

Crooksville Elementary School

STUDENT HANDBOOK 2024-2025

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THIS STUDENT HANDBOOK BELONGS TO:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP: _____

TEACHER: _____ GRADE _____

CROOKSVILLE CERAMICS

KNOWLEDGE

Knowledge is Power, but enthusiasm pulls the switch.

-Ivern Ball

Introduction

This Student Handbook is published so that all students of the Crooksville Elementary School will have a ready reference to information which is necessary to the understanding of the daily operation of our school. It is essential that all parents and all students read the information contained in this Handbook so that there may be as few misunderstandings as possible.

The goal of Crooksville Elementary School is EXCELLENCE! Attaining this goal requires a cooperative effort on the part of the students, teachers, administrators, parents, and community members.

At Crooksville Elementary we implement PAX (Good Behavior Game). PAX means Peace, Productivity, Health, and Happiness. PAX is evidence-based prevention. We work to create a nurturing environment and skill sets that deliver a lifetime of lasting effects for all children. We are committed to certain behavioral expectations throughout our entire elementary school building, grounds, and on our buses. PAX is how we deliver PBIS (Positive Behavioral Interventions and Supports) in our elementary building.

Student Responsibilities

Students at Crooksville Elementary School are expected to fulfill these responsibilities:

1. **PARTICIPATION** - Students have the responsibility of participating fully in the serious business of learning. Students must report to all classes regularly and on time, pay attention to instructions, complete assignments to the best of their ability, and request help when it is needed.

2. **BEHAVIOR** - Students have the responsibility of avoiding any behavior that has a negative affect upon their learning. Students are expected to understand and follow the Code of Conduct.

3. **RESPECT FOR OTHER STUDENTS** - Students have the responsibility of recognizing the rights and human dignity of all fellow students.

4. **RESPECT FOR TEACHERS** - Students have the responsibility of showing respect for their teachers. Remember, any teacher has the authority to correct students on the spot. Students should not defy this authority; to do so will only get them in more trouble. Students must use only acceptable and courteous language. Teachers must be addressed as Miss, Mrs., Ms., or Mr.

Attendance

The staff of Crooksville 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. When a student is not in attendance, that student is considered to be absent.

Absences from school are excused only for the following reasons:

- Personal Illness
- Illness in the family (as approved by the Principal)

- Death of a relative
- Family Vacation – 30 hours and 50 minutes or 5 school days and approved in advance.
- Hunting – 2 days
- Religious Holiday
- Emergency circumstances as determined by the principal.

Absence Reporting Procedures

Parents/Guardians, in compliance with the Missing Children Act, must notify the school on the day a student is absent unless previous notification has been given. Please call 740-982-7010 before 9:00 am for grades K-4. The school is required to notify parents by telephone when a child is absent and no contact has been made by the parent/guardian. Parents must provide the school with current contact information.

Truancy

As defined in House Bill 410, truancy is any absence without a legitimate excuse from class or school. Students with 30 or more consecutive hours of unexcused absences, or 42 or more hours of unexcused absences in one month, or 72 or more hours (approximately of unexcused absences in a school year are considered to be 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 an 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 Court in which the school resides. One full school day equals 6 hours and 10 minutes.

Excessive Absence

As defined in House Bill 410, students with 38 hours of absence in a month, with or without a legitimate excuse, or 65 or more hours of absence within a school year, with or without a legitimate excuse 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 family may be referred to community resources. One full school day equals 6 hours and 10 minutes.

Excuses, written, dated and signed by the parent, are due the day the student returns to school (even after a phone call). Elementary students present their excuse to the homeroom teacher. Failure to present a note or doctor's excuse within five (5) days of return to school will result in the absence being counted as unexcused. **Make-up work-It is the responsibility of the student to arrange with the teacher for make-up of work missed during the time of absence. Work must be made up in as many days as the student has been absent, unless special circumstances (with teacher permission) apply.

Tardy To School

Students need to be at school, on time, ready to learn. Students will be marked tardy when arriving at school after 9:10 a.m. Being Tardy to school is only excused with a note from parent/guardian for unavoidable problems like power outages, car trouble, morning illness, medical/dental appointments, and the like. Things like oversleeping, forgetting to set the alarm, running late, and missing the bus are unexcused. Repeated unexcused tardiness may result in referrals to the court.

