

**Student Handbook 2024-2025**  
**Crooksville Middle School**

**12400 Tunnel Hill Rd.**  
**Crooksville, Ohio 43731**

**740-982-7010**

**Mary Ann Headley- Principal**

**Kevin Smith- Superintendent**

## Crooksville Exempted Village School District Mission Statement

Our mission is to improve our total educational program through involvement and cooperation of students, teachers, administrators, parents, and the total community in a unified effort to instill in all students self-confidence, respect for themselves and others, and a desire to learn.

### 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

### 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 Middle School to develop and exhibit these qualities.

**Courage:** Courage is one of the most important character traits we can exhibit. Courage is upholding convictions and doing what is right. 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

**Grades and Grading Periods:** The school year at Crooksville Middle School will be divided into four nine-week grading periods. Letter grades will be averaged by assigning the values listed. Any average at or above the midpoint receives the higher grade; below the midpoint receives the lower grade.

### Grading Scale:

93 – 100 A 4.0

90 – 92 A- 3.7

87 – 89 B+ 3.3

83 – 86 B 3.0

80 – 82 B- 2.7

77 – 79 C+ 2.3

73 – 76 C 2.0

70 – 72 C- 1.7

67 – 69 D+ 1.3

63 – 66 D 1.0

60 – 62 D- .7

0 – 59 F 0

**Retention:** Grades reported on the report card also determine promotion. Failure in two or more subjects can qualify students to be retained. However, other factors, such as poor attendance, ability, and maturity, must be considered in making this decision. Teachers and the principal will make the final determination.

## STUDENT CONDUCT CODE

**Introduction:** It is the responsibility of the school to maintain order and ensure 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.

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 zero tolerance 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, emergency removal, disciplinary removal, suspension, expulsion and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

**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. 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.

**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. Disrespectful/Disobedience**

A student shall not be disrespectful toward or disobedient to any authorized staff person at any time. This includes substitute staff members.

**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 (written, verbal, or physical) that is potentially harmful to the health, welfare and safety of the student himself, other students or staff.

**H. 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, spaghetti strap tank tops, 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. Pajamas and slippers are not permitted. Hats and hoods are not allowed once the school day begins.

**I. Distribution or Sale of Unauthorized Materials**

A Student shall not distribute or sell unauthorized materials on school property.

**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, 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 another 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 serving assigned detentions - not following school rules or proper procedures
- not following assigned schedule/being in unauthorized areas
- chronically tardy to school tardy to school or class
- repeated misbehavior after warning

**Q. Bullying/Intimidation/Harassment/Dating Violence**

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:

- Causes mental or physical harm to the other student –
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student
- Violence within a dating relationship

**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.

**U. Participation in Extracurricular 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.

**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.

**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.

**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 vaping 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.

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

**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 must bring schoolwork and must remain engaged while serving detention. Students will be given a 48-hour 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/lunch detention for violation of classroom policies and procedures. These classroom/lunch detentions must be served with the teacher.

**In-School Restriction** - The student is placed off by himself/herself and assigned work by teachers. The student gets credit for work and is not absent.

**Emergency Removal-** In situations where student's 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.

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

**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.

**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.

**Discipline Plan:** The goal of our plan is to help students learn to manage their own behavior and make good decisions that will help them be successful. We use the strike system below to help students monitor their own behavior. Strikes accumulate during each 9-week period. Each new 9-week grading period is a clean slate.

| Strikes                          | 2 <sup>nd</sup> Strike           | 3 <sup>rd</sup> Strike   | 4 <sup>th</sup> Strike  | 5 <sup>th</sup> Strike   | 6+ Strikes                                     |
|----------------------------------|----------------------------------|--|---|--|--|
| Strikes are warnings to students | Teacher contacts parent/guardian | 60-minute detention assigned. Teacher contacts parent/guardian | 60-minute detention assigned. Teacher contacts parent/guardian/<br>Principal Notified | 60-minute detention assigned. Teacher contacts parent/guardian<br>Principal Notified | Saturday School or suspension will be assigned |

