

# **Student Handbook 2024-2025**

## **Crooksville High School**

4075 Ceramic Way  
Crooksville, OH 43731  
Phone 740-982-7015

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**Superintendent**

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**Principal/Discipline Secretary**

**Deanna Hinkle**  
**Attendance/Counselor Secretary**

## **Crooksville High School History**

School Colors: Red and Black  
School Nickname: Ceramics  
School Emblem: The Potter at the Wheel

Crooksville High School was first opened in 1897. The first classes were held in the old West School which later became the Knights of Pythias Lodge at the top of Cemetery Hill. The first graduating class was in 1901 and since that time, the high school has undergone many changes. These changes included additions, consolidations, remodeling, and the construction of the current high school facility at 4075 Ceramic Way.

The original high school was opened in 1914 and was located on Buckeye Street on the site now occupied by Shriver's Pharmacy. In 1924, a new building was constructed at 100 South Buckeye Street and became Crooksville's "new" high school. The old facility was attached to the new building by an overhead walkway and became the Junior High School.

In 1963, the first students were graduated from an addition to the high school which included new classrooms, a conversion of the old gymnasium into an Industrial arts Department, and the opening of a new gym. One of the main reasons for the 1963 addition was due to the consolidation with McLuney High School, which had earlier accepted Bearfield Township into its fold. As a result, C.H.S. which added McLuney in the 1960-61 school year, needed space for the expanding student population. Therefore, Superintendent Mr. William Worthington led the local voters to the passage of a construction bond and the new addition. The new gym was affectionately known as the "Pink Pit" due to the tile floor which faded from red to a rosy color. Opposing teams often complained about the floor but many great ball games were played there (including the 95-94 Ceramic victory over John Glenn H.S. in which All Ohio career scoring leader Jay Burson Scored 61 points.).

In May of 1985, Crooksville schools under the direction of Mr. Edward Myracle passed a construction bond issue and obtained State matching funds to replace the old deteriorating structure at the Buckeye Street site. The size of the new facility required more land than was available within the City Limits so, construction of the approximately 6.1 million dollar building began on the school owned property near the K-8 School in McLuney. The new structure opened in November 1987 is a modern, well equipped high school with state of the art computer networking, a huge library, and gymnasium as well as commons area which doubles as a cafeteria and public meeting room. The current high school facility shares approximately sixty acres with its neighboring K-8 school which opened in 1980.

Many changes have occurred in the over one hundred year history of Crooksville High School. New building, new locations and new faces of staff and students have created an ongoing tribute to a very important structure in the lives of "Ceramics" throughout the world. No matter how far the graduates of C.H.S. have gone, the name "Ceramics" is ever in their hearts.

The Crooksville High School Alma Mater  
(sung to the tune "Finlandia")

Oh Crooksville High, Forever we will honor  
Where friends are friends, both true and dear always

We tower above in loyalty and fame  
Forever true to our dear school name

Oh school I love, I pledge my Heart and Hand  
Forever true until we must part

## **MISSION STATEMENT**

**Empower students for the challenges of the 21st century.**

## **GOALS**

1. Prepare students to be life-long learners
2. Prepare students to communicate effectively
3. Prepare students to be problem-solvers
4. Prepare students to be creative and good critical thinkers
5. Prepare students for technological advancements
6. Prepare students to be productive citizens in a global society

## STUDENT CHARACTER TRAITS

It is our goal to promote and encourage young people to develop those characteristics that have for so long been agreed upon by our society as important. These citizenship qualities are the key to the success of our society. It is your responsibility as a student at Crooksville High School to develop and exhibit these qualities.

**Courage:** Courage is one of the most important character traits we can exhibit. Courage is the upholding convictions and doing what is right and just. Courage is being assertive, steadfast and resolute in facing challenges and social pressures.

**Integrity & Honesty:** A person with integrity and honesty is very genuine and sincere. People with these traits are to be admired and looked up to as role models. Integrity is being true to one's good moral and ethical beliefs. Honesty is earning or accomplishing something in a fair manner without cheating or stealing.

**Self-Discipline & Responsibility:** Those individuals we view as successful have a strong sense of responsibility and self-discipline. Self-discipline is knowing one's responsibilities and carrying them through faithfully without supervision. Self-discipline includes self-monitoring, self-management and self-control. A responsibility is an obligation, duty or trust placed on an individual. Being responsible is being accountable and trustworthy.

**Courtesy:** Courtesy is being polite, kind, civil and thoughtful of others. Courtesy reflects an understanding of the various cultural expressions of polite behaviors and good manners and the ability to use them properly.

**Respect:** Respect for others, their property and the environment is acknowledging through action the worth and rights of all human beings, the value of other's property, and the importance of preserving the environment. Respect means showing appropriate consideration, regard and honor to someone and their property. Some people earn respect because of their special position (i.e. parents, police, judges, teachers, school employees). You may not always agree with these people but you must treat them with respect.

### Family Educational Rights and Privacy Act (FERPA):

In accordance with the 1974 Family Educational Rights and Privacy Acts (FERPA), schools must follow various statutes protecting student privacy and access to student records. There are many exceptions to the consent requirements under FERPA. Directory information such as, but not limited to, name, address, e-mail address, photography, participation in school activities, sports, awards received and most recent school attended may be released without consent unless otherwise notified by parent/guardian.

## ACADEMIC INFORMATION

**Class assignment:** Grade level assignments will be made at the beginning of each school year. Assignments will be based on the total credits earned and following guidelines:

- Assignment to grade 10 – 5.0 units of credit
- Assignment to grade 11 – 10.0 units of credit
- Assignment to grade 12 – 15.0 units of credit

**Grades and Grading:** The school year at Crooksville High School will be divided into four nine week grading periods. The following guidelines will be used in determining grades and credits earned.

1. No partial credit will be given for yearlong courses.
2. The principal is authorized to change any grade in the event of teacher error in grade calculations.
3. All students must be in attendance **1001** hours of school per year.
4. Teachers must have their grading system approved by the principal.
5. The **nine weeks grade** will be based upon tests, assignments, projects and exams calculated at the end of each grading period.
6. The **final grade average** for a class will be the average of the nine weeks grades.
7. Any student failing the second semester of a yearlong course may be denied credit for that course. The same applies to students failing the second nine weeks of a semester course.
8. Students who miss more than five (5) days per quarter may not receive credit for that quarter. Students who have five absences of the same class period may be required to make up time in order to receive credit for the class. **\*For the purpose of attendance each period is equivalent to 1 hour.**
9. The following values will be used in calculating semester and final average.

Grade	Value	Range
A	4.00	3.84-4.00
A-	3.66	3.50-3.83
B+	3.33	3.17-3.49
B	3.00	2.84-3.16
B-	2.66	2.50-2.83
C+	2.33	2.17-2.49
C	2.00	1.84-2.16
C-	1.66	1.50-1.83
D+	1.33	1.17-1.49
D	1.00	0.84-1.16
D-	0.66	0.66-0.83
F	0.00	0.00-0.65

**Honor Roll:** The honor roll will be released at the end of each nine weeks. The honor roll will recognize three groups of students.

**Honor Roll** - Students have a 3.00-3.49 average based on the four point scale. Students can have no grades lower than "C" in any class. All high school courses are included in the grade point average.

**Principal's List** - The student must receive a grade no lower than a "B-" in all classes and have at least a 3.50-3.99 average.

**Ceramic 4.0 List** – The Student must receive a grade no lower than an "A" in all classes and have a 4.0 average.

**National Honor Society:** Membership in National Honor Society is open to Juniors and Seniors only and is based on fulfilling criteria in four areas: Scholarship, Leadership, Character, and Service.