Supervision Responsibility

The Crooksville Schools will be responsible for your child only during hours when school personnel are on duty. Elementary students should not be dropped off at school before 8:55 a.m. and need to be picked up at designated parent pick up time at 3:25 p.m. or it has been approved by the principal in

advance. School jurisdiction of bus students begins at the bus stop no more than five minutes before pickup and ends when the bus has pulled away from stop after p.m. drop-off.

Elementary school students are considered tardy if arriving after 9:10 A.M. When arriving at school after parent drop off has closed, students should report to the office. An adult should accompany the student to sign them in. All

Elementary school dismisses at 3:25 P.M.

STUDENT PICK-UP/DROP-OFF: All buses will drop-off at the front of the K-8 building. Parents dropping off K-4 students will do so at the back entrance to the building. Pick up is also at the back entrance. PARENT PICK-UP IN THE FRONT OFFICE MUST BE APPROVED IN ADVANCE BY THE PRINCIPAL AND BE AN EMERGENCY SITUATION ONLY. Students must be signed out by persons identified on the emergency form. Pre-school pickup and drop off will be at the preschool entrance. During the school day, parental drop-off/pickup of students must be done at the front entrance. Please do not park in the circle at any time. It is a designated fire lane. It is important that ALL traffic instruction signs are obeyed. With pickup, parents assume supervision responsibility of their children as soon as they leave school property.

NOTE: Students may not stay after school, in the building or on school grounds, to wait for a practice or an activity without special permission/supervision from the office.

NOTE: When a student is enrolled during the school year, the parent/guardian must fill out the necessary paperwork. The student will begin school the next day so as to allow proper teacher and bus notification, preparation, etc.

Visitors To The Building

It is a state law that all visitors report to the office upon entering the school building, sign in, and get a pass badge. The K-8 building offices are located just inside the front entrance to the right. Visitors must enter the building through the main entrance, as all doors

will be locked. Parents are welcome to visit the building and observe classes but must first receive permission from the principal. Parents who are waiting to pick up their child after school must wait outside until entrance to the building is granted by school personnel.

Students are not permitted to bring a "guest" to school, for example, a brother, a sister, other relative or friend from another school without prior permission from the principal.

Telephone

The Crooksville K-8 telephone number is 740-982-7010. The office telephone is for school business and emergency calls only. Neither teachers nor students will be called out of classes to the phone unless it is an emergency. Messages will be taken and delivered as soon as possible. Students will be permitted to use school phones when appropriate. Elementary students are not allowed to use or carry cell phones, or other electronic devices on school property, including buses and on field trips.

Child Custody Orders

Senate Bill 140 requires that at the time of first entry into a public or nonpublic school pupils must present a certified copy of a child custody order or decree, or any modification to them, if any custody orders or decrees have been issued.

Whenever a child custody order or decree is issued, the custodial parent must notify the chief admissions officer at the child's school by providing a certified copy of the order or decree. The custodial parent also must provide to the admissions officer a copy of any modification to a custody order or decree.

The Crooksville Elementary School, as required by law, will release a student to either parent unless a copy of a custodial order or decree directing otherwise is properly on file in the school office.

If a custodial parent/guardian does not want their child to be picked up at school by certain individuals he/she

must notify the office in writing of the individuals involved.

Emergency Medical Authorization

When parents or guardians cannot be reached, the school needs authorization to provide emergency treatment for students who become ill or injured. Please be certain to complete the entire emergency form and return it to school. Any student who does not turn in a completed form with emergency phone numbers will not be permitted to attend.

School Clinic

A school clinic is maintained as a temporary area for students who become ill at school. Students must enter the clinic through the office. A nurse is on duty five days per week. If it becomes necessary for a student to take any form of medication at school, specific school forms must be completed by the parent/guardian and returned to the office. All medication will be kept in and dispensed through the clinic or office.

School Outreach

School Outreach services are available to all students who attend Crooksville Elementary School. The School Outreach Worker is an employee of Perry County Children Services. You may contact the Outreach Worker by calling the school office. If you have further questions about the program you may also contact Misty White, School Outreach Supervisor at 740-684-4364.

Early Dismissal

Students are required to bring written notes from their parents explaining their request for early dismissal. However, if something occurs at home during the day and a parent needs to have a child dismissed early a phone call to the office will be acceptable. A written note should be brought to school when the student returns. Parents must sign students out in the office before leaving.

