

**CLEAR FORK
MIDDLE SCHOOL
2020-2021**

**Mrs. Jennifer Klaus, Principal
Mr. Randy Pore, Director of Student Services
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MISSION STATEMENT

**“STRIVING TO EXCEED EXPECTATIONS”
CFMS: TEAM: Together Everyone Achieves More**

THIS STUDENT HANDBOOK BELONGS TO:

STUDENT NAME: _____

GRADE: _____

HOMEROOM TEACHER: _____

WELCOME

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

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

EQUAL EDUCATIONAL OPPORTUNITIES

All students of the District have equal educational opportunities.

Students have the right to be free from discrimination on the basis of race, color, national origin, citizenship status, religion, sex, economic status, marital status, pregnancy, age or disability or military status, in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to facilities; distribution of funds; academic evaluations or any other aspect of school-sponsored activities. Any limitations with regard to participation in a school-sponsored activity are based on criteria reasonably related to that specific activity. [Adoption date: August 14, 2000]

(Revision date: May 14, 2009)

STUDENT BEHAVIOR

DISCIPLINE:

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

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

RULES OF CONDUCT:

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

AUTHORITY OF ADULT SCHOOL EMPLOYEES

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

CODE OF STUDENT CONDUCT

In accordance with O.R.C. 3313.66

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

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

They are:

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

circumstances, be used as a dangerous weapon. If a student uses such a device in this fashion, he will be considered in violation of the rule on weapons and will be treated accordingly.

This guideline applies:

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

HAZING AND BULLYING

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

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and/or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7-12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student including leaders of student organizations, may plan, encourage or engage in any hazing and/or bullying.

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

PBIS INTERVENTION PROGRAM

The Middle School has implemented a program called PBIS. A brief description follows, however if you would like more information please go to the link on our Clear Fork Middle School Web page.

WHAT IS PBIS?

DEFINITION AND MEANING IN SCHOOLS

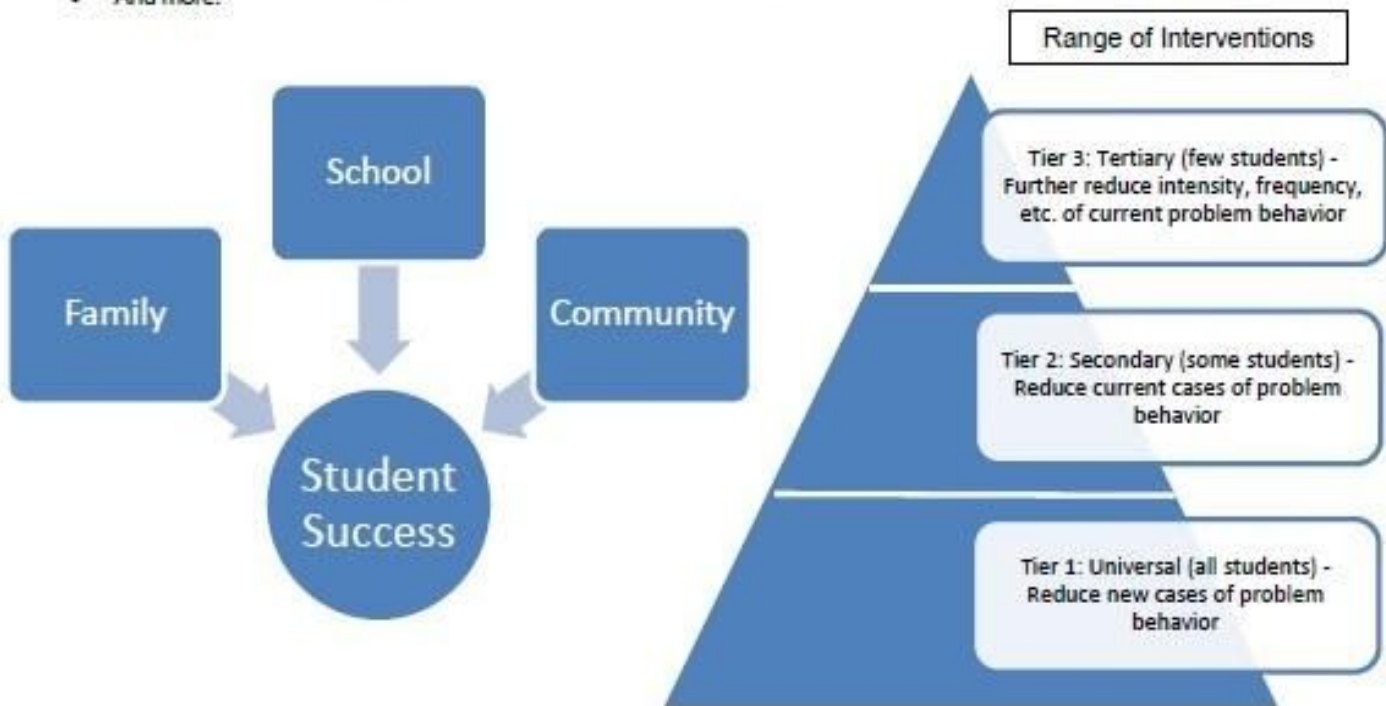
PBIS stands for "Positive Behavioral Interventions and Supports." In schools, this framework involves directly teaching students expected behaviors in the building. Expected behaviors are worded in a positive way, focusing on how students **should** behave, rather than what they shouldn't do. For example, one expectation may be "Be Respectful" rather than "Don't be Disrespectful." These expectations are the same throughout the school building for all students and staff so that a student is not punished in one classroom for something that is allowed elsewhere. PBIS schools also praise and recognize students for the positive behaviors they show at school (e.g., with rewards from a raffle, sending positive notes home, or special privileges) so that these positive behaviors are more likely to happen in the future. In addition, PBIS involves using a range of supportive services (called interventions) to encourage appropriate behaviors and prevent or address problem behaviors. These interventions are based on data and are evidence based, meaning they have been shown to work in school settings.^{13,15}

