – 61.99	D	0.63
F	Below 60	F	0

Weighted (5.0) Grade Scale

A	5.00
A-	4.63
B+	4.37
B	4.00
B-	3.63
C+	3.37
C	3.00
C-	2.63

The nine weeks grades are doubled and exam grades stay as one grade. Divide by 10 for a year course and divide by 5 for a semester course.

For a year course, the student must pass two out of the last three grades. For a semester course, the student must pass two of the three grades. Beginning with the 1993 – 1994 school year, all post-secondary and advanced placement classes will be weighted on a 5-point scale.

SCHOLASTIC ACHIEVEMENTS

Scholastic achievements will be posted at the end of each nine-week period. The principal’s commendation consists of students receiving all “A’s” (4.0) in all subjects. The honor roll will include students with a grade point average of 3.5 – 3.99. The merit roll will include students With a GPA of 3.0 – 3.49

The above achievements are based on each nine-week’s grades.

COURSE LOAD

Full Time Student

In order to be considered a full-time student, the student must be enrolled at Clear Fork High School.

Correspondence courses will be considered only if a course at Clear Fork has been taken and failed. The Guidance Counselor will make arrangements upon approval of building principal.

Students who drop a class after the first two weeks of the semester will receive a DROP/FAIL.

GRADUATION REQUIREMENTS

Class of 2017

English	4.0
Social Studies	3.0
Math	4.0
Science	3.0
Phys.Ed/Health	1.0
Speech	0.5
Office Applications	1.0
Electives	6.5
Totals	23

GRADUATION – ONLY THOSE STUDENTS WHO HAVE COMPLETED ALL REQUIREMENTS PRIOR TO GRADUATION WILL BE PERMITTED TO PARTICIPATE IN GRADUATION EXERCISES AND SENIOR ACTIVITIES. BEING “IN THE PROCESS” OF COMPLETING THE REQUIREMENTS IS NOT SUFFICIENT. GRADUATION PARTICIPATION IS A PRIVILEGE NOT A RIGHT.

SCHOOL PROPERTY

A student damaging any school property will be penalized for the property damaged. **No student is to be in the building unless under the direct supervision of a school employee.** No students are to be loitering in the parking lot during the time they enter the school premises until they leave.

CODE OF STUDENT CONDUCT

In accordance with O.R.C. 3313.66

The rules and standards set forth apply to conduct on school premises or on school buses or involving school property, to conduct off school premises, which directly affect other students or the school, and to conduct at school functions of any kind. Any conduct which causes, or which creates a likelihood that it will cause disruption or interference with any school function, activity or purpose or creates a likelihood that it will interfere with the health, safety or well-being of the rights of other students is prohibited.

The preceding standard is a general standard that is to be used as a guide by all students. Not all misconduct can be itemized. The following is an enumeration of some of the main areas, which may lead to suspension, expulsion, detention, or other forms of disciplinary action.

They are:

1. Stealing, causing damage to or destroying school or private property including damage to school personnel's property. Unauthorized computer access will be considered potential vandalism and will be treated accordingly.
2. Threatening or intimidating, hazing, coercion, or attempting to cause physical injury or harm to any student, teacher, or any other person.
3. Disruption of or interference with curricular, co-curricular or extra-curricular activities.
4. Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or causing other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
5. A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon. Weapons include, but are not limited to, any type of knife, gun, chain, chemical, look a-like, or club. Other more commonplace devices, which are not normally considered weapons, may, under certain circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, he will be considered in violation of the rule on weapons and will be treated accordingly.

This guideline applies:

1. On the school grounds during and before and after school hours.
2. Off the school grounds on a school bus or rental carrier, at any school activity, function, or event.

Penalty: Student is suspended not to exceed 10 days from school pending the processing of the

recommendation for expulsion. The weapon will be confiscated.

6. Using profane, indecent, or obscene language either verbally or in writing toward any student, teacher, or any other person, included in this prohibition is the use of obscene gestures, signs, pictures, or publications.
7. Gambling on school premises or at school events.
8. Failure to comply with the directions of teachers, school aides, principals, or other authorized school personnel. Teachers are authorized to make such rules to apply to their classrooms and study halls, which will aid in efficiency. **Students must promptly comply with any request made by a teacher.**
9. No student shall possess, consume or show evidence of having consumed or offer for sale, any alcoholic beverages, tobacco in any form, drugs or any substance represented as drugs while in the school building, or on school premises, or at any school activity.
10. Failure to comply with attendance procedures.
11. Truancy from classes, study halls and/or lunch period. Not signing in or out on form in the office.
12. Persistent disobedience, or gross misconduct, cheating.
13. A student shall not possess, handle, transmit or conceal fireworks, explosives, or detonative devices.
14. Being out of an assigned area.
15. Public display of affection.
16. Any false or fraudulent alteration of any documents, passes, grade cards, parental notes, etc.
17. Immature acts – pushing in the halls, running in the halls, throwing objects in the classroom.
18. Interference with members of the staff in the discharge of their duties.
19. Habitual tardiness to school or class.
20. Extortion.
21. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination as determined by the school administration.
22. Failure to comply with board approved school dress code.

