

2015-2016

**CLEAR
FORK
MIDDLE
SCHOOL**

STUDENT HANDBOOK

WELCOME

The faculty, staff, and administration welcome you to Clear Fork Middle School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the developments of effective study habits, regular attendance and self-discipline.

The goal of Clear Fork Middle School is for each child to achieve his/her greatest potential. In order for this to be accomplished, there must be a cooperative effort on the part of the students, teachers, administrators, parents and the community. We invite and encourage your cooperation in this journey and assure you that the end results will be worth the effort.

STUDENT ARRIVAL AND DEPARTURE

1. School rules and policies will be in effect for all students en route to and from school.
2. Students who are dropped off in the morning should be let out in front of the Middle School building. Students picked up in the afternoon must be picked up at the west side of the school. Please make a single lane while waiting for your child to allow traffic through.
3. The entrance at the rear of the building is the morning bus-unloading zone and should be kept clear of unnecessary traffic.

STUDENT BEHAVIOR

DISCIPLINE:

One of the most important lessons education teaches is discipline. Although it does not appear as a subject, it is a part of the whole educational structure. Discipline trains and develops self-control, character, orderliness and efficiency.

With an understanding of the purposes of discipline in a school, you will form a correct attitude towards it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

RULES OF CONDUCT:

Every student should strive to be considerate of others. Making inappropriate or loud noises, slamming doors, running in the halls, marking on the desks, walls, floors and lockers, and talking while someone else is speaking are examples of behavior that good school citizens avoid. Strive to show that you are responsible and considerate.

AUTHORITY OF ADULT SCHOOL EMPLOYEES:

All of the adults employed by Clear Fork Middle School have certain responsibilities to the school. In order to carry out these responsibilities, they have certain authority to correct students if the need arises. If an adult employee corrects a student, whether the employee is faculty, clerical, cafeteria staff, custodial staff or a bus driver, the student is expected to accept such correction.

CODE OF STUDENT CONDUCT

In accordance with O.R.C. 3313.66

The rules and standards set forth apply to conduct on school premises, school buses, involving school property, or any conduct off school premises which directly affect other students or the school. This includes school functions of any kind. Any conduct which causes, or which creates 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 are examples of conduct that will lead to suspension, expulsion, detention or other forms of disciplinary action. They are:

1. Any student stealing, causing damage to or destroying school or private property. This includes damage to school personnel's property. Unauthorized computer access will be considered potential vandalism and will be treated accordingly.
2. Any student threatening, intimidating, harassing, hazing, causing or attempting to cause physical injury or harm to any student, teacher, or any other person.
3. Any student causing disruption of or interference with curricular, co-curricular or extracurricular activities.
4. A student 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, 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 used such a device in this fashion, they will be considered in violation of the policy on weapons and will be treated accordingly.

This guideline applies:

- a. On the school grounds during, before and after school hours.
- b. Off the school grounds, on a school bus, or rented carrier, at any school activity, function or event.

PENALTY: Student is suspended, not to exceed ten days, from school pending the processing of the recommendation for expulsion. The weapon will be confiscated.

6. A student using inappropriate, profane, indecent or obscene language either verbally or in writing toward any student, teacher or any other person. This also includes the use of obscene gestures, signs, pictures or publications.
7. Gambling at any school event or on school premises will not be tolerated.
8. Failure to comply with the directions of teachers, student teachers, school aides, principals, or other authorized school personnel is not acceptable. 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, on school premises or at any school event.
10. All students are expected to comply with attendance procedures.
11. Truancy from classes, study halls, and/or lunch periods will not be tolerated. This includes not signing in or out on the sign in form in the office.
12. Persistent disobedience, gross misconduct or cheating is not acceptable.
13. A student shall not possess, handle, transmit, or conceal fireworks, explosives, or detonative devices.
14. No student should be out of an assigned area at any time.

15. No students should be holding hands, kissing, hugging, or showing any public display of affection.
16. Any false or fraudulent alteration of any documents, passes, grade cards, parental notes, etc., will not be tolerated.
17. Inappropriate acts such as pushing in the halls, running in the halls, and throwing objects in the classroom is not acceptable.
18. No student should prevent and/or interfere with members of the staff doing their duties.
19. Habitual tardiness to school or class will result in consequences. Please refer to section under attendance regarding tardies.
20. Extortion, fraud, blackmail, or stealing will not be tolerated.
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.