To be eligible for consideration for membership, students must have a cumulative grade point average of 3.3 and successfully completed two years of a foreign language and enrolled or completed Algebra II or Quantitative Reasoning. Additionally, potential members must meet high standards of leadership, service, and character. Members of the junior and senior classes will be evaluated by the faculty. A faculty council will determine eligibility. **All NHS members will be required to maintain a 3.3 cumulative grade point average throughout the membership.** A probationary period will be placed on any member falling below the required grade point average.

Leadership is determined by students' participation in or their election to an office in three or more community or school activities. To meet the service requirement, the student must have been active in three or more service projects in the school and community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

**College Credit Plus (CCP):** Students can earn high school and college credit at the same time. Students enroll in college courses and adhere to the policies and requirements of the college. Students must complete an assessment exam and be determined "eligible" based on exam scores for College Credit Plus. Students may apply to any public college or participating private college and may apply to multiple colleges. The student must be an Ohio resident. If interested, please see the school counselor for information.

*It is highly discouraged that a student transfer from on-campus CCP courses to off-campus CCP courses. The student must fill out a waiver with parent signature as well as a parent meeting with the school counselor prior to moving to off-campus courses. Waiver is available with the school counselor.*

**Graduation Requirements:** A student must obtain twenty one units of credit to graduate from Crooksville High School. These units of credit must include those courses required by the State of Ohio and the local board of education. **In addition to earning 21 course credits students are or will be required to meet testing requirements as outlined by the Ohio Department of Education.** The required courses and credits for classes 2023 and beyond:

Credits	Seals
Social Studies (Am. & World Hist, Financial Lit. & Govt.) - 3.0 credits Mathematics (includes Algebra II or it's equivalent) – 4.0 credits English – 4.0 credits Science (includes Physical & Biology) – 3.0 credits Physical Education (two semesters) – 0.50 credit Health – 0.50 credit Fine Arts 1.0 or 2 (0.5) credits  5 additional electives to meet requirements	A minimum of Two Seals (at least 1 Ohio) is needed:  -OhioMeansJobs Readiness Seal (Ohio) -Industry-Recognized Credential Seal (Ohio) -College-Ready Seal (Ohio) -Military Enlistment Seal (Ohio) -Citizenship Seal (Ohio) -Science Seal (Ohio) -Honors Diploma Seal (Ohio) -Seal of Biliteracy Seal (Ohio) -Technology Seal (Ohio) - Community Service Seal (Local) - Fine and Performing Arts Seal (Local) - Student Engagement Seal (Local)  <i>For further information, please contact the School Counselor</i>

**Physical Education Waiver:** Students who participate in two seasons of district-sponsored high school interscholastic athletics, marching band, or cheerleading shall not be required to complete any physical education course as a condition to graduate. (An athletic season is defined by the rules and bylaws of the Ohio High School Athletic Association). Partial credit will not be granted. Students exercising this waiver will be required to take ½ credit of another elective to replace PE.

These credits may be adjusted for students attending the Mid-East Ohio Vocational School District.

**Early Graduation:** Permission for early graduation will be given only after all conditions in the Board of Education policy have been satisfied.

1. Obtain an early graduation form from the high school principal.
2. The student must have completed all requirements for graduation. (see above)
3. The student has written (typed) explanation as to why they wish to graduate early including, a plan stating plans after graduation. Letter must be signed by parent/guardian.
4. Request for early graduation must be completed before the beginning of the school year they wish to graduate.

**Valedictorian/Salutatorian Honors:** In order to be selected class valedictorian or salutatorian, a student must be enrolled at Crooksville High School at the start of their senior year, have letter grades for all required courses, have the highest academic rank, successfully meet all of the graduation requirements, and meet seven of the eight following requirements after completion of third grading period of your senior year.

1. four years of **English**
2. four years of **mathematics** that includes algebra I, algebra II, or Algebra II equivalent, and geometry or any higher level three year sequence
3. three years of science including at least two advanced sciences.
4. two years of a foreign language
5. one year of fine arts
6. maintain an overall high school GPA of at least 3.5 through the third grading period of the senior year
7. must complete 12 hours of CCP classes

Valedictorian and Salutatorian selections will be final after the third nine weeks.

**Registration:** Class registration will take place in the spring of the year. Students are responsible for signing up for required courses at each grade level.

The principal will review the schedules over the summer and may make changes when appropriate. Schedule changes will only be made the first week of each semester. Schedule changes will be held to a minimum. The class offerings and schedule were based on the student requests; therefore, students will not be allowed to freely change classes. Any change in schedules must be made by the Guidance Counselor. The change will not be final until all parties involved have signed the change form. Courses may be dropped after the first week only if approval is granted by the principal. Courses dropped after the first week of classes will have the grade recorded as "withdrawn passing (WP)" or "withdrawn failing (WF)" and no credit given.

**Textbooks:** Students are responsible for the numbered textbook assigned to them and maintaining the book's condition. Lost or damaged textbooks must be paid for before credit will be given for the course.

## **STUDENT CONDUCT CODE**

**Introduction:** It is the responsibility of the school to maintain order and insure that the rights of all students are protected. The school has the authority to regulate student behavior by developing a code of conduct which maintains order, protects other's rights and prevents possible problems. Students have the responsibility of following class rules, doing homework and behaving in a manner conducive to learning. The school has established a variety of techniques for disciplining those students whose behavior is judged as inappropriate or violates the code of conduct. It is the intent of this code of conduct to help maintain order in the classroom, on buses, in the halls, and at all school sponsored activities (both curricular and extra-curricular). Teachers are encouraged to contact parents to enlist their help in correcting poor behavior.

**\*Code of conduct:** The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Crooksville Board of Education or property owned, rented or maintained by another party. Additionally, the provision of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, if the act affects the operation of the schools, or includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The Mid-East Ohio Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of Crooksville High School and/or the Mid-East Ohio Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Students and parents will annually receive at the opening of the school year, or upon entering during the year, written information on the rules and regulations to which students are subject while in school or participating in any school-sponsored activity or event. The information will include the types of conduct that will make students liable to suspension or expulsion from school or other forms of disciplinary action. Parents will receive a copy of the student code with the written mandate that compliance is required for all students. Parents will also be informed of the conduct expected of students.

Based upon the District's policy of intolerance for violent, disruptive, or inappropriate behavior, violation by a student of any one or more of the following rules of conduct will result in disciplinary action(s), which may include detention, deprivation of privileges, parental contact, Saturday school or alternate school, referral to legal authorities, reparation of damages, suspension of driving privileges, emergency removal, disciplinary removal, suspension, expulsion and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

*\*Policies are subject to change depending upon the needs of the School Building Administration with written approval from Superintendent and the Board of Education. Any changes will be communicated to parents and guardians through letter in the mail after Board of Education or Superintendent approval.*