Hazing and Bullying

Hazing means doing any act or coercing another, including the victim, to do any act of intimidation or harassment to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental

and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7-12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and the appropriate discipline is administered.

COMPUTER/ON-LINE SERVICES (Acceptable Use and Internet Safety)

The purpose of the Acceptable Use Policy is to promote the responsible and ethical use of computer resources by students and staff (users) in the Clear Fork Valley Local School District. It includes all computers and resources owned, leased, operated, or contracted by the school district as well as personally owned computers or other web-enabled devices.

All computers and electronic devices are to be used in a responsible, efficient, ethical and legal manner. This includes, but is not limited to the network and Internet usage, electronic mail, and software programs.

Failure to adhere to the District Acceptable Use policy will result in the revocation of the user's access privilege.

Staff and students may use the district's network for educational-related purposes consistent with the mission of the Clear Fork Valley Local School District. All computer resources and communications transmitted by, received from, or stored in computer systems are property of the school district, and shall not be considered confidential and/or the property of the user.

Acceptable Use Policy Criteria:

- A. Guidelines for using school owned and personally-owned electronic devices
- B. Network Access for school owned and personally-owned electronic devices
- C. Internet and Electronic Mail
- D. Security
- E. Software
- F. Discipline
- G. Internet Safety
- H. Failure to Follow Policy

To view this policy in its entirety please visit the following website:

<https://www.clearfork.k12.oh.us> Navigate to: District Tab, Board of Education Policies, Section E Support Services, Policy EDE.

Reference: Clear Fork Valley Local Schools Board Policy 9.094

PENALTIES OF MISCONDUCT

The following criteria are to be considered viable options when dealing with student misbehavior. This is not to be construed as the only alternative, but merely as a guide to correct the student behavior. Student behavior that is severe or misbehavior that continues will result in stricter disciplinary measures being taken.

- A. Detention
- B. Friday School
- C. Alternative School
- D. Out-Of-School Suspension
- E. Referral to Juvenile Court
- F. Emergency Removal
- G. Expulsions
- H. Permanent Exclusion from Public Schools
- I. Loss of Work Permit.
- J. Loss of Driving Privileges

For more in depth information.

PROCEDURES FOR EIGHTEEN YEAR OLD STUDENTS

The student 18 years old or older assumes many responsibilities for one previously assumed by his/her parents. These students are responsible for following all rules and regulations as they apply to the student body.

While school membership is no longer mandated by law, the student 18 years old or older who fails to assume the responsibility of attending school and who defies the school attendance rules is subject to expulsion for non-attendance. The student who is 18 years old or older who violates the student Code of Conduct or other school rules in such a manner that may result in suspension may be subject to OSS in consideration of his/her age.

Only those students who have reached the age of eighteen and are no longer residing with their parent or legal guardian may write their own notes in regard to absences from school. **The school reserves the right to contact the parent or legal guardian for any student regardless of their residence. Eighteen-year-old**

students, who still reside with a parent or legal guardian, MAY NOT write their own excuses. It is the responsibility of the eighteen-year-old student to inform the school administration, and show proof of residence, if the student is not residing with a parent or legal guardian.

CHEATING POLICY/PLAGIARISM

Any student reported by a teacher and found to be guilty of cheating or plagiarism will receive a grade of "0" for the first offense. The second offense will result in an "F" for the course and no credit.

STUDENT DRESS CODE

Students should dress for school in a modest manner that displays respect for themselves, their peers, their school and community. It is the belief of the school that some dress or attire may cause a distraction to the school day and the learning process. Furthermore, it is a belief that schools are a direct reflection of the standards and expectations of the community. To demonstrate that these standards and expectations are followed, the following guidelines will be enforced for the school day and school sponsored events. Students have the right to wear clothing and have an appearance that is comfortable and displays their personality as long as it fits within the following guidelines:

1. No clothing is to display any profanity, obscene or suggestive innuendos or sayings.
2. Clothing must not be ripped or torn and cannot have deformities, loose straps, chains, or holes. All clothing should be worn as it is intended to be worn.
3. There cannot be any drug, alcohol, drug reference or references to weapons and/or violence on any item of clothing.
4. Tops are to have a modest neckline, no lower than three inches below the collarbone. Tops must cover the midriff when standing and sitting. Undergarments should never be visible. While sleeveless tops are acceptable, the shoulder seam area must be at least three inches wide.
5. Bottoms should be school appropriate and be worn at the waist. Students may wear pants/skirts intended for everyday casual or dress up as long as they are school appropriate. Items that are NOT school appropriate include pajama pants, flannel pants, sweatpants, yoga/spandex pants, leggings, jeggings and shorts/skirts that are more than three inches above the knee. Once again, undergarments should never be visible. Bellville Elementary students may not wear shorts from October 31 through April 1 unless preapproved by the principal.
6. Students are also to wear appropriate footwear. Appropriate footwear includes tennis shoes, dress shoes and sandals that have a heel strap. Footwear that is not appropriate includes

slippers, shower shoes, flip flops, shoes with wheels and other items that may hinder walking.