Strikes are earned for the following:

- Unprepared for class
- Tardy for class or out of assigned area without permission
- Disruption of learning
- Disrespect
- Technology infractions
- Teacher or principal discretion

Automatic detentions are earned for the following:

- Foul language/gestures
- Academic dishonesty
- Insubordination/Defiance
- Disorderly conduct
- Prohibited article
- Skipping class
- Misuse of technology
- Teacher or principal discretion

### **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. When a student is not in attendance, that student is considered to be absent.

Absences from school are excused only for the following reasons:

1. Personal Illness. (As approved by the principal – absences of 2 or more consecutive days will require a proper medical excuse)
2. Illness in the family or needed at home. (As approved by the principal)
3. Death of a relative.



4. Family vacation- 31 hours and 40 minutes or 5 school days and **approved in advance** by a signed vacation form by the building principal. Forms are available online or can be picked up in the office.
5. Hunting-12 hours and 40 minutes or 2 days per year-must show license/private land note in advance.
6. Religious holiday.
7. Emergency circumstances as determined by the principal.

**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.

\*Days of suspensions are considered unexcused absences.

### **ABSENCE REPORTING PROCEDURES**

\*\*Parents/Guardians, in compliance with the Missing Child Act, you must notify the school on the day a student is absent unless previous notification has been given. Please call 740 982-7010 before 7:30am for grades 5-8.

\*\*The school is required to notify Parents/Guardians by telephone or letter when the student is absent from school and no contact has been received from a Parent/Guardian. Parents or other responsible persons should provide the school with current home and work telephone numbers, home addresses and emergency contacts.

**\*\*EMERGENCY FORMS NEED TO BE FILLED OUT COMPLETELY, ACCURATELY AND PROMPTLY. PLEASE NOTIFY THE SCHOOL OF ANY CHANGES TO CONTACT INFORMATION AS SOON AS POSSIBLE.**

### **TRUANCY**

As defined in House Bill 410, 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 hours of 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 Court in which the student resides. One full school day is equal to 6 hours and 20 minutes.

### **EXCESSIVE ABSENCES**

As defined in House Bill 410, students with 38 or more hours of absences in one month with or without a legitimate excuse or 65 or more hours of absences in 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 student/family may be referred to community resources. One full school day is equal to 6 hours and 20 minutes.

**Excuses-** Must be written, dated and signed by the parent/guardian, are due the date the student returns to school (even after a phone call). Students need to present excuses to the office. Failure to present an excuse within 5 days of return to school will result in unexcused absences.

**Make-up work-** It is the responsibility of the student to ask for and complete make-up work that the student missed during absences. A student must make up work 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 and ready to learn. Being tardy to school is only excused with a note from a parent/guardian for unavoidable problems such as power outages, car trouble, morning illness and medical/dental appointments. Oversleeping, forgetting to set the alarm, running late and missing the bus are unexcused. **A student that is recorded being tardy to school 7 times will receive an after-school detention. Once the detention is issued, the process will then be repeated.**

### **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 to pick up their student at the office.
2. Appointments during the School Day – Students and parents are strongly encouraged to avoid appointments during the school day. The students must have a signed note by their parent or guardian that will be presented to the office.
3. Failure to follow the guidelines will result in an unexcused absence. All make-up work is the responsibility of the student.

### **GENERAL RULES & REGULATIONS**

**School Day:** The doors to Crooksville Middle School will open to the students at approximately 7:00 am. All students entering the building before 7:25 a.m. must report directly to the cafeteria. Dismissal will be at 7:25 a.m. to release students from the cafeteria and to go to their first period class. Students must be in class promptly at 7:30 am. 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.