- A. **Academic Dishonesty**  
A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records. The use of AI (artificial intelligence) as the student's work is strictly prohibited. The student will be asked to do the assignment again and may face disciplinary action.
- B. **Unauthorized Use of Fire**  
A student shall not attempt to act or act in the burning or attempted burning of any item on school property.
- C. **Assault**  
A Student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.
- D. **Complicity**  
A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct. Videoing of a fight will be disciplined accordingly.
- E. **Damage to Property/Vandalism**  
A student shall not cause or attempt to cause damage to either school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds.
- F. **Disrespectful/Disobedience**  
A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.
- G. **Disruption/Disorderly Conduct**  
A student shall not cause any disruption of any classroom activity, or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff.
- H. **Distribution or Sale of Unauthorized Materials**  
A Student shall not distribute or sell unauthorized materials on school property.
- I. **Dress or Appearance**  
A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration disrupts the educational process. See-through or mesh garments, midriff blouses or shirts, undershirts of any type, and clothing with obscene or suggestive statements or symbols are prohibited. Also, prohibited is any apparel that advertises or promotes drugs or alcohol. Shoes must be worn at all times and **no wallet chains**.
- J. **Excessive Displays of Affection**  
Students shall not engage in excessive displays of affection on school property. Appropriate signs of affection during school are holding hands, and/or arm around the shoulder or waist. Anything else will be deemed excessive.
- K. **Failure to Serve School Discipline**  
Refusing to serve an in-school restriction, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.
- L. **False Alarms**  
A student shall not give false alarm of fire, bomb, or other hazard.
- M. **Fighting**  
A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.
- N. **Gambling**  
A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.
- O. **Hazing**  
A student shall not participate in hazing or other degrading or disgraceful acts.
- P. **Insubordination/Defiance**  
A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:  
1. Disobedience or disrespect toward any staff member  
2. not serving assigned detentions  
3. not following school rules or proper procedures

4. not following assigned schedule/being in unauthorized areas
5. chronically tardy to school or class
6. repeated misbehavior after warning

**Q. Bullying**

A student shall not intimidate, insult, or in any manner abuse verbally or in writing any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability. Bullying is any intentional written, verbal, electronic act, or physical act that a student has exhibited toward another student more than once and the behavior both:

1. Causes mental or physical harm to the other student
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student

**R. Loitering**

A student shall not loiter or delay in any way that may cause disruption of some activity or function.

**S. Misuse of Vehicles on School Property**

A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

**T. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia**

A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, narcotics, or any other "mood-modifying" substance on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited. These include and are not limited to all Vape paraphernalia such as Vape pen, Jul, or Dab Pens.

**U. Participation in Extra-curricular Activities**

A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.

**V. Prescription or Non-prescription Drugs**

A student shall not use, sell or distribute, buy, or possess prescription or non-prescription drugs without following the procedures for use of such drugs at school. These include and are not limited to all Vape paraphernalia such as Vape pen, Jul, or Dab Pens.

**W. Profane, Obscene or Vulgar Language/Gestures**

A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.

**X. Prohibited Articles**

Any object that in the judgment of the administration disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes, but is not limited to cell phones and mobile devices. Cellphones are prohibited in class unless teacher approved assignment.

**Y. Punctuality, Skipping, and Tardiness**

All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school. Students are expected to be in their assigned classrooms unless written permission has been given by the administration or teacher.

**Z. Repeat Offenses**

A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aids, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

**AA. School Buses**

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

**BB. Sexual Harassment**

A student shall not sexually harass another student. Sexual harassment may include, but is not limited to:

1. sexual flirtation, touching, advances, or propositions
2. verbal or physical abuse of a sexual nature
3. graphic or suggestive comments about an individual's dress or body
4. the use of sexually degrading words to describe an individual
5. displaying sexually aggressive objects or photographs
6. sexually explicit or obscene jokes

**CC. Extortion**

A student shall not force another person to give money or articles of value.

**DD. Theft**



A student shall not attempt to act or act in taking or acquiring of the property of others without their consent.

**EE. Tobacco**

A student shall not possess, smoke, smell of, or otherwise make use of tobacco of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time. These include and are not limited to all Vape paraphernalia such as Vape pen, Jul, or Dab Pens.

**FF. Truancy**

A student shall not be absent from school without parental and school approval.

**GG. Weapons and Dangerous Instruments**

A student shall not bring to school, possess, handle, transmit, or conceal any object capable of injuring himself or others. This includes but is not limited to, fire arms, knives, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.

**HH. Intimidation/Harassment/Dating Violence**

A student shall not intimidate, insult, harass or in any manner abuse mentally/ physically any student or staff member. Intimidation and harassment includes: written, verbal, electronic act, and physical act, that causes harm or interrupts the student's safety in their educational environment.

The following major offenses, as defined above, shall result in automatic suspension with a possible recommendation for expulsion unless mitigating factors significantly outweigh the necessity for punitive measures:

- False Alarms
- Damage to Property
- Vandalism
- Theft
- Unauthorized Use of Fire
- Assault
- Hazing
- Bullying
- Fighting
- Shakedown/Strong Arm/Extortion
- Tobacco
- Weapons and Dangerous Instruments
- Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia
- Prescription or Non-prescription Drugs

**Disciplinary actions:** The following disciplinary actions can be assigned for any violation of the conduct code.

**Expulsion** - The removal of a student by the Superintendent for a period of time not to exceed eighty (80) days. Students who are expelled may not be present on school property, participate in activities, or attend any school events.

**Suspension** - The temporary removal of a student from school by the Principal or Superintendent for a period not to exceed ten (10) days. Suspensions by the Superintendent can be carried over to the next school year. Students who are suspended may not be present on school property, participate in activities, or attend any school events.

**In-school Restriction** - The student is placed off by himself/herself with a supervising staff member, and assigned work by teachers. The student gets credit for work and is not counted absent.

**Detentions** – Students in violation of school regulations may be assigned detention time or after school placement. The time is from 2:20 p.m. to 3:20 p.m. Detention students cannot leave the room except for emergency situations. Students will be given a one-day notice so that their parents can arrange transportation. If a student fails to report to detention, further disciplinary action will be taken.

Teachers may assign students to classroom detention for violation of classroom policies and procedures. These detentions must be served with the teacher. Students must bring school work and must remain engaged while serving detention.

**Exclusion** - The student is denied the opportunity to attend any school in Ohio. This is administered through the State Board of Education for violations of drug and weapons policies.

**ATTENDANCE PROCEDURE & POLICIES**

The staff of Crooksville Exempted Village Schools believes that student success is directly related to classroom attendance. It is the legal responsibility of parents to “compel their children to attend school”. Our educational system is organized on the basic assumption that all students will regularly attend school. A student must be in attendance for at least one and one-half hours to be counted present for either the morning or afternoon session. When a student is not in attendance, that student is considered to be absent. Student must be in attendance 1001 hours of school per year.



We realize there will be a few days when a student is too ill to attend school or cannot attend because of some emergency circumstances. Parents need to be aware of the legal reasons why students may be excused from school. These reasons from Ohio Revised Code are as follows:

1. **Personal Illness** – The approving authority may require the certification of a physician at any time. Such certification shall be required after five unexcused absences or a total of 12 absences of any combination.
2. **Quarantine of the Home** – The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
3. **Death of a Relative** – The absence arising from this reason is limited to a period of three days unless a reasonable cause may be shown for a longer absence.
4. **Observance of Religious Holidays** – The building principal shall excuse the student upon written request from the parent or guardian. The principal may require a written statement from the church authorities substantiating any required religious observances.
5. **Hunting** - 2 days per year-must show license/private land note in advance.
6. **Emergency or other circumstances** – which, in the judgment of the Superintendent or his/her designee, constitutes a good and sufficient cause for absence from school.

### **ABSENCE REPORTING PROCEDURES**

In order for a student to receive an excused absence for all or any part of a day missed, the parent or guardian must call the school attendance office 982-7015 on any days of absence or send a written note with the student on the day the student returns to school.

The parents need to call between 7:00 a.m. and 9:00 a.m. and state the reason for the student's absence. When no call is received from the parent, school personnel may attempt to telephone the student's home. No calls will be accepted from the student for confirmation of absence. If the home cannot be reached by telephone, the attendance officer will be notified and requested to make a home visit.