7. Clothing and appearance may not be used to intimidate or create tension amongst the population.
8. During the normal school day, students are not permitted to wear outside coats, backpacks, hats, gloves and sunglasses. Hats are to be removed immediately upon ENTERING the building.
9. Students will be required to leave all backpacks, purses and other unnecessary items in their lockers. The principal or his designee has the final say of appropriateness of appearance and attire.

The 3x3x3 rule (three inches for shoulder, neckline and shorts/skirts) will be measured by using a 3x5 index card to verify that clothing is within guidelines.

Students who do not comply with the dress code regulations will be subject to disciplinary action and may be sent home to change. Time from school will be unexcused and make-up work will not be accepted. The decision regarding the appropriateness is at the discretion of the principal.

ELECTRONIC DEVICES CELL PHONE/ELECTRONIC DEVICES POLICY

Cell phones/electronic devices may serve as an instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment the policy is:

Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes, they may do so before the morning bell rings, during lunch in the cafeteria, and after school.

Cell phones/electronic devices must be turned OFF or silenced before you enter any classroom, office, library, locker room, lab, or auditorium. Students may use their phones at the request of the classroom teacher.

If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.

Refusal to surrender your phone when asked is considered insubordination. Insubordination may result in disciplinary consequences, including suspension.

If confiscated, the device will be held in the office until the end of the school day and a Friday school will be issued. Students may pick up their phone at the end of the school day. Repeated offenses may result in other disciplinary actions.

LEAVING SCHOOL PREMISES

Students may not leave the building without permission from the principal or assistant principal. The school day begins when the student arrives at school in the morning and ends when the final bell rings in the afternoon. Students may not take another student home without written permission from the parents of both students. Students must sign out in the office upon departure from the premises.

LOCKS AND LOCKERS

Each student is assigned a locker for the storage of books and supplies. Students must use only their assigned locker and are responsible for keeping it clean and orderly. Students are not permitted to share lockers or change lockers without permission from the office. It is the student's responsibility to keep his/her locker neat and clean.

All students will be required to use a school issued lock. The charge for school-provided locks is \$5.00. **The school is not responsible for loss or theft of items from the lockers. The lockers are school property and may be inspected by school officials at any time, if necessary.** Personal belongings are subject to search for contraband, harmful or dangerous substances. Searches will be conducted only upon reasonable cause as determined by the administration.

CLASS DUES

Each class has the right to access dues. All dues must be paid in order to go to the prom or to participate in commencement exercises.

DELINQUENT BILLS, FEES, FINES

Students are required to pay for outstanding school financial obligations. Parents will be notified of delinquencies and of the obligation for payment. Students with unpaid obligations will have transcripts held. In addition, seniors with outstanding obligations will be denied the right to participate in commencement exercises.

REFUNDS

If your child is due a refund of fees or fines, the amount of the refund will be applied as follows: First to any outstanding fees or fines for this child or sibling; secondly to any unpaid cafeteria charges for this child or a sibling; and lastly it will be applied to fees for the next school year for this child or a sibling. If you do not have any other children attending in future years, the refund will be sent to you following the last day of classes for the current school year.

SCHOOL DANCES

Dances will be approved by the administration one (1) month prior to the dance date. Students may not leave and return to the dance. The Code of Student Conduct will be followed at all school dances.

The dances must be properly chaperoned by members of the high school faculty and police officers in attendance.

No junior high students may attend high school dances. Alumni or students from other schools attending must be registered in the high school office by a date set by administration. Non CF Students must be pre-registered with the office. Students 21 or older can only attend with special permission.

SCHOOL VISITORS

Visitors from other schools are welcome. However, the following procedure must be followed:

1. Student host must make arrangements with the principal **one week prior** to the visit.
2. Proper forms must be completed and submitted.
3. Visitors must report to the office upon arrival and departure.
4. Student visitors may not attend when their home school is in session.
5. There must be a legitimate purpose to any student visit.

LIBRARY POLICY

Your library media center (LMC) is available for reading and research Monday through Friday. A quiet atmosphere will be maintained with conversation by permission only.

A teacher may send three students at a time from class with a signed pass indicating class departure time. The student must have the librarian sign the pass, indicating LMC departure time, when he/she is ready to return to class. Students who are talking, loafing, causing disturbances or violating LMC policies will be sent back to their classroom or study hall.

Do not bring food, drink, backpacks, or gym bags to the Library Media Center. The library is currently hosting after school hours. Check out our policies and hours at www.clearfork.k12.oh.us. Hover over Clear Fork Middle School and go to the library media center page. The policy tab is on the left.