Emergency Closing

When the schools are closed because of adverse weather conditions, an announcement will be given on television news stations, radio stations- WHIZ Zanesville, WYBZ Crooksville, & WWJM New Lexington. Parents will also be notified through School Connects. We ask that you watch/listen to the above television/ radio stations rather than call school personnel and unnecessarily tie up the phones.



Fire Drill

In the monthly fire drill, you are to follow your teacher's instructions. When the alarm sounds all students file out (teacher leaves the door open and turns out lights) the designated exit and stays in line. It is imperative to walk rapidly and remain quiet. Students will be assigned to a designated area and are to remain quiet while the teacher checks the class role.

Tornado Drill

Everyone will go to his/her assigned area (posted in every room). When students are asked to assume the *tornado position*, you are to do the following:

1. Get under your desk or table on your knees.
2. Place your hands behind your head and put your head down to your knees.

Building Care and Use

It is the responsibility and privilege of each student, as well as staff members, to help maintain our school in its present attractiveness. This is your home and should receive your attention and care.

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. Everyone pays taxes in one form or another. Therefore any damage done to this building, equipment, buses, or books must be paid for with your families own money! It is not enough that you should refrain from doing anything to

increase this cost to your parents, neighbors, and yourself, but you must help protect the schools by discouraging or reporting such activity by others. Remember, trouble often starts as fun.

Code of Conduct

In compliance with provisions of Section 3313.661 of the Ohio Revised Code, the following is a code of pupil conduct, violations of which may result in disciplinary action, including suspension and expulsion, in the Crooksville Exempted Village School District.

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.

B. Arson: 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.

E. Damage to Property: 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. Disrespect/Disobedience: A student shall not be disrespectful toward or disobedient to any authorized staff person at any time.

G. Disruption of School/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 (written, verbal, or physical) that is potentially harmful to the

health, welfare and safety of the student himself, other student or staff. (This specifically forbids "horseplay and roughhousing.")

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. Midriff blouses or shirts, pajamas, slippers 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. Hats and hoodies up are not allowed once the school day begins.

J. Excessive Displays of Affection: Students shall not engage in excessive displays of affection on school property.

K. Failure to Serve School Discipline: Refusing to serve an in-school suspension, misbehavior while serving school discipline, failure to report for an assigned detention or Saturday School, and walking out of the principal's or assistant 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:

- disobedience or disrespect toward any staff member
- not following school rules or proper procedures
- not following assigned schedule/being in unauthorized areas
- chronically tardy to school or class
- repeated misbehavior after warning

Q. Bullying/Intimidation/Harassment
Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social, and/or psychological harm. Repeated bullying can include:

1. lying and spreading rumors
2. playing nasty jokes to embarrass or humiliate
3. encourage others to socially exclude someone

Intimidation can include trying to frighten a weaker person into doing what you want.

Harassment is when a person annoys or upsets someone else, usually repetitively. Repeated harassment can include:

1. written or spoken comments
2. unwanted jokes or insults
3. remarks regarding a person's gender (boy or girl)

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, or narcotics 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.

U. Participation in Extracurricular Activities: A student participating in extracurricular 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 Nonprescription Drugs: A student shall not use, sell or distribute, buy, or possess prescription or nonprescription drugs without following the procedures for use of such drugs at school.

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 principal disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited. This includes all electronic communication devices including cell phones and smartwatches laser pointers and other laser lights.

Y. Punctuality 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.

Z. Repeat Offenses: A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence (i.e. multiple detentions may be replaced by Saturday School).

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:

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

CC. Shakedown/Strong Arm/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 or vapes of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time.

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

GG. Vandalism: A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.

HH. 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.

NOTE: No conceal/carry in schools -gun free zone- No person shall knowingly possess, have under person's control, convey, or attempt to convey, a deadly weapon or dangerous ordinance into a

school zone, except for authorized personnel.

Specific School Rules

1. Food and candy may be eaten in the cafeteria only. Only in classrooms under the supervision of the teacher.
2. No gum is allowed on school property (unless given by the teacher for activity) including buses.
3. Students are not allowed to use or carry cell phones, smartwatches or other electronic devices at school.
6. No party invitations may be distributed at school unless the whole class is invited.
7. Students' Personal Property - Students are not to bring valuable items to school such as toys or sports equipment of value, video games, trading cards, etc. if seen at school, staff may confiscate them. The school is not responsible for loss or destruction of student property.