**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. As soon as the decision to delay or cancel has been made, this information is communicated via our all-call system and posted to Facebook, Twitter and other social media. In addition, the following radio/TV stations will be notified:

WHIZ - Zanesville 1240 AM & 92.7 FM

WWJM New Lexington 105.9 FM

WYBZ - Zanesville 107.3 FM

**Leaving/entering a building:** No student regardless of age is to leave the school building or school property without specific permission from the office. All students 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 the 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 lots:** The school is not responsible for damage to cars and all circumstances surrounding its presence. It is strongly advised that vehicles be locked at all times. Students being dropped off or picked up during bus loading and unloading times (7:00-9:00 a.m.; 2:00-4:00 p.m.) must be picked up or dropped off in the south parking lot.

**Parent-Teacher Conferences:** Conferences between parents and teachers are a vital link in the success of a student. We have scheduled times especially for this purpose. However, parents are encouraged to discuss any problems as soon as possible by calling the school and scheduling an appointment with the teacher and/or principal. We also encourage you to monitor your child's performance by logging on to our Progress Book website. You will be provided with login information at the beginning of each school year. Please contact the building office if you need help accessing your child's information.

**Announcements and posters:** The principal must approve all posters and signs 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 Principal and/or office personnel must approve all announcements.

**Lost and found:** The school will not be held responsible for lost or stolen articles. 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:** Electronic devices have become a way of life and we understand the importance of cell phones as a means of communication between parents and students. The National School Safety and Security Services oppose policies allowing or encouraging students to have cellphones in school and find on a day-to-day basis cell phones are disruptive to the educational environment. Personal electronic devices (cell phones and Air pods) are only to be used before and after school. Personal electronic devices should not be out or used during the school day. Electronic devices are to never be used in locker rooms or restrooms, including before, during, and after school.

**Violation of the electronic device policy will result in a warning for the first infraction with the device being confiscated until the end of the school day.**

**The second infraction will result in an after-school detention and a parent or guardian will be required to come in and retrieve the device.**

**A third infraction or more will result in loss of device privileges along with further consequences.**

Students are prohibited from using electronic devices to capture, record, or transmit the audio or images (i.e. pictures/video), of any student, staff member, or other person on school property or while attending a school-related activity without an expressed prior notice and explicit consent for the capture, recording or transmission of such audio or images. Using an electronic device to capture, record or transmit audio or images of an individual or group without his/her/their consent is considered an invasion of privacy and is not permitted. **Students who violate this provision and/or use an electronic device to violate the privacy rights of another person may have their device confiscated. Additional consequences such as suspension may apply at the discretion of the principal or administration.**

*Crooksville Exempted Village School District is not responsible for personal electronic devices that are lost, misplaced, stolen or damaged.*

**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.

**Office telephone:** 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.

**STUDENT PICK-UP/DROP-OFF:** All buses will drop-off/pick up at the front entrance of the K-8 Building. Parents dropping off or picking up students at the beginning or end of the day will do so at the rear entrance of the building. Parents will be required to sign out their children with a grade level teacher if doing parent pick up. If you must drop off or pick up your child during the school day, please do so in the front of our building. Please do not park in the circle at any time. It is a designated fire lane. With pickup/walk-home, parents assume supervision responsibility of their children as soon as they leave school property. Parents are required to sign students out unless other arrangements have been made with the office. **NOTE: Students may not stay after school, in the building or on school grounds, to wait for a practice or an activity without adult supervision or special permission from the office.**

**Book bags/Backpacks/School bags:** Students are not permitted to carry book bags/backpacks/school bags to class. All book bags/backpacks/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 stolen from any locker. It is highly recommended that students provide their own lock for the locker issued to them by the administration. Locker combinations and extra keys need to be turned into homeroom teachers at the beginning of the school year or when a lock is acquired.

**Passes:** Students are not to be in the halls, restrooms, lockers, etc. during any class period without an appropriate pass from a staff member. No passes out of classes shall be issued the first and last 10 minutes of the class period unless deemed an emergency.