CHECK OUT PROCEDURE

All LMC materials must be checked out before a student leaves the LMC. Items may be renewed if there are no other requests. Renewals must be made in person with the item to be renewed or may be made online by logging into the user's account through the library catalog.

STUDENT LIBRARY CARDS

A valid student library card is required to borrow LMC materials and to use the LMC. Students need to retain their previous school year card until a new one is issued. Replacement cost for a paper library card is \$.50.

OVERDUE LIBRARY MATERIALS

1. Students will be fined \$.05 per school day per book for overdue materials.
2. Reserve or Reference materials will be fined \$.50 per day.
3. Students will lose their library privileges when their fines have reached \$3.00 and/or when they have two overdue items.
4. If a library book is lost, it should be replaced by a book with the same title (hardback replaced by hardback and paperback by paperback). All other lost and/or damaged materials must be paid by the student at the current replacement cost.

COMPUTER USE IN THE LMC

Computer use is subject to school policy that is signed by parents and students at the beginning of the school year. Printing from the internet is limited to two pages a day. Beyond the two pages, there is a charge of \$.05 per page to print.

ELECTRONIC DEVICES IN LMC

Laptops and iPads are permitted in the library but should be used for school work. Cell phones and iPods are not permitted unless permission is obtained first.

LIBRARY WEBSITE

Access the Library Media Center web site at www.clearfork.k12.oh.us. You will find the Library Media Center under the high school tab. There are a lot of helpful resources here including our library catalog, INFOhio databases for research, and reading resources. the day and are due back the next morning by **7:40 A.M.**

FIRE EVACUATION PLAN

Leave the room in single file and exit at the nearest exit quickly according to the teacher's direction. A fire exit route is visible and posted in each classroom in red.

Do not crowd into persons ahead of you, but move as quickly as possible. **DO NOT RUN!!** If the way is blocked, use the closest alternate way outside. Leave the building and keep on moving (away from the building to allow those behind you to get out).

Allow about 30 yards between the building and the closest person to the building.

TORNADO GUIDELINES

1. Signal will be given by the P.A. system when teachers are to take students to designated areas. An alternate signal will be by word of mouth.
2. Windows and doors on the east side of the building should be open approximately one inch.
3. Proceed **QUIETLY AND QUICKLY** to designated area when the signal is given. Designated area is indicated in green on maps posted in the classrooms.

If time does not permit anyone to move, go immediately to any inside wall and cover the back of your neck and your face. Stay away from outside doorways and all glass. Get away from the southwest corner of the room. Close drapes in all rooms if there is time.

LOCKDOWN

The school will conduct regular lock down drills and scenarios. Some drills will allow teachers to continue to teach once they have completed the lockdown procedures while other drills will require staff and students to respond to different scenarios. At no time should a student be out of a classroom or out of a staff member's line of sight during a lockdown drill.

CLEAR FORK VALLEY SCHOOL DISTRICT ILLEGAL SUBSTANCES TESTING POLICY

To view this policy in its entirety please visit the following website: <https://www.clearfork.k12.oh.us> Navigate to District tab, Board of Education Policies, Section J Student, Policy JFCIA.

CAFETERIA

All food is to be eaten in the cafeteria. Students should clean up their mess and return trays to the proper area.

Free and reduced lunch forms are given to all students the first week of school. If you have the need, please fill out these forms and return them to the office so that you can eat a hot lunch.

Only parents may deliver food to their student during the school day..

No students are to be in the parking lot or hallways during lunch periods.

We understand that occasionally a child may forget his/her lunch money. The following is the charge policy for our school district:

1. Students in grades K-5 may accumulate no more than 5 charged meals.
2. Students in grades 6-12 may only have one charged meal on his/her account.
3. Charges are not allowed on a la carte items with the exception of milk for packed lunches.
4. Parents may be called to bring the student lunch if charge amounts are exceeded.

CLEAR FORK TRANSPORTATION (BUS) RULES

It is the intent of the Board of Education that students be transported as efficiently and safely as possible. The following rules will help accomplish the purpose:

1. While riding the school bus, the driver has complete authority on the bus.
2. Students shall meet the bus promptly at the assigned stop. Drivers will not wait when students are late arriving to the bus stop. Only delays due to weather or mechanical trouble shall cause deviation from the time schedule.

3. Drivers may assign seats to bus students. No student will take a seat other than the one assigned to him/her unless reassigned by the driver.
4. Normal conversation is permitted while riding the bus. Here is a list of other common sense bus rules:
 - Keep arms inside the bus
 - Use quiet, appropriate language
 - Do not throw articles
 - Do not take items that do not belong to you
 - Be respectful and in your seats at all times
5. Eating food is not permitted while riding the bus and students shall refrain from littering the floor with paper or other items or from causing damage to the bus by marking on or tearing seats or other surfaces.
6. No student shall be permitted to disembark from the bus at a place other than the normal stop for that person except when written permission is furnished from the parent to the office and a bus pass is issued to be given to the driver.
7. Students must follow bus pick up / drop off procedures (next page).
8. Continued disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by bus to and from school.