Fines

Fines are charged for damaged or lost textbooks and materials. Fines are based on the life expectancy and condition of the book at the time of issuance. The current replacement value is charged for library books not returned or for other materials damaged or broken.

The following methods of interventions will be used to deal with students who violate the Code of Conduct:

- Individual conference with student to discuss the problem
- Contact parents to discuss the inappropriate behavior and develop a plan of action
- The principal meets with the student. A decision will be made concerning whether a meeting is necessary involving the student, parents, teachers, and the principal and/or other school personnel.
- Referral for counseling services if available
- In School Restriction
- Out of School Suspension
- Referral to Juvenile Court

In situations where students' actions might present a danger to the safety of students, staff, and others, the student is completely out of control and refuses to cooperate, or the actions interfere with the education of others, the student will be removed from class and parents will be asked to transport their child home.

We will make every effort to contact parents at home or work when students refuse to follow school rules.

Disciplinary Actions:

In-School Restrictions: The student is placed off by himself/herself (monitored by the principal) and assigned work by teachers. The student gets credit for work and is not counted absent.

Emergency Removal: In situations where students' actions might present a danger to the safety of students, staff and others, the student refuses to cooperate, or the actions interfere with the education of others, the student is removed from class and parents will be asked to transport their child home.

Suspensions and Expulsions: The temporary removal of a student from school by the Principal or Superintendent for a period not to exceed (10 days). An **expulsion** is the removal of a student by the Superintendent for a period of time not to exceed eighty (80) days. Students who are suspended or expelled may not be present on school property, participate in activities, or attend any school events. Any student PreK through fourth grade will be suspended or expelled for the following:

1. Bringing a firearm to school
2. Bringing a knife capable of causing serious bodily injury.
3. Possessing a firearm or knife capable of serious bodily injury (including any initially brought on school property by another person).
4. Making a bomb threat or verbal threat to a school building or any premises at which a school activity is occurring at the time of the threat.

Parent-Teacher Conferences/Communication

Conferences between parents and teachers are a vital link in the success of a student. We have built into our schedules times especially for this purpose. However, parents are encouraged to first discuss any problems that may arise as soon as possible with the child's teacher (written message, phone, Class DOJO, Remind) and then by calling the school and scheduling an appointment with the teacher and/or principal.

3. Use equipment appropriately
4. Listen and follow directions
5. Keep hands to self
6. Use manners
7. Include others in activities
8. Take turns
9. Share
10. Line up at the signal
11. Bring belongings and toys/equipment back inside.
12. No ditching/cutting in line
13. Follow playground rules
- 14.. No fighting or disruptive behavior.
(This also includes play fighting)
15. The only toys allowed to be brought to school must be approved by the teacher or principal. No remote control cars are allowed.

Cafeteria/PAX

All students are expected to eat in the cafeteria either the lunch served there or a lunch brought from home. Breakfast and lunch for all students is free. Extra items will be sold to students who have money on their account. No child will be denied a lunch or food in addition to a lunch brought from home.

1. Use PAX Hands and Feet
2. No sharing food outside of share bin
3. Listen to monitors
4. Use manners
5. Use 3 foot voice
6. Respond to harmonica
7. Clean up after yourself
8. Stay in seat
9. Respect school property

Playground Rules/PAX

1. Whether students will be inside or outside will be determined by the principal. Temperature and precipitation will be determining factors. Children needing to stay in due to illness must bring a note from home. Students must bring the proper attire to be outside in cold weather. (coats, hats, gloves).
2. Use PAX Hands and Feet

School Bus Regulations/PAX

The bus is an extension of the school, thus all school rules and regulations apply while the student is on the bus and at the bus stop. The following is a list of rules and regulations concerning student behavior and transportation.

1. Sit in seat at all times
2. Hands and feet out of aisle
3. No eating or drinking
4. 3 foot voice
5. Follow Buse Safety
6. Walk to and from bus
7. Listen to bus driver
8. Use manners
9. PAX Hands and feet
10. Be ready for your stop
11. Respect school property
12. Check for belongings
13. Students who ride the bus to school in the morning must ride the bus home unless they have written parental permission to do otherwise.
14. Students are to board assigned buses at the elementary school unless previously authorized by the administration.
15. Misbehavior at a bus stop may result in disciplinary action the same as misbehavior at school.
16. General rules to follow while riding the bus:
When necessary, the bus driver will file a complaint with the principal specifying the student's name and violation. Any violation will result in disciplinary action.