The student will have one day to make up work for each day of absence. It is the student's responsibility to get the make-up work from the teacher. Assignments such as Senior Projects are long-term assignments and those dates need to be observed.

### **TRUANCY**

Truancy is any absence without a legitimate excuse from class or from school. Students with 30 or more consecutive hours of unexcused absences, 42 or more hours of unexcused absences in one month, or 72 or more unexcused absences in a school year are considered habitually truant. Within 7 days of a student being deemed habitually truant, the school will select members of an intervention team and make 3 meaningful attempts to secure parent participation on the team. Within 10 days of a student being deemed habitually truant, the student will be assigned to a selected intervention team. Within 14 days of a student being deemed habitually truant, the intervention team will develop a plan to address the student's unexcused absences. If the student continues to be excessively absent and no progress is made after 61 days, the school has the right to file a complaint with the Juvenile of Court in which the student resides.

### **UNEXCUSED ABSENCE**

A parent/legal guardian must call the school and send a written note in order to excuse a student's absence. Students are not permitted to make up work missed for credit on a day of unexcused absence. If a student has an unexcused absence from class, the teacher will record a "0" or an "F" for the day's work.

Unexcused absence from school/class includes:

1. Truancy (school or class)
2. Student absence without parental note and phone call stating reason for the absence.

**\*\*Makeup assignment is available only for excused absences.\*\***

### **TARDY TO SCHOOL**

Students arriving tardy must report directly to the office. If a student accumulates excessive tardy to school per nine weeks it will result in a referral to the truancy officer.

### **EXCESSIVE ABSENCE**

Student with 38 or more hours of absences in one month or 65 more hours of absences in a school year are considered excessively absent. Parents will be notified within 7 days of being deemed excessively absent. The student will follow a plan for absence intervention and the student/family may be referred to community resources.

Any student that meets the excessive absence requirements above must make up hours or will receive an incomplete grade on report card until those hours are made up. Students that do not make up those hours by end of July of the current school year will receive a grade of F for each class they meet the excessive absence criteria in for the school year. The student will receive no credit for those courses.

### **NON-COMPULSORY STUDENT (OVER 18 YEARS OLD)**

Ohio Revised Code requiring a student to attend school ends at a student's 18<sup>th</sup> birthday. Eighteen-year-old students who have excessive absenteeism will be placed on a contract, which serves as a warning that they may be withdrawn from school if they do not meet the terms of the contract.

### **MAKE-UP WORK – FAMILY VACATIONS**

The Crooksville Exempted Village Schools believes that students should attend school on a regular basis. Failure to meet this responsibility could seriously hamper the student's academic progress and achievement. In order to provide maximum educational opportunities, vacations should be planned during holiday or summer breaks. Students who are absent from school should not expect make-up work to provide the same benefits as classroom instruction and participation. Although the scheduling of vacations during school sessions is discouraged, the following procedures have been established to process vacation releases:

1. Requests for all vacations must be given to the building principal at least two weeks in advance. **Form is available on school website.** In the event of an emergency vacation leave, parents must contact the building principal by telephone, in advance if possible.
2. After vacation requests are received, before approval is granted, principals will check the student's grades and attendance records. The attendance office will issue a vacation form to the student. This form is to be taken to each of the student's teachers so they are aware that the vacation has been approved.
3. It is the student's responsibility to contact the teacher for all make-up work in advance of the vacation.
4. Vacation days taken without approval will be counted as days of unexcused absence and subject to the excessive absence policy.

### **LEAVING THE BUILDING/SPECIAL ABSENCE REQUESTS**

1. Illness – Any student who is ill must report to the clinic. The clinic will determine if the student needs to be sent home. If so, the parents will be contacted and the student sent to the attendance office.
2. Appointments during the School Day – Students and parents are strongly encouraged to avoid appointments during the school day. For students to be released during school hours, the following guidelines must be followed: a) Students must have a signed note by their parent or guardian that will be presented to the attendance office.
3. Failure to follow the guidelines will result in an unexcused absence. All make-up work is the responsibility of the student.

### **COLLEGE VISITATION DAY**

Students in their junior year may miss 2 days for college visits and Senior students may miss 3 days. Students who have special circumstances may make arrangements to be excused to visit a college by contacting the guidance counselor. All requests must be made at least two (2) days in advance and have approval of the building principal.

### **GENERAL RULES & REGULATIONS**

**School Day:** The doors to Crooksville High School will open to the students at approximately 7:05 a.m. or when the first bus arrives. All students entering the building before 7:30 a.m. must report directly to the commons area. A bell will ring at 7:25 a.m. to release students from the commons and to go to first period class. Students must be in class before the tardy bell rings at 7:30 a.m. The school day ends at 2:20 p.m. On special occasions, the schedule for the day will be modified as a result of assemblies, delays due to weather, or early dismissals. The daily schedule consists of eight class periods.

**School closings and delays:** The need may arise to cancel school or delay the start of school. This will most often be the result of severe weather conditions such as snow and ice. Parents and students are requested to listen to the radio for school information. As soon as the decision to delay or cancel has been made, the following radio/tv stations will be notified.

WHIZ - Zanesville 1240 AM & 92.7 FM / TV channel 18

WWJM - New Lexington 105.9 FM

WYBZ - Zanesville 107.3 FM

We ask that you listen to the radio/TV rather than call school personnel and unnecessarily tie up the phones.

**Leaving/entering building:** No student regardless of age is to leave the school building or school property without specific permission from the office. Students that have received permission to leave the school must sign out. All students under eighteen (18) years of age must obtain parent/guardian permission before they will be permitted to leave the school property.

Any student entering the building after the tardy bell or returning to school must sign in at the office before going to assigned area or class.

**Visitors:** It is state law that all visitors report to the office upon entering the school. Any visitor to the school must have permission from the office and a visitor's badge before entering any other part of the building or sitting in on any classes. Visitors will be issued a visitors badge to wear.

**Use of school parking lot:** It is a privilege to drive to school and not a right. Any student found in violation of rules will lose their privilege to drive his/her car to school. All students must register their primary and secondary vehicles with the office. Students who fail to register their vehicle may lose their privilege to drive to school. Students are to park in the south parking lot. Students are to park their cars, leave them immediately upon arrival and are not to return to the car until school is dismissed or after obtaining permission from the office. The school is not responsible for damage to cars and all circumstances surrounding its presence. It is strongly advised that students lock their cars at all times.

Students being dropped off or picked up during bus loading and unloading times (7:30-8:30 a.m.; 2:00-4:00 p.m.) must be picked up or dropped off in the South parking lot.

**Announcements and posters:** All posters and signs must be approved by the principal before being posted on bulletin boards. Failure to do so will result in their immediate removal. School announcements will be made at the beginning and end of the day. The activity advisor and/or office must approve all announcements.

**Lost and found:** The school will not be held responsible for lost or stolen articles. The school provides lockers with locks to protect the contents of the student's locker. If any articles are found, they should be brought to the office. Items found and turned into the office will be kept for one semester only. The student should first check the office if he/she loses anything.

**\*Electronic Devices:** Crooksville High School understands the importance of cell phones for communication purposes between student and parent. A school phone is available in the Main Office for communication purposes. Students will be permitted to have electronic devices visible during breakfast, break period, and lunch only. All other times are prohibited unless administrative approved. These devices include but not limited to phones, headphones, iPhone watches, ear bud listening devices and like communication devices are prohibited from use during class or hall movement.