WHAT ARE THE GOALS OF PBIS?

PBIS is founded on the ideas that behavior can be taught and that all students will do well when they are placed in a setting in which they can thrive. PBIS schools seek to focus on positive behaviors and create a consistent and predictable environment for students. By focusing on positive behaviors and decreasing unnecessary punishments, all students are more likely to view school as a positive setting for learning. Overall, PBIS seeks to increase time students spend in the classroom, decrease time spent on punishment or classroom management, and improve the school environment. This allows students to continue to develop the life and social skills needed for future success both inside and outside the classroom.

WHAT ARE THE OUTCOMES OF PBIS?

- Improved in student academic outcomes^{6,8}
- Reduced reports of bullying and peer rejection¹⁷
- Improved feelings of school safety⁸
- Improved productivity in schools¹
- Reduced office disciplinary referrals and suspensions^{2, 8, 8}
- Lower teacher burnout and more positive beliefs by teachers about their abilities to teach¹²
- And more!



What is PBIS? from Ohio Project AWARE Brief No. 13 Nov. 2016



At Clear Fork Middle School, our students show respect in the following ways:

Clear Fork Middle School

PBIS Reward System

PENALTIES OF MISCONDUCT

The following criteria are to be considered practical options when dealing with student misbehavior. These are not to be thought of as the only alternatives but looked at as a guide to correct student behavior. Student

behavior that is severe or misbehavior that continues will result in stricter disciplinary measures being taken. Examples of possible penalties include:

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

LUNCH DETENTION

Lunch Detentions are assigned at the discretion of teachers and staff. Students who are assigned a lunch detention should get their lunch immediately and report to the assigned area.

FRIDAY SCHOOL

Friday School is held at the Clear Fork Middle School from 2:45 P.M. until 4:45 P.M. Students are to report to the designated area before 2:45. The session will be supervised by a certified teacher and all school rules will be in force. Students/Parents are responsible for their own transportation.