WAITING FOR THE BUS

1. Be careful going to your bus stop.
2. Be at your stop 5 minutes before the bus schedule time.
3. Wait for the bus ten feet back from the roadway in a place of safety on the residence side of the road.

IT IS OF THE UTMOST IMPORTANCE THAT ALL PARTIES INVOLVED IN ANY DISCIPLINARY ACTION BE AWARE THAT THE STUDENT IS ON SCHOOL PROPERTY WHEN RIDING THE BUS AND THE PARENTS ARE LIABLE FOR ANY AND ALL PHYSICAL DAMAGE CAUSED BY THE STUDENT. DEPENDING ON THE SEVERITY OF THE STUDENT'S ACTION(S), OTHER DISCIPLINE ACTION MAY BE TAKEN (I.E. school suspension, etc...).

BUS PICK-UP PROCEDURES

FOR STUDENTS WHO CROSS IN FRONT OF THE BUS:

1. Wait in designated place of safety. Make eye contact with the driver.
2. Watch for the bus driver's HAND in the window.
3. Students do not cross until driver's HAND is dropped.
4. Check traffic before crossing.
5. STAY FAR IN FRONT OF THE BUS SO THE DRIVER CAN SEE YOU AND YOU CAN SEE THE DRIVER!!! (At least 10 feet or steps).
6. If THE HORN HONKS, IT MEANS WARNING - DANGER. Check for traffic, then the driver.

FOR STUDENTS SAME SIDE PICK UP:

1. Stay away from the bus until the red lights are on and you see the door is open.
2. Make eye contact with the driver and watch for the bus driver's HAND. When the driver signals with their hand, check for traffic, enter the bus, and be seated.

BUS DROP OFF PROCEDURES

FOR STUDENTS CROSSING THE ROAD:

1. All students will remain seated until the bus is STOPPED.
2. Upon exiting the bus, walk 10 feet or steps in front of the bus along the roadside until you clearly see the driver and the driver sees you. Watch the drivers hand in the window.
3. When the driver drops their hand, go to the middle of the road – STOP.
4. Check for traffic both ways, IF CLEAR – CROSS to the designated place of safety.
5. IF THE HORN HONKS, IT MEANS WARNING – DANGER. CHECK FOR TRAFFIC AGAIN. If it is clear watch the driver for instructions, then cross and go to the designated place of safety.

RIGHT SIDE OF ROAD DROP OFF:

1. All students will remain seated until the bus is STOPPED.
2. Check for traffic, then walk to the designated place of safety and remain there until the bus leaves.

DRIVING PRIVILEGES

Motor vehicles, although a convenience and a form of transportation, are also deadly weapons if not used in a safe and conscientious manner. Thousands of people are killed or seriously injured each year by automobiles and it is the schools' intention to help prevent accidents on and around school grounds and provide a safe environment for all persons concerned. To insure the safety of both pedestrians and drivers, the following traffic and parking regulations have been enacted for school safety and control of traffic. Please remember, whether at school or on a public road, driving is a privilege, not a right, and that privilege may be suspended. Driving conditions are as follows:

1. A fee of \$30.00 will be charged which includes \$28 for random illegal substance testing per BOE adopted policy JFCIA.
2. All cars must display rear-view mirror hanging parking pass. Any car failing to display this pass will be towed at the expense of the owner.
3. Students must park in assigned student parking area only, as well as within the yellow lines.

NOTE: The administration reserves the right to search student cars that are parked on school property as needed, at any time, if they feel they have sufficient cause to do so. The school is not responsible for the loss or theft from cars or for damage to cars.

PENALTY:

1st Violation – Students who violate parking and driving regulations on school premises receive a formal notification of the violation by letter or by conference. The student’s parents are also notified. The only exception to this is parking in the posted area immediately surrounding the building. Cars parked in these areas between 7:00 a.m. and 5:00 p.m. are towed away at the owner’s expense. Parking privileges are for the school day only, 7:00 a.m. through 2:50 p.m. daily. Vehicles cannot be left on school property over night. They will be towed at owner’s expense.

2nd Violation – A second violation of parking and driving regulations will result in loss of the student’s parking privilege in school parking lot. If the student continues to use the parking lot, the student will be disciplined.

PARKING LOT REGULATIONS

1. All cars must display proper parking pass.
2. Upon arrival to school, students must enter the building. No loitering in or around motor vehicles will be permitted.
3. Speeding or reckless driving will not be tolerated.
4. Student drivers are not to leave the parking lot until the last school bus has departed.
5. Students who are in the parking lot without permission from an administrator may be subject to disciplinary action (refer to the student discipline section). For example, students should not sit in cars, congregate in the parking lot, or go to their vehicles during school hours.