It is the school and district's stance that students have 1:1 iPads provided for educational purposes. Any other electronic device is of no need and causes distractions throughout the school day. For this reason students must not have electronic devices visible and should be locked in their lockers. If a student is seen by a staff member with their electronic device the following is the policy:

1. First-time offenders will receive a verbal warning (Parent communication), and the phone will be returned to the student at the end of the day.
2. Second-time offenders will receive a detention (Parent communication), and the phone will be returned to the student at the end of the day.
3. Third-time offenders receive two detentions (Parent Communication), and the phone will be returned to the student at the end of the day.
4. Fourth-time offenders receive one day of in-school suspension (ISS) the phone will be returned to an adult.
5. Fifth-time offenders receive one Saturday School, the phone will be returned to an adult.
6. Sixth-time offenders may be suspended from school (OSS) and must complete a cell phone PSA project

**\*\*** If a student refuses to turn phone over to staff member this will be considered insubordination and will receive an In-School Suspension (ISS) or Out of School Suspension (OSS). Students are permitted to have electronic devices before the start of school, during the break period and during lunch in the commons.

**Surveillance Cameras:** For students' safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

**Telephone use:** The office telephone is for school business and emergency calls only. No student is to use the office telephone unless given permission by the secretary or administration. Students will not be called out of class for phone calls unless it is an emergency.

**Book bags/Back packs/School bags:** Students are not permitted to carry book bags/back packs/school bags to class. All book bags/back packs/school bags must be kept in the student locker.

**Lockers:** Each student is assigned a locker by the principal. The student assumes full responsibility for the condition and care of the locker. The student is aware that the locker remains at all times the property of the school. The administration has the authority to open and search the locker and its contents whenever it is deemed necessary. Lockers are school property and subject to canine searches. The school will not assume the responsibility for items lost or taken from any locker. Lockers are not to be shared.

**\*Passes:** Students are not to be in the halls, restrooms, lockers, etc. during any class period unless they have an appropriate pass signed via iPad or written from staff member. Teachers will sign only six (6) passes per grading period.

**Behavior at school functions:** Students and their guests are expected to adhere to all aspects of the student code of conduct when involved in or attending any school related activity. Even though an activity might occur off campus (i.e. sport events, prom, field trip, etc.), students are expected to maintain proper behavior since these are school activities. Failure to exhibit proper conduct will result in disciplinary action being taken. Retributions could include temporary or permanent suspension from any further extra-curricular involvement.

**Search and seizure:** The Board of Education acknowledges the need for in school storage of pupil possessions and shall provide storage places (i.e. desks, lockers, etc.), but in no way shall the pupil have the expectation of privacy as to prevent examination by school officials. The Board has charged the principal with the responsibility for the safety and well-being of the pupils in their care. In the discharge of the responsibility, school authorities may search the person or property of a pupil with or without the pupil's consent whenever they have reason to suspect that search would discover evidence of violation of law or school code of conduct. Students are also to be aware that the board of education has an agreement with local police to allow for searches of lockers by Drug Dogs.

**\*Personal appearance:** We at Crooksville High School recognize that the development of good health habits, personal appearance and self-discipline will enhance the mental alertness, self-development and self-image of the student. The objective of the dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. The following guidelines have been established to assist faculty, students, parents, administration, and general public concerning personal appearance.

1. Garments with profanity, advertisement or promotion for drugs, alcohol or tobacco, suggestive phrases or suggestive pictures are neither acceptable nor appropriate for school.
2. Grooming - Skin, nails, teeth, hair, and clothing should be kept neat and clean.
3. Footwear - Footwear is required at all times for reasons of safety and health. Shoes must be **clean of debris such as mud and dirt**.
4. Students are not permitted to wear hats, headbands, bandanas, or any other type of head gear during school unless specific permission is given for special circumstances by the administration. Hats are to be stored in the student's locker throughout the school day. Students who do not keep their hat in their locker may have their hat confiscated.
5. Pants should be of fabric, style and fit (no undergarments, back, or stomach shall show when sitting or standing) appropriate for school wear. Tears or holes deemed to be excessive will be referred to the office and the student will be asked to change or call home.
6. Shirts and tops should be of fabric, style and fit (no cleavage showing, no undergarments or undershirts that appear to be undergarments, back, or stomach shall show when sitting or standing) appropriate for school wear. Off-the-shoulder, and low-cut shirts/tops/dresses are not permissible. All shirts and tops must overlap the lower garment.
7. Tank top style shirts must be 3 inches in width on shoulder with no under garments visible.
  - a. Tank top style shirts must be manufactured and cannot be ripped down the sides exposing ribs and stomach area.
  - b. Shirts with sleeves ripped or cut off are prohibited. This includes all shirts that are designed to be low cut exposing ribs and chest areas.
8. Skirts, and dresses should be of fabric, style, length is to cover all private areas (no undergarments or undershirts that appear to be undergarments, back or stomach shall show when sitting or standing) and appropriate for school wear.
9. Shorts may be worn year round but must be in accordance with the following guidelines;
  - a. Shorts must be hemmed. No tears or holes that expose private areas or undergarments are permitted. Cutoffs, bike shorts, and other tight fitting shorts are not permitted.
  - b. Shorts must be of appropriate length, no private areas exposed.
  - c. No rolling at the waist or on legs is allowed.
  - d. Short shorts (exposure of backside, private areas, or undergarments) are not allowed.
10. Violators of the personal appearance guidelines will be removed from class and parent/guardians notified. The absence from class will be considered unexcused. The student will be required to get a change of clothes before going back to class.

**Prom and other Dance Guidelines:** Prom and Homecoming are school functions even though they may be held off of school premises. The following guidelines have been established to include behavior, dress, and musical selections.

1. Behavior – The Board of Education approved Student Code of Conduct is in effect at all times. Students who bring an outside guest are responsible for registering the guest prior to the event. Host students who bring guests are responsible to properly inform and clarify the Student Code of Conduct to their dates.
2. Boy's Formal Dress – Formal attire may be classified as a tuxedo or dress suit, including a tie, turtleneck, collared shirt, or priest collar shirt which may include a cummerbund or vest. Shirts are to be worn at all times. Shoes must be worn while in any public building.
3. Girls Formal Dress – Traditionally formal dresses or gowns may be strapless or may feature spaghetti straps. Bare or open backs are acceptable; however, bare stomachs or bare midriffs are not permitted. Dress shoes and/or dress sandals are required to be worn at all times. Undergarments should not be visible. See-through apparel and gowns or dresses with slits that are above the mid-thigh area are not permitted. Extremely low cut gowns are unacceptable.
4. Music – Music selection being played must be appropriate for a high school dance. A diverse selection of music may be played from different genres that represent current culture. Any music that contains explicit lyrics including, but not limited to, extreme violence and language that is foul or profane will not be permitted.

#### **Flex/Lunch Period:**

Each student will be assigned one of two lunch blocks. The other block they will be assigned a Flex. During each lunch, the following rules are to be followed:

1. Lunch periods are closed. Students are not permitted to sign out for lunch or order food to be brought in. All students will eat in the cafeteria, even if they bring their lunch.
2. Food and drinks are not to be taken from the commons area.
3. Waste should be properly disposed of and trays returned when finished eating. Do not leave food or trash on tables.
4. Students must remain in the cafeteria until dismissed by bell or teacher. To leave the commons, a student must have the permission/pass from a teacher or administration. (This includes going to restroom, office, etc.) There will be a sign out procedure in place.
5. Items from the ala carte, Lunch machine and pop machines are not to be taken from the commons at any time without special permission.
6. There will be absolutely no throwing food or other items, no yelling out to other tables, and only eight people/table.
7. Violators may be disciplined and will lose privileges in the cafeteria. **Supervisor on duty may assign seats during lunch periods.**

Flex Period is provided for students to enable them to complete make-up work, get help, do homework and prepare for classes. This time should be used as study time or intervention time. It is not a time for running the halls, playing games or being disruptive. Every student must behave in such a manner that the rights of others to study are not violated.