PENALTIES OF MISCONDUCT

The following criteria are to be considered practical options when dealing with student misbehavior. These are not to be thought of as the only alternatives but looked at as a guide to correct student behavior. Student behavior that is severe or misbehavior that continues will result in stricter disciplinary measures being taken.

Examples of possible penalties include:

- A. Lunch Detention
- B. Friday school
- C. In-School Suspension
- D. Out-Of-School Suspension
- E. Emergency Removal
- F. Expulsion From School
- G. Alternative School

LUNCH DETENTIONS

Students who are assigned a lunch detention should get their lunch immediately and report to the assigned area. If a student is buying a lunch they are to show their lunch detention slip and go the front of the line to buy their lunch. Any student late to lunch detention will be assigned a second detention. Failure to show to lunch detention will result in a Friday School. During lunch detention students are not to talk. Students are expected to work on assignments for school during their detention.

FRIDAY SCHOOL

Friday School is held at the Clear Fork Middle School from 2:45 P.M. until 4:45 P.M. Students are to report to the designated area before 2:45. The session will be supervised by a certified teacher and all school rules will be in force. Students/Parents 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 teachers and/or principals only.
2. Failure to serve Friday School will result in a more serious consequence (doubled Friday School or out of school suspension) depending on the student's previous discipline record.
3. 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/or magazines used in conjunction with a homework assignment. Students will not be permitted to go their lockers. Students who fail to bring appropriate or sufficient work will be dismissed.
4. Student 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.
5. 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 the student's previous discipline record.
6. The dress for Friday School shall follow the same dress code as in the student handbook.
7. Students will sign the Friday School attendance sheet when they arrive.
8. Students must be given at least one day advance notice of an upcoming Friday School assignment. This means Thursday notice prior to assigned Friday School is acceptable

9. Students will be dismissed promptly at 3:45 and 4:45. Parents must arrive by that time to pick up their students.

BEHAVIOR PENALTIES

Level I – Behavior/Penalties Conduct Which Impedes Orderly Operation of Classroom or School

A student charged with behavior, which is classified herein as Level I may be subjected to the disciplinary actions 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. **Level I behaviors** may include but are not limited to: Cheating, Gambling, Immature Acts, Littering, Profanity, Disobedience, Public Display of Affection, Dress Code Violation, Out of Assigned area, Tardiness, Verbal Abuse. **Disciplinary actions that may be used to correct Level I actions** would include but are not limited to: Verbal reprimand; special assignments (constructive); notifying parent by phone; student mediation; behavior contracts; detention; conference with student and/or parents; loss of class or school privileges; restitution; and/or Friday School

LEVEL II Behavior/Penalties Illegal and/or Serious Misconduct-Not Life or Health Threatening

A student charged with behavior which is classified herein as Level II may be subject to the disciplinary actions listed below. A recommendation for a greater penalty may be made depending upon the circumstances surrounding the offense and notifying the local law enforcement. **Level II behaviors may include but are not limited to:** Theft; Forgery; Extortion /Coercion /Hazing; Vandalism; Trespassing; Insubordination; Fighting; School Disruption; Profanity/Verbal Abuse; Tobacco Usage; Bullying. **Disciplinary actions for Level II behaviors may include but are not limited to:** Out of School Suspension, Suspension with recommendation for expulsion.

**LEVEL III BEHAVIOR/PENALTIES
Illegal and/or Serious Misconduct –
Life or Health Threatening**

A student charged with behavior, which is classified as Level III may be subject to removal from the school immediately, and subject to a recommendation for expulsion from Clear Fork Schools. Local law enforcement may also be notified.

Level III behaviors may include but are not limited to: Possession or use of weapons or dangerous instruments; Sale, use or possession of drugs or alcohol; Assault/Battery; Sexual Offenses; Arson; Bomb Threats/False Alarms; Volatile Acts; Inappropriate Conduct. **Level III Disciplinary actions may include but are not limited to:** Suspension with recommendation for expulsion and/or suspension with recommendation for expulsion with possible permanent exclusion.

**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. Provide 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 days.

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 include 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.

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 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.
- 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.

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.

LUNCH

All students are to eat their lunch in the school cafeteria. No food is to be taken out of the cafeteria and no cutting into the serving line will be permitted unless a student has a lunch detention.