FALSE ALARMS

Deliberately initiating a false fire, bomb or difibulator alarm is a serious matter. A student who is known to have initiated a false fire alarm or bomb alarm will be suspended immediately from school while further investigation is being conducted. If the investigation establishes guilt, the student may be recommended for expulsion. In addition, referral will be made to the civil authorities.

NON-DISCRIMINATION POLICY

Pursuant to the requirements of Title VI, Title IX and Section 504, the Clear Fork Valley Local School District has a policy of non-discrimination that extends to students, staff, the general public and individuals with whom it does business. This policy of non-discrimination that extends to students, staff, the general public and individuals with whom it does business. This policy of non-discrimination applies to race, national background, religion, sex, economic status, age and handicap.

This district has formal procedures for reviewing any concerns in this area. The Title VI and Section 504 coordinator may be reached at 419/886-3855.

SEXUAL HARASSMENT

It is the policy of the Board of Education of the Clear Fork Valley Local School District that all employees are responsible for assuring that the workplace is free from sexual harassment. Because of the Board’s strong disapproval of offensive or inappropriate sexual behavior, students must avoid any action or conduct which could be viewed as sexual harassment, or physical conduct of a sexual nature. Any student who has a complaint of sexual harassment at school by anyone, including supervisors, students, or visitors should bring the problem to the attention of the high school administration.

CARE OF YOUR SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school.

Students who disfigure property, break windows or do other damage to school or personal property or equipment will be required either to pay for the damage, which is done, or replace the item.

Students should limit items brought to school to those items necessary for school activities. The administration is not responsible for unnecessary items brought to school, which are lost or stolen. Thefts should be reported to the office to aid in recovery.

CARE OF BUILDING AND GROUNDS

“Through these doors walk students who have been recognized nationally for their outstanding attitudes and performances.”

A school building is not a school until it is occupied by students. When a building becomes a school, it takes on a character and meaning and expresses itself to the student body and visitors in relation to the respect it is given by the students in its appearance and daily care.

We feel it is a matter of personal and school pride that each and every student makes a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.

This commitment includes using the common sense approach. Trash belongs in trashcans, food is to be eaten in only designated areas, gum and graffiti have no place on the floor or walls. The furniture and equipment in our school are for your use; please help take care of it.

ADMINISTERING MEDICINE

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If

this is not possible, medication at school is done in compliance with the following:

The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or other licensed to prescribe medication.

Reference JHCD Clear Fork School District Board adopted policy.

General guidelines for keeping students home from school due to illness.

It is sometimes difficult to decide when and *how* long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the School Nursing Services.

Chicken Pox: A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

Common Cold: Irritated throat, watery discharge from the nose and eyes, sneezing chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with the child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

Fever: If your child's temperature is 100 degrees Fahrenheit or greater (or 1 or 2 degrees above the child's normal temperature) s/he should remain home until s/he has been without fever for a full 24 hours without fever reducing meds. Remember, fever is a symptom indicating the presence of an illness.

Flu: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

Head Lice: If a child is found to have head lice and/or nits, the parent will be notified by phone. The child may remain at school with nits identified and at the discretion of school personnel if live lice are seen. IT IS THE EXPECTATION THE CHILD WILL BE TREATED THAT NIGHT AND RETURN TO SCHOOL THE NEXT DAY! There are no excused absences associated with head lice treatment. Information on treatments and measure to get rid of head lice will be provided to the parent. The school nurse can also provide information. A parent must accompany the child to school the following day. If there is no active infestation and the number of nits is

decreasing, the child will remain in school. Please see the Board Policy JHCCB for more information .

Impetigo: Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are not longer draining.

Pain: If your child complains, or behavior indicates that s/he is experiencing persistent pain, s/he should be evaluated by a physician before your child is sent to school.

Pinkeye: Redness and swelling of the membranes of the eye with burning or itching, discharge coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand washing practices, using individual washcloths and towels, and NOT touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

Skin Rashes: Skin rashes of unknown origin accompanied by fever should be evaluated by a physician before your child goes to school.

Staph Infections: May return after 24 hours of treatment and all open sores covered with a bandage.

Strep Throat and Scarlet Fever: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

Vomiting and Diarrhea (Intestinal Viral Infections): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours without medication. If your child has had any of these symptoms during the night s/he should NOT be sent to school the following day.

CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT.

Upper Respiratory Tract Infection: Children with mild cases may remain in school even if it is associated with green or yellow nasal discharge, as long as the child does not have a fever. If the child has a persistent cough lasting more than 5 days or with a fever, a more serious illness may be present and requires a physicians' evaluation before returning to school.

FRIDAY SCHOOL

Friday School is held at the Clear Fork High School from 3:00 p.m. until 7:00 p.m. Students are to report to the designated area by 2:55 p.m. No student will be admitted after 3:00 p.m. The session will be supervised by a certified teacher and all school rules will be in force. Students are responsible for their own transportation.