The following rules will apply to Friday School:

1. Assignments to a Friday School are to be made by staff members and/or principals only.
2. Failure to serve Friday School will result in a more serious consequence (doubled Friday School or out of school suspension) depending on the student's previous discipline record.
3. Students should contact their teachers about getting assignments so they can do constructive work in Friday School. Appropriate reading materials for Friday School include textbooks, library books, suitable paperback books and/or magazines used in conjunction with a homework assignment. Students will not be permitted to go their lockers. Students who fail to bring appropriate or sufficient work will be dismissed.
4. Students who communicate in any way, pass materials of any kind, do not appear to keep busy, or put their heads down will be warned. A second violation for any offense will result in dismissal with no credit given for the time spent and an additional Friday School will be assigned.
5. Students who are caught sleeping will be dismissed without warning and an additional Friday School will be assigned. All regular school rules as printed in the student handbook are in effect. The Friday School supervisors are in charge and any refusal to comply with their instructions will result in dismissal. Any severe disruption of Friday School will result in a suspension (in-school or out of school) depending on the student's previous discipline record.
6. Students will sign the Friday School attendance sheet when they arrive.
7. Students must be given at least one day advance notice of an upcoming Friday School assignment. This means Thursday notice prior to assigned Friday School is acceptable.
8. Students will be dismissed promptly at 3:45 and 4:45. Parents must arrive by that time to pick up their students.

BEHAVIOR PENALTIES

Level I – Behavior/Penalties

Conduct Which Impedes Orderly Operation Of Classroom or School

A student charged with behavior, which is classified herein as Level I may be subjected to the disciplinary actions listed below. If the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient or if the student's past record is such that a more severe penalty seems warranted, a recommendation for a greater penalty may be made. **Level I behaviors** may include but are not limited to: Cheating, Gambling, Immature Acts, Littering, Profanity, Disobedience, Public Display of Affection, Dress Code Violation, Out of Assigned area, Tardiness, Verbal Abuse, Cell Phone Violation. **Disciplinary actions that may be used to correct Level I actions** would include but are not limited to: Verbal reprimand; special assignments (constructive); notifying parent by phone; student mediation; behavior contracts; detention; conference with student and/or parents; loss of class or school privileges; restitution; and/or Friday School.

LEVEL II Behavior/Penalties

Illegal and/or Serious Misconduct Not Life or Health Threatening

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

LEVEL III BEHAVIOR/PENALTIES

Illegal and/or Serious Misconduct – Life or Health Threatening

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

Level III behaviors may include but are not limited to: Possession or use of weapons or dangerous instruments; Sale, use or possession of drugs or alcohol; Assault/Battery; Sexual Offenses; Arson; Bomb Threats/False Alarms; Volatile Acts; Inappropriate Conduct. **Level III Disciplinary actions may include but are not limited to:** Suspension with recommendation for expulsion and/or suspension with recommendation for expulsion with possible permanent exclusion. While on suspension a student may complete and make up any missed work but it is due the day they return from suspension.

SUSPENSION PROCEDURES

(Board Policy JGD)

- A. The superintendent, principals, assistant principals and other administrators may suspend a student from school for not more than ten (10) school days.
- B. If at the time a suspension is imposed there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
- C. Prior to the suspension, the superintendent or principal shall:
 1. Give the student written notice of the intention to suspend him/her and the reasons for the intended suspension. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.
NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: Illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.
 2. Provide the student an opportunity to appear at an informal hearing before the superintendent/designee, principal or assistant principal to challenge the reason(s) for the intended suspension or otherwise to explain his/her actions.
- D. The superintendent or principal, within one school day after the time of a student's suspension, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the suspension. The notice shall include:
 1. The reasons for the suspension.
 2. The right of the student or his/her parent, guardian, or custodian to appeal the suspension to the Board of Education/designee by filing a written appeal to the treasurer within ten (10) calendar days after the notice of intent to suspended was provided.
 3. The right to be represented in all appeal proceedings.
 4. The right to be granted a hearing before the Board/designee in order to be heard against the suspension and to request that the hearing be held in executive session.
 5. Notification that the suspension may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the suspension was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
 6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the suspension.
- E. The student may be excluded from school during the appeal process.