**Break Period:** Schedule will include a Break Period each day. This period is designed to give students an additional opportunity to eat and drink during the school day. Students are to remain in the Commons area or are allowed to visit teachers' classrooms for extra assistance.

**\*Food/Gum/Candy/Drinks:** Students are not permitted to have (or sell) food, candy, gum, or drinks outside of the commons area. Gum is permitted at the teachers discretion and as long as it is disposed of properly. Water bottles are permitted. Water bottles are to contain water and need to have a screw down lid or cap.

**Detention Hall regulations:** The student assigned to detention hall will be given proper notification of when the detention is to be served. The teacher will allow the student at least twenty-four (24) hours before date to serve. This allows the student to make transportation arrangements.

1. Detentions will be served starting at 2:20 p.m. and may be assigned Monday through Friday. Detentions will be of 60 minutes duration. (Students must bring work to detention.)
2. The student must report to detention hall on the assigned date or risk additional disciplinary action. Any student wishing to change the date for serving a detention must get permission from the Principal.

**Status of adult students:** An adult student is defined as any regular daytime student, age 18 or older, enrolled in Crooksville High School. Adult students with established residency in Crooksville Exempted Village School District may attend school until age of 21.

1. An adult student agrees to abide by and comply with all school rules and regulations by his/her agreeing to attend school. Any consents, waivers, etc. that are normally required of the parent/guardian of a minor student will be required of and signed by the adult student.
2. Parents/guardians of an adult student may not be advised of any school grades or other appropriate school records if the adult student has signed a written notice denying such release.

**Bus conduct and regulations:** Crooksville High School like most schools provides transportation to and from school for those students living one mile from school. This transportation is a privilege granted to students and is not a right. The bus is an extension of the school, thus all school rules and regulations apply while the student is on the bus. While on the bus, the student is under the direct supervision of the bus driver.

1. It is the student's responsibility to be ready when the bus arrives. Students should arrive at the bus stop before the bus is scheduled to arrive. Students must ride the bus officially assigned. If the need arises to ride another bus, the student must present a note signed by parent/guardian to the principal for approval.
2. Students riding the bus must remain in their seats, be quiet at railroad crossings, are not to be talking loud/yelling, are not to throw any objects, and keep aisles and exits clear.
3. The bus driver will give written reports of any rules violations and disciplinary action taken. This action could include denial of bus privileges.

**Gifted Identification:** The Crooksville Board of Education ensures equal opportunity and access to all students in the district to be fairly and equitably assessed for identification in the four areas of giftedness: Superior Cognitive; Specific Academic; Creative Thinking; and Visual or Performing Arts.

The Crooksville School District uses the following instruments from the Ohio Department of Education's approved list to screen and/or identify talented and gifted individuals: Raven's Progressive Matrices, Stanford-Binet Intelligence Scale, Wechsler Intelligence Scales for Children, Woodcock-Johnson Revised Test of Cognitive Abilities and the W-J III Achievement and Cognitive Battery, Wechsler Individual Achievement Test, the Metropolitan Achievement Tests -7, Scales for Rating the behavior Characteristics of Superior Students and the Gifted and Talented Evaluation Scales. In the area of visual and performing arts, auditions, performances and displays of work may also be evaluated.

The Crooksville School District accepts scores provided by other school districts and trained personnel if those assessment instruments are approved by the Ohio Department of Education. The district assesses students twice yearly during the first and last four to six weeks of the school calendar. Students transferring into the district will be assessed within ninety days at the request of a parent or legal guardian. Students may be referred for assessment by school personnel, parents and peers.

Any questions or concerns should be directed to the coordinator of talented and gifted education located in the high school office, 740-982-7015. The Ohio Department of Education has approved the district's policy and plan on identification of gifted students.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

**General Information:** The Crooksville Computer Network is an intranet that consists of computers and printers linked to each other through an Ethernet backbone. It is connected to LACA, our Data Acquisition Site, through a dedicated data line. LACA provides our connection to the Internet which links computers and computer networks around the world and provides users with a wide variety of information.

The Crooksville School System has no control over the content of the Internet and advises teachers, parents/guardians, and students that, in addition to a wealth of fine educational material, some systems contain inaccurate, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive and illegal material. The Crooksville School System and system administrator do not condone the use of such material and will take steps necessary to instruct all users in ways to avoid it. Teachers will be expected to monitor student use. The system administrator will monitor network use and will disconnect services to any user who is not using the system in the proper manner as determined by Crooksville Schools administration and BOE. This includes but is not limited to viewing inappropriate content, damaging equipment or using technology to harass or intimidate another individual.

The purpose in providing the technology resources to the students and staff is to improve learning and teaching through research, staff training, and collaboration on a local as well as a global scale. The resources are not intended for non-educational, personal use.



**Crooksville Computer Network Account Holders:** An account to use the technology resources of the Crooksville Schools is a privilege and is offered to the following:

1. All Students enrolled in the Crooksville School System
2. All educators who are working with Crooksville students, including classroom teachers, support personnel, administrators and specialists.
3. Educators and students from other educational institutions who are working in partnership with Crooksville Schools for a specific purpose over a limited period of time.
4. Community members who are involved with educational programs related to technology.

Crooksville Schools reserves the right to use student pictures to publish or post on school affiliated sites or publications unless we have been notified that you would like to opt out in writing.

**Terms and Conditions for Accounts:** The use of the Crooksville Computer Network, as well as the Internet is a privilege, not a right, and inappropriate use will result in a modification and/or cancellation of those privileges. The system administrator, in consultation with building administrators, will determine what inappropriate use is and their decision is final. The system administrator may close an account at any time that is required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific users' accounts. Under certain conditions prosecution by local, state or federal authorities may be undertaken. Some examples of unacceptable use are:

1. Using the network for any illegal activity, including violation of copyright;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;
5. Wastefully using resources (paper, ink, computer disk space);
6. Gaining access to resources that would be considered offensive by the standards of the Crooksville Community; (i.e. pornography, sexually explicit material, etc.)
7. Invading the privacy of individuals;
8. Using or attempting to use an account owned by another user;
9. Posting personal communication without the author's consent;
10. Using abusive or objectionable language either in public or private messages;
11. Revealing your logon password to other teachers or students.

#### **Annual Notice Regarding Asbestos**

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Crooksville Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Crooksville High School and Crooksville K-8 Building.

It is the intention of Crooksville Exempted Village School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office. The maintenance supervisor, Albert Reed, is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him.

# PARENT/STUDENT ACKNOWLEDGEMENT OF THE CROOKSVILLE HIGH SCHOOL STUDENT HANDBOOK

We \_\_\_\_\_ and \_\_\_\_\_,  
Parent/Guardian Student

have received and read the Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Crooksville School District. We also understand that this Student Handbook supersedes all prior Student Handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**Crooksville High School  
Student  
Athletic Handbook  
2024-2025**

**Mike Fulkerson  
Athletic Director**

**Missy Lundell  
Athletic Secretary**



# Code of Conduct

## I. Philosophy

We at Crooksville Schools place much emphasis on education and learning. We realize that this not only is accomplished in the classroom, but also through extra-curricular activities. Extra-curricular activities give the young men and women of our district the opportunity to grow and develop in many other areas other than academics. Extra-curricular activities are important in enhancing growth in leadership, responsibility, character and assist in developing a positive attitude.