The Cafeteria rules are as follows:

1. Students are to stay in their seat at all times. If needed, a student may raise his/her hand to be excused from the table.
2. Students will have assigned seating areas during lunch and should remain in their assigned area.
3. All students are expected to clean their area before leaving the cafeteria.

CAFETERIA CHARGE POLICY

The food service department is pleased to offer breakfast and lunch to all students. Applications for free or reduced price meals are available at each school office and on line at the school web site at www.clearfork.k12.oh.us. Applications may be filled out ANY time during the school year but handing them in prior to September 15 is greatly appreciated.

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.

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 \$2.00 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 middle 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.

MEDICATION

All medications must be stored and dispensed from the office. Students may not keep any medication with them at school, except for an inhaler or epi-pen with the appropriate doctor's order form and a back up in the school office. A MEDICAL PERMISSION FORM MUST BE COMPLETED FOR ALL MEDICATION. Students are not to transport medication to and from school.

All medicine must be brought to school by the parent, in its original container and properly labeled with the student's name.

If it is necessary for a student to take prescribed medication during school hours, a medical release form must be obtained from the office and completed in its entirety by the prescribing physician and the parent in order for school personnel to dispense. All prescription medication must be in the original container with the label intact and matching the doctor's instructions on the medical permission form. All non-prescription medication must be in the original container clearly labeled with the student's name and will be dispensed according to the instructions on the medical permission form that the parent has completed and signed.

RECOMMENDED GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL

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(es) while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the 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 your 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) she/he should remain home until she/he has been without fever for a full 24 hours without fever reducing medications. 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 EVENING AND WILL RETURN TO SCHOOL THE NEXT DAY.** There are NO excused absences associated with head lice treatment. Information on treatments and measures 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 decreased, the child will remain in school. Please see the Board Policy JHCCB for more information on the policy.

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 no longer draining.

PAIN: If your child complains, or behavior indicates that she/he is experiencing persistent pain, she/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.

RINGWORM: Student must be under treatment and the area covered to participate at school.

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

STAPH INFECTIONS: Students may return after 24 hours of treatment. All open sores must be 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 and 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.

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 physician's evaluation before returning to school.

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 she/he should not be sent to school the following day.

CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT.

ANTI-HAZING / ANTI-BULLYING POLICY

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

FIRE, TORNADO, SECURE BUILDING (LOCKDOWN) AND EVACUATION PROCEDURES

All persons present in the building are to follow procedures established in the Clear Fork Valley School Safety Plan. Qualified personnel

will issue instructions according to the School Safety Plan.

Directions for Fire and Tornado Evacuation shall be posted near the door in each room.

FIRE AND TORNADO DRILLS

A signal will be given via the P.A. system when teachers are to take students to the designated area.

The windows and doors on the east side of the building should be open approximately one inch. Proceed QUIETLY AND QUICKLY to designated area when the signal is given. Directions for exiting the area are posted near the doorway of each classroom.

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.

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.

STUDENT ACADEMIC EVALUATION

A grade is an assessment of a student within a given subject area based on the following criteria: academic achievement, ability, attitude, effort, attendance, and behavior.

GRADING SCALE

Grade	%	Grade	GPA
A	92-100	A	4.0
A-	90-91.99	A-	3.63
B+	88-89.99	B+	3.37
B	82-87.99	B	3.0
B-	80-81.99	B-	2.63
C+	78-79.99	C+	2.37
C	72-77.99	C	2.0
C-	70-71.99	C-	1.63
D+	68-69.99	D+	1.37
D	62-67.99	D	1.0
D-	60-61.99	D-	0.63
F	Below 60	F	0

Grades are considered incomplete if a student is absent and does not make up the required assignments. If an extended absence is involved, the discretion of the teacher should be

used to determine an incomplete grade. However, make-up time should not exceed two weeks, after which the grade will become an F. A student may change a class only at the discretion of the principal and teacher. A parent conference may also be held.

CHEATING/PLAGIARISM POLICY

Any student reported by a teacher and found to be guilty of cheating or plagiarism will receive a grade of “0” for the assignment. Repeated offenses will result in further academic and/or discipline procedures.

STUDENT RECOGNITION

Scholastic achievements will be posted at the end of each nine-week period both in the Bellville Star and a bulletin board at the middle school. The principal’s “All A’s” commendation consists of students receiving all “A’s” in all subjects. The honor roll will contain the names of those students receiving a grade point average of 3.5 – 3.9. The merit role will include students with a grade point average of 3.0 – 3.49. The above achievements are based on each nine week’s grades.