- F. Under Ohio law, appeal of the Board's decision may be further appealed to the Court of Common Pleas within thirty days.

EXPULSION PROCEDURES (Board Policy JGE)

- A. The superintendent may expel a student from school for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to 3313.66(B)(2)-(5), 3313.66(F) and 3313.662(A) of the Ohio Revised Code.
- B. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident takes place, the superintendent may apply any remaining part or all of the period of the expulsion to the following school year.
- C. No student shall be expelled unless, prior to his/her expulsion, the superintendent does all of the following:
1. Gives the student and his/her parent, guardian or custodian written notice of the intent to expel the student. If the proposed suspension is based on a violation listed in Ohio Revised Code 3313.662(A) and if the student is sixteen years of age or older, the notice shall include a statement that the superintendent may seek to permanently exclude the student if he/she is convicted of or adjudicated a delinquent child for that violation.
NOTE: Section 3313.662(A) deals with offenses that would be criminal violations if committed by an adult, including the following types of offenses on school property or at a school event: illegal conveyance or possession of weapons or dangerous ordnance, carrying concealed weapons, selling or offering to sell, or possessing drugs or drug instruments (other than a minor drug possession offense), murder, manslaughter, aggravated assault, rape, sexual imposition, felonious sexual penetration, or complicity in any of these offenses.
 2. Provides the student and the student's parent, guardian, custodian or representative an opportunity to appear before the superintendent /designee to challenge the reasons for the intended expulsion or otherwise explain the student's actions.
- D. The notice shall include the reasons for the intended expulsion, notification of the opportunity of the student and the student's parent, guardian, custodian or representative to appear before the superintendent/designee to challenge the reasons for the intended expulsion or otherwise to explain the pupil's action, and notification of the time and place to appear.
- E. The time to appear before the superintendent/designee shall not be earlier than three (3) nor more than five (5) school days after the notice is given unless the superintendent grants an extension at the request of the student or his/her parent, custodian, guardian or representative. If an extension is granted after giving the original notice, the superintendent shall notify student and the student's parent, guardian, custodian, or representative of the new time and place to appear.
- F. The superintendent, within one school day after the time of a student's expulsion, shall notify in writing the parent, guardian, or custodian of the student and the treasurer of the Board of Education of the expulsion. The notice shall include:
1. The reasons for the expulsion.
 2. The right of the student or his/her parent, guardian, or custodian to appeal the expulsion to the Board of Education/designee by filing a written appeal to the treasurer within fourteen (14) calendar days after the notice of intent to expel was provided.
 3. The right to be represented in all appeal proceedings.
 4. The right to be granted a hearing before the Board/designee in order to be heard against the expulsion and to request that the hearing be held in executive session
 5. Notification that the expulsion may be subject to an extension pursuant to Ohio Revised Code Section 3313.66(F) if the student is sixteen years of age or older, and notification that the superintendent may seek the student's permanent exclusion if the expulsion was based on a violation listed in Ohio Revised Code Section 3313.662 that was committed when the child was sixteen years of age or older and if the student is convicted of or adjudicated a delinquent child for that violation.
 6. The manner and date by which the student or the student's parent, guardian, or custodian shall notify the Board of their intent to appeal the expulsion.
 7. Information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitudes and behavior that contributed to the incident or gave rise to the student's expulsion including the names, addresses and phone numbers of the appropriate public agency. (Note: This requirement applies only in the event the expulsion is more than twenty (20) school days, or if the expulsion will extend into the following semester or school year.)
- G. The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws from school before the superintendent has held the hearings or made the decision to expel the student.

- H. A student may be excluded from school during the appeal process.
- I. Under Ohio law, the decision of the Board may be further appealed to the Court of Common Pleas within thirty (30) days from the date of the Board's decision.