The following rules will apply to Friday School:

1. Assignments to a Friday School are to be made by the assistant principal and principal only.
2. Failure to serve Friday School or being late for Friday School will result in a more serious consequence (in-school suspension or out-of-school suspension) depending on the student's previous discipline record.
3. If you are ill, your parent must call the school (886-2601) between 7:30 and 7:45 a.m. You also need a note from your parent explaining your illness. This note will be turned in the day you return to school from the illness. This is the only way you will be given an excused absence due to illness. If this procedure is not followed, another Friday School will be assigned. Failure to comply with this procedure will result in this absence being counted as unexcused.
4. Students will be in their seats by 3:00 p.m. and will not be permitted to go to their lockers.
5. Students should contact their teachers about getting assignments so they can do constructive work in Friday School. Appropriate reading materials for Friday School include textbooks, library books, suitable paperback books and magazines used in conjunction with a homework assignment. Students who fail to bring appropriate or sufficient work will be dismissed. Parents will be called by the administration, and an additional Friday School will be assigned.
6. Students who communicate in any way, pass materials of any kind, do not appear to keep busy, or put their heads down will be warned. A second violation for any offense will result in dismissal with no credit given for the time spent and an additional Friday School will be assigned.
7. Students who are caught sleeping will be dismissed without warning and an additional Friday School will be assigned. All regular school rules as printed in the student handbook are in effect. The Friday School supervisors are in charge and any refusal to comply with their instructions will result in dismissal. Any severe disruption of Friday School will result in a suspension (in-school or out-of-school) depending on student's previous discipline record.
8. Skipping Friday School will result in a suspension (in-school or out-or-school) depending on student's previous discipline record.

9. The dress for Friday School shall follow the same dress code as in the student handbook.
10. Students serving 4 hours will have one rest room break as assigned by the Friday School supervisor. Students are to use the designated rest room and are not to be roaming the halls.
11. Students will sign the Friday School attendance sheet when they arrive and also when they leave. Failure to comply will result in the day not counting toward your record of attendance.
12. Students must be given at least two days advance notice of an upcoming Friday School assignment. This means Wednesday notice prior to assigned Friday School is acceptable.
13. Students will be dismissed promptly at 5:00p.m. and 7:00 p.m. Parents must arrive by that time to pick up their students.

SUSPENSION PROCEDURES

(Board Policy JGD)

- A. The superintendent, principals, assistant principals and other administrators may suspend a student from school for not more than ten (10) school days.
- B. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
- C. Prior to the suspension, the superintendent or principal shall:
 1. Give the student written notice of the intention to suspend him/her and the reasons for the intended suspension. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation. *NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.*
 2. Provides the student an opportunity to appear at an informal hearing before the Superintendent/designee, principal or assistant principal to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions.

- D. The superintendent or principal, within one school day after the time of a student's suspension, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the suspension. The notice shall include:
1. The reasons for the suspension.
 2. The right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education/designee by filing a written appeal to the Treasurer within ten (10) calendar days after the notice of intent to suspended was provided.
 3. The right to be represented in all appeal proceedings.
 4. The right to be granted a hearing before the Board/designee in order to be heard against the suspension and to request that the hearing be held in executive session.
 5. Notification that the suspension may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
 6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the suspension.
- E. The student may be excluded from school during the appeal process.
- F. Under Ohio law, appeal of the Board's decision may be further appealed to the Court of Common Pleas within thirty (30) days from the Board's decision.

EXPULSION PROCEDURES

(Board Policy JGE)

- A. The superintendent may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to 3313.66(B)(2)-(5), 3313.66(F) and 3313.662(A) of the Ohio Revised Code.
- B. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident takes gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
- C. No student shall be expelled unless, prior to his/her expulsion, the superintendent does all of the following:
1. Gives the student and his/her parent, guardian or custodian written notice of the intent to expel

the student. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.

NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.

2. Provides the student and the student's parent, guardian, custodian or representative an opportunity to appear before the superintendent /designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions.
- D. The notice shall includes the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian or representative to appear before the superintendent/designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear.
- E. The time to appear before the superintendent/designee shall not be earlier than three (3) nor more than five (5) school days after the notice is given unless the superintendent grants an extension at the request of the student or his/her parent, custodian, guardian or representative. If an extension is granted after giving the original notice, the superintendent shall notify student and the student's parent, guardian, custodian, or representative of the new time and place to appear.
- F. The superintendent within one school day after the time of a student's expulsion, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the expulsion. The notice shall include:
1. The reasons for the expulsion.
 2. The right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education/designee by filing a written appeal to the Treasurer within fourteen (14) calendar days after the notice of intent to expel was provided.
 3. The right to be represented in all appeal proceedings.
 4. The right to be granted a hearing before the Board/designee in order to be heard against the expulsion and to request that the hearing be held in executive session

5. Notification that the expulsion may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
 6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the expulsion.
 7. Information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident or gave rise to the student's expulsion including the names, addresses and phone numbers of the appropriate public agency. (Note: This requirement applies only in the event the expulsion is more than twenty (20) school days, or if the expulsion will extend into the following semester or school year.)
- G. The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.
 - H. A student may be excluded from school during the appeal process.
 - I. Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas within thirty (30) days from the date of the Board's decision.
- D. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as practical prior to the hearing.
 - E. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
 - F. The person who ordered, caused, or requested the emergency removal must be present at the hearing.
 - G. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.
 - H. In all cases of normal discipline procedures in which a student is removed from a curricular or extracurricular activity for less than twenty four (24) hours and is not subject to further suspension or expulsion, due process requirements do not apply.