CFMS also recognizes outstanding students in other areas. At each grade level a student of the month is chosen by staff members based on positive character traits such as attitude, effort, behavior, etc.

Staff members periodically recognize students by sending parents/guardians “Posi-Grams” (post cards) with positive comments about their students’ efforts, behavior, attitude, etc.

Students recognize other students by creating a “Chain Link of Kindness” to reward others for being helpful or kind to someone.

An assembly is held at the end of each nine weeks grading period to recognize those students who have received honors in various areas, support/recognize members of our sports teams and to extend positive challenges to our students.

ORGANIZATIONS, CLUBS AND ACTIVITIES

The following organizations, clubs and activities are available at the middle school. Announcements concerning how to join are made shortly after school begins in the fall. All students are encouraged to participate and thus take an active part in the life of Clear Fork Middle School. Such clubs/activities would include: Student Council, Student Aides, Power of the Pen, Academic Challenge, Special Days ie; spirit dress-up days, etc.; School Dances; FOR (Friends of Rachel) Club; Colt Echo; Anti Bully Club;

Musical/Play/Drama Club and Spring Talent Show.

STUDENT WITHDRAWAL

Students who are withdrawing from Clear Fork must obtain a withdrawal form from the office before the first period on the last day of attendance. Instructions will be given at that time.

DIRECTORY INFORMATION

Ohio Revised Code Section 3319.321 (B) provides that "no person shall release, or permit access to, personally identifiable information (i.e: Confidential information, social security number, birth date, etc.) other than directory information, concerning any student attending public school without the written consent of the parent, guardian, or custodian of each student who is less than eighteen years of age. If the student is eighteen, he/she must give written consent. Ohio law, working within the confines of the Federal Family Educational Rights and Privacy Act, prohibits release of student records of any kind if the student's parent (or eighteen year old student) informs the district that they do not consent to release any or all of the information. Student directory information may be released unless the parent/legal guardian requests otherwise.

ELEVATOR USE

Students will not be permitted to use the elevator without permission from the office.

SCHOOL AND PERSONAL PROPERTY

The school property is here for your convenience and benefit. Considerable effort has been made by the citizens of this school district to provide you with good furniture and equipment, including iPads. Students are not to detach, destroy or lessen its use through their actions. If a student does destroy school property, they will be asked to replace or repair the property. Students are asked to take their share of responsibility for the attractive appearance of the school building and grounds.

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, 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.

OHIO ALERTS

In order to stay apprised of school closing and/or school events that are canceled, you may receive a text to your cell phone through Ohio Alerts. In order to register for Ohio Alerts, go to the school's website, www.clearfork.k12.oh.us, click on the Ohio's Alerts Logo and follow instructions.

TELEPHONE CALLS/USAGE

The office telephone is a business phone and should not be used by students except for emergencies. Permission from a teacher and the office are required before students may use the telephone.

TEXTBOOKS

You have been assigned certain textbooks for your use. These same books must be used by others next year and in the years to follow. Treat these books respectfully. If any text is lost or shows unnecessary abuse and wear, you will be charged.

FEES/REFUNDS

School fees for grades 6-8 are \$55.00. If paid by September 30 each year, you will receive a \$10.00 discount. After that date, all fees are \$55.00.

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 of this child or a sibling; secondly to any unpaid

cafeteria fees 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.

LOCKERS

Each student will be assigned a locker and will be responsible for the locker during the school year. Students must use only lockers assigned to them. The lockers are the property of the Clear Fork School System and are subject to inspection by authorized personnel. You are cautioned against having anything of VALUE in your locker. The school is not responsible for items stolen from lockers. Only school provided locks may be used on the lockers. It is recommended that a lock be purchased for the locker. The charge for a school provided lock is \$5.00.

LOST AND FOUND

Lost and found articles are kept near the office in the lost and found area. Any article not claimed within a reasonable amount of time will be donated to a local charity. You can help to reduce the lost articles by putting your name in them – especially lunch boxes, purses and jackets.

VISITOR SIGN IN/SIGN OUT

All visitors must report directly to the office to sign in when entering and should sign out when exiting the building.

SCHOOL VISITORS

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

1. Student host must make arrangements with the principal prior to the visit.
2. Proper forms must be completed and submitted.
3. Visitors must report to the office upon arrival and departure to sign in and out.
4. There must be a legitimate purpose to any school visit.