As representatives of the school, these young men and women are, at all times, under the watchful eyes of their community, peers, and all neighboring communities. Because of this close scrutiny by others, these young men and women involved in extra-curricular activities must behave in such a manner as to exemplify and have a positive influence upon those emulating us.

In an effort to aid these young people in grades seven through twelve, Crooksville Schools has set forth a list of rules, regulations and standards by which participants in extra-curricular activities should abide.

## II. Required Forms

1. **Physical** – A physical must be completed, signed and on file in the training room, before an athlete is permitted to participate. The date of the physicals will be announced. Any person missing the physicals will be responsible for obtaining their own physical.
2. **Insurance Form** – The insurance form must be completed, signed and on file in the training room before an athlete is permitted to participate.
3. **Emergency Medical Form** – The emergency medical form must be completed, signed and on file in the training room before an athlete is permitted to participate. A copy of the emergency medical form will travel with each coach to each contest. This is the responsibility of the coach of each sport.
4. **Concussion Form**- Must be signed by parent and athlete prior to participation.
5. **Sudden Cardiac Arrest and Lindsay Law Parent/Signature Form** - Must be signed by parent and athlete prior to participation.
6. **Liability Waiver** – If an athlete has a nonfunctioning, or lacking a paired organ (kidney, eye, testicle etc.) they will automatically be banned from participation in interscholastic athletics. The only exception will be if the examining physician accepts the responsibility and signs the physical form. The physician must then discuss with the athlete and the parent/guardian the risks, possible injury and outcome of participation in that sport. The athlete and the parent/guardian must then sign, with witnesses, a liability waiver releasing the Crooksville School District, administration, coaching staff and athletic trainer from liability. Preventative safety equipment is also required (eye protector, flack jacket, cup). The requiring of other forms or procedures is a reserved right of the administration, coaches and athletic trainer.
7. **Participation Waiver, Release and Consent Form.** (releases Crooksville High School from being liable.)
8. **Drug Testing Release Form**

## III. Eligibility

Students in grades 7 through 12 must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period in order to be eligible to participate in interscholastic extracurricular activities. At the end of each grading period, student eligibility will be determined by the following guidelines:

1. OHSAA requires junior high and high school students to receive passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. Students must maintain a 1.0 GPA (OHSAA). Students taking post-secondary options must comply with these standards.
2. **Bi-Weekly Eligibility**
  - Teachers will submit grades for all athletes to the building principal on a weekly basis. If an athlete receives 2 or more F's on the weekly eligibility list, the athlete is not permitted to participate for the following two (2) weeks. The student will be denied to participate until the eligibility list two weeks after comes out. Students will be required to attend practices and team events. Coaches may require study table.

## IV. Ejection For Unsportsmanlike Conduct – Student

Per OHSAA rules any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest (s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport.

A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the OHSAA Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with Bylaw 8-3-1, the decisions of the contest officials are final.

## **VIII. Responsibility of Equipment**

1. Chain of Responsibility
  - a. Equipment manager is responsible to the athletic director.
  - b. Head coach is responsible to the equipment manager.
  - c. No head coach will be issued equipment until that head coach has turned in equipment of their preceding sport.
  - d. Players are responsible to the head coach.
2. Payment Policy
  - a. All equipment issued to a player will be turned in at the end of the season.
  - b. All equipment not turned in will be paid for by the athlete at the cost it would take to replace it.
  - c. Any player not turning in, or making restitution for equipment issued to them, will not be permitted to take part in any sport until restitution is made.
  - d. Any player not turning in equipment will not receive any award until the equipment is turned in.
  - e. Any senior player not turning in, or making restitution for lost or stolen equipment, will be turned over to the proper authorities for legal action.

## **IX. Practices**

1. Times
  - a. All practice times shall be determined by the head coach.
  - b. Gym times shall be established by a meeting of all coaches and the athletic director.
  - c. A monthly schedule may be distributed by coach.
2. Missing Practices
  - a. Athletes are expected to be at all practices.
  - b. Injured players are required to attend all practices unless this is in direct conflict with the coach's or physician's orders.
  - c. Athletes who are ill and unable to attend practice should notify the head coach or their designee before the missed practice, and indicate the nature of the illness.
  - d. Failure to participate in scheduled practices may result in loss of playing time or disciplinary action at the discretion of the head coach.
  - e. If an athlete misses practice for any reason, it is their responsibility to find out when the next scheduled practice will be held.
3. Practices Prohibited
  - a. No Sunday or holiday practices unless cleared by the board of education or superintendent.
  - b. Snow Days
    - i. No practices for those athletes below the freshmen level.
    - ii. Practice times shall be established at the beginning of the season
    - iii. If the weather is so bad that a practice should be canceled, a call list should be established so that every athlete can receive advance notice of the cancellation.
    - iv. No practices will be held in the event of a level two or level three weather emergency unless cleared by the board of education or the superintendent.
  - c. A student may not participate in practice if he/she has not been in attendance at least half of the school day.
  - d. A student may not participate in contest if he/she has not been in attendance for at least 5 hours of the school day. The rule may be waived at the discretion of the principal or his designee in unusual circumstances, i.e., family emergency, dental or medical appointments substantiated by a physician.
  - e. A student declared academically ineligible may be permitted to practice or travel with the team at the discretion of the head coach.
4. Overlapping sports
  - a. All athletes may take five school days off before the beginning practices of their next sport.

5. Multiple activities in the same season will require a conference with the athletic director and both coaches prior to the beginning of the season.

#### **X. Quitting a Team**

Any member of a team who quits after the first state authorized practice date will be subject to the following regulations:

1. Notify the head coach personally of your intentions to leave the team.
2. Hand in all equipment, uniforms, etc.
3. Clean out locker and dressing area.
4. Pay any fees or damage costs which have been accumulated.
5. **An athlete quitting a team will not be permitted to begin practice or attend non-mandatory events (lifting, open gym, etc.) with another team until the first team's season is complete. Exception to this rule is with permission of the athletic director and the coach of the team in which the player quit.**
6. Athletes quitting teams forfeit all awards and any nominations for post season honors and awards.

Failure to comply with any of the above regulations will result in the following:

1. The athlete will not be permitted to join any other team until all obligations are met.
2. Athletes who do not meet financial obligations will be dealt with according to board policy.
3. Proper authorities will be notified in extreme cases when equipment or uniforms have not been turned in.

#### **XI. Dismissal from a Team and Due Process**

An athlete that does not comply with the rules and regulations set forth in the Student Athlete Handbook or rules and regulations established by a coach for a specific sport, may be subject to dismissal from the team. Should it become necessary to dismiss an athlete from a team for the remainder of that season, the following procedures will be used:

1. The coach should inform the athletic director of any dismissals before action is taken, if possible. If this is not possible, notify athletic director as soon as possible.
2. The coach or athletic director will inform the athlete of his/her dismissal from that team. The athlete will receive written reasons for his/her dismissal at this time.
3. The athlete has the right to request an informal hearing with the coach, athletic director, assistant athletic director, and the principal within 24 hours of receiving his/her written dismissal. Parents should be present at the informal hearing.
4. The administration's ruling at the conclusion of the informal hearing is final and is not appealable to the Superintendent or Board of Education.