EMERGENCY REMOVAL PROCEDURES

(Board Policy JGDA)

- A. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student any curricular, or extracurricular activity or from the school premises. The notice and hearing ordinarily required for suspension and expulsion can be temporarily waived.
- B. A teacher may remove a student from any curricular or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.
- C. If either suspension or expulsion is contemplated, a hearing must be held as soon as practicable after the removal, but in no case later than three (3) school days from the time removal was ordered.

LEVEL 1 - BEHAVIOR

Conduct Which Impedes Orderly Operation of Classroom or School

A student charged with behavior, which is classified herein as Level 1 may be subjected to the disciplinary actions defined and listed below. If the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient or if the student's past record is such that a more severe penalty seems warranted, a recommendation for a greater penalty may be made.

Absenteeism/Truancy – Lack of regular attendance.

Cheating – Using, submitting, or attempting to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. (See Handbook) (First offense: student receives an “F” for the work, record on file. Second offense (same class): student will fail the course and no credit will be issued.

Forgery – Writing the name of another person or altering times, dates, grades, passes, or permits.

Gambling – Playing any game of chance or skill for money or items of value.

Immature Acts – Pushing or running in the halls, throwing objects in the classroom.

Littering – Throwing of paper, trash or other materials on the floor, inside school buildings, or grounds.

Profanity – Swearing, cursing, or using obscene gestures, pictures, or publications.

Disobedience – Failure to comply with staff members requests.

Public Display of Affection – Excessive or inappropriate displays of affection.

Dress Code Violation – Dressing or grooming in a manner which disrupts the teaching or learning of others.

Out of Assigned Area – Student is not where he/she is supposed to be.

Tardiness – Arriving at school or class after the designated time.

Verbal Abuse – Willfully intimidating, insulting, or in any other manner, verbally abusing other students.

Examples of disciplinary actions for **Level I** behaviors which can be addressed by local school discipline procedures include, but are not limited to the following:

Disciplinary actions short of out-of-school suspension/expulsion which can be used to correct misbehavior include, but are not limited to: Verbal reprimand; special assignments (constructive); notifying parent by phone of student's misbehavior; student mediation; contracts; detention; conference with student and/or parents; administrative referral; parent following student's schedule for a day; temporary separation from peers; loss of class or school privileges, restitution; Friday School.

Repeated **Level I** violations which occur in the classroom will result in parental telephone contact by the teacher.

Dress Code Violation

1st offense – 2 hour Friday School

2nd offense – In-School Suspension/Friday School

3rd offense – Out of School Suspension

Cell Phone Violation

1st offense – 2 hour Friday School

2nd offense – In-School Suspension/Friday School

3rd offense – Out of School Suspension

(Insert Level 3 Behavior chart)

**ACCEPTABLE USEAGE POLICY
AUTHORIZATION FORM
CLEAR FORK VALLEY LOCAL SCHOOLS**

I will abide by the Acceptable Use Policy established by the Clear Fork Valley Local School District. I understand I do not have an expectation of privacy and that the district may monitor electronic communications. I understand the use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of my privileges. I further understand that any violation of the guidelines outlined in the AUP is unethical and could constitute a criminal offense. Shall I commit any violation, my access privileges may be revoked and disciplinary action and/or legal action may be taken. Signing this form affirms that I agree to follow all district guidelines outlined in the Acceptable Usage Policy found on the Clear Fork webpage under Student Resources.

Student First Name (printed)

Student Last Name (printed):

Student Signature:

Date: _____

Grade: _____

Graduation Class of: _____

As a parent/legal guardian of the above signee, I have read and understand the Acceptable Use Policy of the Clear Fork Valley Local School District.

Parent/GuardianSignature:

Date: _____

**STUDENT AND PARENT
HANDBOOK/DISCIPLINE PROCEDURES
*Acknowledgements and verification***

We ask that the parents of every student at Clear Fork High School sign this page acknowledging and verifying that you have not only have received the handbook but also that you have taken the responsibility to review all policies within this handbook with your child. We ask that this form be signed and returned to your student's homeroom teacher.

Parent Name:

Student Name:

Grade: _____

Parent Signature:

Date: _____

Deny Photograph Use

If you do not wish to have your child photographed for the use of blended learning, newsletters, the web page or other media sources, then you will need to submit a letter to the school office yearly.