EMERGENCY REMOVAL PROCEDURES (Board Policy JGDA)

- A. If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on school premises, the superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student any curricular, or extracurricular activity or from the school premises. The notice and hearing ordinarily required for suspension and expulsion can be temporarily waived.
- B. A teacher may remove a student from any curricular or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons are submitted to the principal in writing as soon after the removal as is reasonable.
- C. If either suspension or expulsion is contemplated, a hearing must be held as soon as practicable after the removal, but in no case later than three (3) school days from the time removal was ordered.
- D. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the student as soon as practical prior to the hearing.
- E. The hearing must be held in accordance with either the suspension or expulsion procedure, depending on the probable action that will be taken.
- F. The person who ordered, caused, or requested the emergency removal must be present at the hearing.
- G. In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.
- H. In all cases of normal discipline procedures in which a student is removed from a curricular or extracurricular activity for less than twenty four (24) hours and is not subject to further suspension or expulsion, due process requirements do not apply.

STUDENT DRESS CODE

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

1. No clothing is to display any profanity, obscene or suggestive innuendos or sayings. There are to be no alcohol, drug reference or references to weapons and/or violence on any item of clothing. Clothing and appearance may not be used to intimidate or create tension amongst the population.
2. Clothing must not be ripped or torn and cannot have deformities, loose straps, chains, or holes. All clothing should be worn as it is intended to be worn. Jeans with holes must have leggings or material underneath for any holes that are three inches above the knee.
3. Tops are to have a modest neckline, no lower than three inches below the collarbone. Tops must cover the midriff when standing, sitting and when raising hand. Undergarments should never be visible. While sleeveless tops are acceptable, the shoulder seam area must be at least three inches wide.
4. Bottoms should be school appropriate and be worn at the waist. Students may wear pants/skirts intended for everyday casual or dress up as long as they are school appropriate. If a student wears leggings, they need to have a top or skirt/shorts that are at least fingertip length long. Items that are NOT school appropriate include pajama pants, flannel pants, and shorts/skirts that are more than three inches above the knee. Once again, undergarments should never be visible.
5. Students are also to wear appropriate footwear. Appropriate footwear includes tennis shoes, dress shoes and sandals. Footwear that is not appropriate includes slippers, slides, shower shoes, flip flops, shoes with wheels and other items that may hinder walking.
6. During the normal school day, students are not permitted to wear outside coats, backpacks, hats, gloves and sunglasses. Hats are to be removed immediately upon ENTERING the building. Backpacks, purses and other unnecessary items are to be kept in lockers.

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

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

CELL PHONE/ELECTRONIC DEVICES POLICY

In order to preserve the teaching and learning environment the policy is: Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes, they may do so before the morning bell rings, during lunch in the cafeteria, and after school. The use of cell phones is a privilege that may be revoked at any time.

Cell phones/electronic devices must be turned OFF or silenced before you enter any classroom, office, library, locker room, lab, or auditorium. Students may use their phones at the request of the classroom teacher. Clear Fork electronic devices such as Chrome books are not permitted in the cafeteria during lunch. CFMS will promote socialization amongst peers by holding "Tech Free Tuesdays" during lunch. All electronic devices/cell phones are not permitted in the cafeteria during the lunch period on Tuesdays. Please see "Personal Property" section for additional information.

STUDENT ARRIVAL AND DEPARTURE

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

LUNCH

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

The Cafeteria rules are as follows:

1. Students are to stay in their seat at all times. If needed, a student may raise his/her hand to be excused from the table.
2. Students will have assigned seating areas during lunch and should remain in their assigned area.
3. All students are expected to clean their area before leaving the cafeteria.
4. NO chrome books or other Clear Fork devices will be permitted in the cafeteria during lunch times.

CAFETERIA POLICY

*The food service department is pleased to offer
BREAKFAST and LUNCH to all students.

Breakfast price: Grades KDG – 5th \$1.00 Grades 6th-12th \$1.50

Lunch price: Grades KDG – 5th \$2.75 Grades 6th-12th \$3.00

Reduced Pricing is available to those who qualify.