#### **XII. Transportation**

All transportation to and from contests will be provided by school transportation. The coach of that sport will dictate transportation policy. If the coach of that sport permits travel from a contest with a parent, that coach must have written parental permission in advance that is in agreement with the coach's transportation policy.

#### **XIII. Conduct**

1. **Theft/Vandalism/Other Major Offenses**
  - 1<sup>st</sup> violation: 20% of the season
  - 2<sup>nd</sup> violation: 50% of the season.  
If offense occurs with less than the required percentage of the season remaining, the removal will carry over to the next season or the next year if athlete is only participating in a single sport.
  - 3<sup>rd</sup> violation: Removal from all sports for one calendar year from the time of the infraction. Student may not practice under 3<sup>rd</sup> violation.
  - 4<sup>th</sup> violation: Denial to participate for the remainder of your high school career.
2. **Possession or use of tobacco or alcohol in any form will be prohibited**
  - 1<sup>st</sup> violation 20% of the season
  - 2<sup>nd</sup> violation: 50% of the season.  
If offense occurs with less than the required percentage of the season remaining, the removal will carry over to the next season or the next year if athlete is only participating in a single sport.
  - 3<sup>rd</sup> violation: Removal from all sports for one calendar year from the time of the infraction. Student may not practice under 3<sup>rd</sup> violation.
  - 4<sup>th</sup> violation: Denial to participate for the remainder of your high school career.
3. **Possession, usage or dealing of illegal drugs is prohibited**
  - 1<sup>st</sup> violation: 40% of the season  
If offense occurs with less than the required percentage of the season remaining, the removal will carry over to the next season or the next school year if the athlete is only participating in a single sport.
  - 2<sup>nd</sup> violation: denial to participate in all athletics at Crooksville High School for one calendar year from the date of the infraction.
  - 3<sup>rd</sup> violation: Denial to participate for the remainder of your high school career.

### **General Rules**

- i. If there is an accumulation of multiple major offenses that occur simultaneously, percentages will be added and will result in denial to participate for the time indicated.
- ii. During the first violation the athlete must practice and attend all team functions, if requested by the coach. Failure to comply can result in dismissal from the sport for the remainder of the season.
- iii. Any action by an athlete which produces disunity on the team, or any action that is considered by the head coach to be unsuitable behavior, will result in suspension or denial of participation as agreed upon between the coach, athletic director, assistant athletic director, and principal.
- iv. Length of suspension may be reduced by 10% with counseling and or honesty in admitting to the offense.
- v. The case of any athlete who is found guilty of a violation of the law will be brought before the Athletic Board and the head coach of the sport. Suspension or the denial of participation may be the result.
- vi. A player will be considered in violation of the Athletic Code if he or she is observed by a coach, the athletic director, a principal, superintendent of schools, law enforcement officer, or a reliable school personnel as determined by the school administration. Self-admission and disclosure by parents will justify violations of the athletic code.
- vii. If an athlete is in violation of a major infraction during the off-season (summer to be included in the off-season), their punishment will begin at the beginning of their next sport season, they will forfeit any awards or banquet recognition.
- viii. All infractions of the major types will be erased on the athlete entering his/her ninth grade year in high school. Therefore, no major infractions at the junior high level will be carried over or counted on the athlete's high school record. However, if a suspension has not been served in accordance with this policy, the suspension will take place during their next sports season.
- ix. Coaches should establish and explain to their athletes the rules of that particular sport and the consequences of breaking those rules for all matters not already covered in the Athletic Handbook.

### **XIV. Injuries**

1. Notify the head coach.
2. No athlete shall report to the trainer's room until they have been referred by the coach or trainer.
3. The proper forms must be filled out by any attending physician, as requested by the athletic trainer and the OHSA.
4. Parent or guardian of any athlete shall report all injuries and illnesses to the head coach. This should be done before any scheduled practice or contest. At this time, they should indicate the nature of the illness or injury and expected time of return.
5. The athlete that does not follow the orders as directed by the athletic trainer and/or head coach will be subject to disciplinary action by the head coach of that sport.
6. All medical forms shall be filled out, returned and on file in the training room before any athlete will be permitted to practice.
7. The parent or guardian shall be responsible to report any illness, injury, disease, or abnormality of the athlete that wasn't detected during the physical or that may have just occurred.
8. Athletic Trainer makes all decisions on when a player can practice or play when a Doctor's Return to Participation note is not on file.

### **XV. Anti-Hazing Policy**

It is the policy of the Crooksville Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation onto any student, or other, organization that causes, or creates a substantial risk of causing, mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

### **XVI. Drug Testing**

The Crooksville Exempted Village School District Board of Education Drug Testing Policy was formed because of a concern that the use of alcohol, tobacco, and illicit drugs by Crooksville High School student-athletes and students participating in marching band increases the risk of injury to these Participants. The Crooksville Exempted Village School District Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful competitive extracurricular activity program. This policy reflects the Crooksville Exempted Village School District Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school program. In order to deter drug use in our local schools, Crooksville Exempted Village School District has selected Participants and non-Participants who, along with consent from their parents, volunteer to be tested, for inclusion in the testing pool. This policy applies to all Participants and non-Participants who voluntarily participate in the program from grades 7-12. For complete explanation of the drug testing policy please see School Board Policy IGDJA.

**Those required to test include the following:** The Crooksville High School athletic programs and/or contests under the control and jurisdiction of the Crooksville Exempted Village School District and/or the Ohio High School Athletic Association (OHSA), as well as marching band. This also includes cheerleaders and members of the indoor track and archery teams.

Discipline for 1<sup>st</sup> positive result:

- A. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the

Athletic Department/Music Department with documentation that the Participant completed all recommendations of the counselor. The Participant will be denied participation for a minimum of **20%** of the season for a positive test for **tobacco or alcohol** and **30% of the season for a positive test for illegal drugs**. The parent/guardian/custodian and student will meet with the Athletic Director/Band Director, the coach (if applicable), and a building administrator to determine reinstatement. The student may be required, at parent/guardian/custodian expense, to submit to weekly or random testing for the remainder of the current season.

OR

B. If the student fails to complete the requirements in Section A, denial of participation for the remainder of the current season and for that calendar year.

- Discipline for a 2<sup>nd</sup> violation

- The student is denied participation for one calendar year from the date of the violation. The student will have to make an appointment with a certified chemical dependency counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for chemical dependency assessment and then follow the recommendations of the counselor. The parent/guardian/custodian is responsible for all expenses and for providing the Athletic Department/Music Department with documentation that the Participant completed all recommendations of the counselor before the Participant can be reinstated.

- Discipline for a 3<sup>rd</sup> violation:

- The student is permanently denied participation in competitive extracurricular activities in the Crooksville High School.

*Violations are accumulative throughout the student's secondary school career. For each of the foregoing violations, if marching is including as part of a student's grade, the student will be required to complete alternative assignments.*

#### **Self-Referrals:**

A Participant may give a once a year self-referral, which may be done only twice in four years. Self-referrals can only happen before a test is done. In the event of a self-referral, counseling and additional testing are required and no other punitive action is taken with regard to the student's participation in competitive extracurricular activities.

#### **Double Jeopardy:**

Students testing positive during test will not be given disciplinary action for school. The only discipline actions taken for a positive result are listed above.

## **PARENT/STUDENT ACKNOWLEDGEMENT OF ATHLETIC HANDBOOK**

We \_\_\_\_\_ and \_\_\_\_\_,  
Parent/Guardian Student

have received and read the Athletic Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of Crooksville School District. We also understand that this Athletic Handbook supersedes all prior Athletic Handbooks and other written material on the same subjects.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date