STUDENT ATTENDANCE POLICY

Ohio State Law requires the school to know for what reason you are not in school. Parents should call the school at 419-886-2962 or toll free 1-877-915-3111 before 9:00 a.m. to notify us of your absence. If we do not receive a phone call, it is mandatory that we contact the parent. **Also, a written**

excuse is required upon your return to school.

When a student is issued an unexcused absence, he/she will receive an F for the materials covered for the day(s) absent.

The State Board of Education has adopted regulations governing excuses from future school attendance and past absences from school attendance within the framework of Section 3321.04 of the Ohio Revised Code. 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 excuses for past absences from school.

- A. The explanation of each past absence will be made by the parent to the superintendent 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 any one or more of the following conditions:
 - a. Personal Illness – the approving authority may require the certificate of a physical if he/she thinks it is necessary.
 - b. Illness in the family
 - c. Quarantine of the home
 - d. Death of a relative
 - e. Act of God
 - f. Observation of a religious holiday
 - g. An emergency or set of circumstances that prevents the student's attendance
- C. After a student has been absent for a total of ten days, they will be placed on medical status. This means that a doctor's excuse will be required each time the student is absent.

The designated attendance officer is given 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.

- A. Absences shall be construed to mean anytime a student is not physically present in the building other than school business such as:
 - a. Illness
 - b. Out-of-school suspensions
 - c. 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 prior to the time of the absence and fill out the necessary "Extended Vacation" form to take to the teachers. Final approval for any vacation is at the discretion of the building principal. It is the student's responsibility to make arrangements with the teachers.

- B. Any time a student is absent from school or class due to a school function, he or she will not be counted as absent.
- C. Early dismissals must be approved by the principal prior to the beginning of the school day.
- D. In order for a student to be an effective learner, the Board of Education feels that the student must be in attendance in the classroom to receive the benefits of "teacher" instruction.
- E. Make-up assignments – a student who is unexpectedly absent from school will have as many days as he or she was absent to make up work from their classes. A note from the parent or doctor must be submitted to the office the same day the student returns to school.
- F. **Tardiness** – Students must be at school and in class on time. Tardiness is defined as not being in the area assigned to you for that time period. Students are permitted four unexcused tardies per year. Students who accumulate a fifth unexcused tardy may be assigned a Friday School. Continued excessive tardiness may result in another Friday School, Out of School Suspension or referral to juvenile court.
- G. **Tardy to Class** – Students have enough time to change classes. If a teacher detains a student, the teacher should fill out an admission pass for the student to present to his or her next teacher. The student hanging out in the hallways or is late to class will be assigned discipline by the teacher for whom he or she is late. Excessive classroom tardiness should be reported to the principal.

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.

PASSES FOR LEAVING SCHOOL

Students may not leave the building without permission from the principal. The school day begins when the student arrives to school in the morning and ends when the final bell rings in the afternoon. When given permission to leave school premises, students are required to sign out in the office.

As often as possible, please make all dental and medical appointments before and/or after school. When you have an appointment, please bring the doctor's appointment card and a written note from your parents requesting that you be released. Present these at the office in the morning so your early dismissal can be noted on the attendance list. Sign out at the office when you leave the building and sign in at the office when you return.

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 this 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.
- 3. Drivers may assign seats to bus students if they see necessary.

4. Normal conversation is permitted while riding the bus.
5. Students must keep all body parts, such as arms, inside the bus.
6. Quiet, appropriate language is to be used.
7. There is no throwing of items allowed.
8. Do not take items that do not belong to you.
9. Be respectful and in your seat at all times.
10. Eating food is not permitted while riding the bus and students are not to litter on the floor with paper and other items.
11. Students are not to cause damage to the bus by marking or tearing the seats or other surfaces.
12. No student shall be permitted to exit from the bus at a place other than their normal stop except when written permission is furnished from the parent to the office and a bus pass is issued. Bus passes are issued on an emergency basis only. This bus pass is to be given to the bus driver upon entering the bus.
13. Students who must cross a highway to either enter or exit the bus shall cross the highway approximately ten feet in front of the bus and while the bus and other traffic is completely stopped.
14. Continued disorderly conduct or persistent refusals to listen to the bus driver will result in the loss of the privilege to be transported by bus to and from school.
Discipline: Discipline will be handled by the severity and occurrence of the offense. The consequences may include verbal warnings, referral to the building principal and a call to parents.