The seriousness of the offense will determine the action taken by the administration. This disciplinary action may be of any form approved by the school and may include the denial of the privilege to use school provided transportation.

17. Buses are equipped with video cameras. The bus supervisor and the principal will view any videos in question.

18. Students being picked up by parents at the end of the school day must have a note to that effect. Those who do not have a note are subject to being put on their normal bus to go home.

19. Students in grades K-2 must have someone present at the bus stop in order for the driver to allow them to get off. If no one is there students will be brought back to the K-8 circle and sit on the bus with the driver until they are picked up by a designated family member.

Extracurricular Activities

Students are expected to maintain proper behavior at all extracurricular activities such as sports events, field trips, programs and any other school related activity. Some of the behaviors that will not be tolerated include:

1. Use of tobacco (this includes snuff and vaping), drugs, or alcohol.
2. Use of profanity or obscene gestures.
3. Disregard of reasonable requests by school-related personnel.
4. Physical destruction of property.
5. Disrespect toward any person involved in any way in the event.
6. Unsportsmanlike conduct. Booing and negativity have no place at school sponsored activities; applause and cheers are appropriate responses.
7. Any behavior deemed improper by school personnel.
8. Important Note: Students may not stay after school, in the building or on school grounds, to wait for an activity unless there is a special circumstance that warrants office permission and supervision.
9. School spirit means loyalty to the school, staff, and students that all contribute to making up the school family. Loyal students support their school and do their best to keep scholastic and activity standards at the highest possible levels. School spirit can

grow if the following ingredients are fostered: PRIDE, SPORTSMANSHIP, COURTESY, and RESPONSIBILITY.

Family Educational Rights And Privacy Act (FERPA):

In accordance with the 1974 Family Educational Rights and Privacy Act, 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.

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 Ability; Creative Thinking; Specific Academic Ability; and Visual and Performing Arts.

The Crooksville School District uses the following instruments from the Ohio Department of Education's approved list to screen and/or identify Raven's 2, Iowa Tests of Basic Skills, CogAT Form 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 quarter 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 Gifted and Talented Coordinator at 740-982-7010. The Ohio

Department of Education has approved the district's policy and plan for the identification of gifted students.

Acceptable Use Policy for Technology General Information

The Crooksville Computer Network is an internet 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 and the system administrator will monitor network use and will disconnect services to any user who is not using the system in the proper manner.

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:
- All students enrolled in the Crooksville School System.
- All educators who are working with Crooksville students, including classroom teachers, support

personnel, administrators and specialists.

- 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.
- Community members who are involved with educational programs related to technology.
- 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 is inappropriate use 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, and 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 login password to other teachers or students.

Dear Parent or Guardian,

In an effort to keep parents informed of Crooksville Elementary School policies and regulations, we are attaching to each student's handbook this sheet requesting each parent read this handbook. We highly recommend that you sit down with your son/daughter and review this handbook. Hopefully your awareness of these policies and regulations will better enable us to work together, avoid misunderstandings and have a most successful year. We ask that you keep this handbook handy throughout the school year so that you may refer to it as necessary. Please sign the statement below and have your son/daughter return it to his/her teacher.

Sincerely,

Sharon Nye
K-4 Elementary Principal

_____parent/guardian of _____

I have had the opportunity to read and review my son/daughter's student handbook. (Please also note: Parent Permission-During the course of the school year, your child will be involved in many school board approved curriculum or related activities. Will you **grant permission** for the following:

Please circle yes or no. If not, please circle each or all the below listed activities to which you object.)

- | | | |
|---------------------------|-----|----|
| • Videotaping | yes | no |
| • Picture-taking | yes | no |
| • News releases/Publicity | yes | no |
| • School Yearbook | yes | no |
| • School Facebook Page | yes | no |
| • School Website | yes | no |
| • Audio taping | yes | no |

Please circle yes no If no, please circle each or all the above listed activities to which you object.)

Student signature _____

Parent/guardian signature _____

Date _____

Grade _____

(Remove this entire page and return to your child's teacher)