**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, field trips, 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.

**Child Custody Orders:** Senate Bill 140 requires that at the time of first entry into a public-school pupils must present a certified copy of a 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 school by providing a certified copy of the order. The custodial parent must provide to the admissions officer a copy of any modification to a custody order. The Crooksville K-8 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 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.

**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 Middle 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. A student and his/her clothing must be neat and clean and not constitute a threat to health or safety, disrupt the educational process, damage school property, or create an immoral or indecent display. The following guidelines have been established:

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. **Footwear** - Footwear is required at all times for reasons of safety and health. No slippers.
3. **Hats and hoods**- are not to be worn inside the building except on designated hat days.
4. **Pants** shall not be undergarments and the back and stomach shall not show when sitting or standing. Undergarments must be covered by pants.

5. **Shirts-** Students may not wear spaghetti strap style shirts or tank tops. All undergarments must be covered by shirts. The back and stomach shall not show when sitting or standing. No cut-off shirts permitted.
6. **Skirts and dresses-** must be of an appropriate length and no private areas exposed. The back and stomach shall not show when sitting or standing. Undergarments must not show.
7. **Shorts** may be worn all year. Shorts must be hemmed. Cutoffs and bike shorts are not allowed. The appropriateness of the length of a student's shorts should not expose private areas. Pockets should not hang below the bottom of the shorts. The back and stomach shall not show. Undergarments must not show. Students are not permitted to roll shorts or pants at the waist or legs.

\*The principal reserves the right to deem a student's appearance inappropriate.

\*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.

**Lunch:** Each student will be assigned a lunch period. 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. Students must remain seated at the same table for the duration of the lunch period and are not permitted to stand at anytime without permission.
3. Waste should be properly disposed of and trays returned when finished eating. Food and trash is not to be left on the table or floor.
4. Students must remain in the cafeteria until dismissed by their supervisor. To leave the cafeteria, students must have permission/pass from their supervisor. (This includes going to the restroom, office, etc.)
5. Items are not to be taken from the cafeteria at any time without special permission.
6. There will be absolutely no throwing of food or other items and no yelling out to other tables.
7. Students are not permitted to remove money from their lunch account without parent/guardian consent.
8. Students will log in using their personal identification number.

**Violators may be disciplined and will lose privileges in the cafeteria. Supervisor on duty may assign seats during lunch periods.**

\***Food/Gum/Candy/Drinks:** Students are not permitted to have (or sell) food, candy, gum, or drinks outside of the commons area. Water bottles should not exceed 32 oz.

**Detention Hall regulations:** The student assigned to the detention hall will be given proper notification of when the detention is to be served. The principal will allow the student at least forty-eight (48) hours before date to serve. This allows the student to make transportation arrangements.

1. Detentions will be served starting at 2:20 and ending at 3:20 p.m. Detentions will be of 60 minutes duration. (Students must bring work to detention.)
2. The student must report to the 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.

**Bus conduct and regulations:** Crooksville Middle 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 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 talented and gifted individuals: Raven's Progressive Matrices 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. 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 at any time during the school year. 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 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:

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.

**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 or federal authorities may be undertaken. Some examples of unacceptable use are:

Using the network for any illegal activity, including violation of copyright

1. Using the network for financial or commercial gain
2. Degrading or disrupting equipment or system performance;
3. Vandalizing the data of another user
4. Wastefully using resources (paper, ink, computer disk space)
5. Gaining access to resources that would be considered offensive by the standards of the Crooksville Community;(i.e., pornography, sexually explicit material, etc.)
6. Invading the privacy of individuals
7. Using or attempting to use an account owned by another user
8. Posting personal communication without the author's consent
9. Using abusive or objectionable language either in public or private messages
10. Revealing your logon password to other teachers or students.
11. Students are not permitted to email each other through the school day.

**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, such 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 the school district administrative office.