IT IS OF UTMOST IMPORTANCE THAT ALL PARTIES INVOLVED IN ANY DISCIPLINE 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 DISCIPLINARY ACTION MAY BE TAKEN (I.E. school suspensions, etc...).

TITLE VI, TITLE IX, SECTION 504

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

The district has formal procedures for reviewing any concerns in these areas. The Title VI, Title IX and Section 504 Coordinator is the Superintendent of Clear Fork Valley Schools, telephone 419-886-3855.

ATHLETIC ELIGIBILITY

The Clear Fork Valley Board of Education, to be in compliance with O.R.C.3313.535, establishes a minimum grade point average requirement for students participating in interscholastic athletics. The Board recognizes the values associated with and gained as a result of participation in various activities and also believes their participation adds to the success of students in the classroom.

ATHLETIC POLICY FOR STUDENTS ENROLLED IN GRADES 7 – 8

A student enrolled in the 7th grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, a student in grades 7 – 8 must have received a passing grade in 75% of those subjects carried the preceding grading period in which a student was enrolled, and when those subjects are combined, must be a total grade point average of at least 1.25 on a four point (4.0) scale.

A student must be in attendance at school at least half a day on the day of a contest or practice (11:00 AM is the cut-off time for Middle School students). The Athletic Director or Principal will make special determinations.

Home school students must be in attendance for the entire class period for the courses that they are enrolled.

STUDENT ATHLETE RESPONSIBILITIES

The opportunity for and privilege of participating in interscholastic athletics is extended to all students, provided they are willing to assume certain responsibilities. The following responsibilities are reflected in the Clear Fork Athletic Code of Conduct and Training Rules:

1. Students are to display high standards of social behavior.
2. Students are to display outstanding sportsmanship and a spirit of cooperation.
3. Students are to display proper respect for those in authority (including teachers, coaches, administrators and officials).
4. Students are to understand the importance of discipline and self-sacrifice in order to develop into a quality student athlete.

5. Students are to set a good example for members of the student body as well as younger members of the community.
6. Students will realize the value and importance of training rules.
7. Students are to understand the importance of the word "student" in the term student athlete.
8. Students are to realize that participation in interscholastic athletics is a privilege that carries with it responsibilities to the school, team, student body, fellow athletes and the community.

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

SCHOOL CALENDAR 2015-2016

August 12 - Open House - Middle School - 6:00 PM - 7:00 PM

August 12 - Open House - High School- 7:00 PM - 8:00 PM

August 13 - Open House - Bellville Elementary - 6:00 - 7:00 PM

August 13 - Open House - Butler Elementary - 6:00 - 7:00 PM

FIRST SEMESTER

August 17 - First Day for Students

September 7 - Labor Day, No School

September 11 -Interim Reports sent home

September 18 - Early Dismissal - 1:00 p.m.

October 16 - End Nine Weeks (44 days)

October 23 - Grade Cards sent home

November 3 - Parent Conferences, K-12, 3:30 - 7:30 PM

November 10 - Parent Conferences, K-12, 3:30 - 6:30 PM

November 20 - Interim Reports sent home

November 25 - Early Dismissal 1:00 PM

November 26 - Thanksgiving Break Begins

November 30 - Conference Make up, No School

December 1 - Classes Resume

December 22 - End Nine Weeks (44 days)

December 23 - Winter Break Begins

SECOND SEMESTER

January 4 - School resumes

January 8 - Grade Cards sent home

January 18 - Martin Luther King Day, No School

February 5 - Interim Reports sent home

February 11 - Parent Conferences, K-12, 3:30 - 7:30 PM

February 12 - Conference Make up, No School

February 15 - President's Day, No School

February 16 - Parent Conferences, K-12, 3:30 - 6:30 PM

March 11 - End Nine Weeks (47 days)

March 18 - Grade Cards sent home

March 25 - Spring Break begins

April 4 - Classes Resume

April 22 - Interim Reports sent home

May 19 - End Nine Weeks (43 days)

May 20 - Commencement

May 20 - Staff Inservice

May 27 - Grade Cards Mailed Home

Make Up Days (if necessary)

February 12, May 20, May

23, May 24, May 25, May

26

**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/Guardian 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.

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

We ask that the parents of every student at Clear Fork Middle School sign this page acknowledging and verifying that you have not only have received the handbook and student planner 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:

Student's Teacher:

Grade: _____

Parent Signature:

Date: _____