Breakfast - \$.30 Lunch - \$.40

Free/Reduced Price applications are available at each school office and can be filled out ANYTIME during the school year! Applications can also be accessed online at the school website, www.clearfork.k12.oh.us.

Applications must be turned in every single year in order to be considered for this benefit. Benefits do expire each school year after a 30 day grace period. We encourage EVERY FAMILY to fill out an application!

Effective the 2020-2021 school year, all students with a balance of \$3 will receive notification of the charge.

***Students in grades K-5 may accumulate no more than 7 charged meals. * Students in grades 6-12 may accumulate no more than 4 charged meals.**

Students who meet this threshold will be given an alternative lunch and the account will be charged for the meal (1/2 price of current charged lunch) until the balance is paid in full. Students with money in hand will not be denied a regular meal despite an outstanding balance. Balances on lunch accounts fall into the category of debt including library fines, class dues and other categorical dues/fines. Failure to pay debt could result in loss of student parking privileges, field trips and other student activities.

Charges are NOT PERMITTED for a la carte items with the exception of milk for packed lunches. Students wishing to purchase a la carte items with money in hand and have a balance of \$10 or more will not be permitted to purchase such item.

*You may check your child's cafeteria balance by using the PaySchool Mobile App found in your app store. Reminder: Free/Reduced applications are accepted throughout the entire school year and reapplying is encouraged when income decreases or family size increases.

LIBRARY POLICY

Your library media center (LMC) is available for reading and research Monday through Friday. A quiet atmosphere will be maintained with conversation by permission only. A teacher may send three students at a time from class with a signed pass indicating class departure time. The student must have the librarian sign the pass, indicating LMC departure time, when he/she is ready to return to class. Students who are talking, loafing, causing disturbances or violating LMC policies will be sent back to their classroom or study hall. Do not bring food, drink, backpacks, or gym bags to the Library Media Center. The library is currently hosting after school hours. Check out our policies and hours at www.clearfork.k12.oh.us. Hover over Clear Fork Middle School and go to the Library Media Center page. The policy tab is on the left.

CHECK OUT PROCEDURE

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

STUDENT LIBRARY CARDS

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

OVERDUE LIBRARY MATERIALS

1. Students will be fined \$.05 per school day per book for overdue materials.
2. Reserve or Reference materials will be fined \$.50 per day.
3. Students will lose their library privileges when their fines have reached \$2.00 and/or when they have two overdue items.
4. If a library book is lost, it should be replaced by a book with the same title (hardback replaced by hardback and paperback by paperback). All other lost and/or damaged materials must be paid by the student at the current replacement cost.

COMPUTER USE IN THE LMC

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

ELECTRONIC DEVICES IN LMC

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

LIBRARY WEBSITE

Access the Library Media Center web site at www.clearfork.k12.oh.us. You will find the Library Media Center under the Middle School tab. There are a lot of helpful resources here including our library catalog, INFOhio databases for research, and reading resources.

MEDICATION

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

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

All non-prescription medication must be in the original container clearly labeled with the student's name and will be dispensed according to the instructions on the medical permission form that the parent has completed and signed. Dosage may not exceed the directions provided on the label of the container.

RECOMMENDED GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL: It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness(es) while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the recommendations of the School Nursing Services.

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

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

COVID 19: Temperature above 100 degrees, cough, chills, muscle pain, shortness of breath or difficulty breathing, sore throat, loss of taste or smell. Symptoms can range from mild to severe and appear 2-14 days after you are exposed to the virus. Seek medical care for the most accurate diagnosis.

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

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

HEAD LICE: If a child is found to have head lice and/or nits, the parent will be notified by phone. The child may remain at school with nits identified and at the discretion of school personnel if live lice are seen. **IT IS THE EXPECTATION THE CHILD WILL BE TREATED THAT EVENING AND WILL RETURN TO SCHOOL THE NEXT DAY.** There are NO excused absences associated with head lice treatment. Information on treatments and measures to get rid of head lice will be provided to the parent. The school nurse can also provide information. A parent must accompany the child to school the following day. If there is no active infestation and the number of nits is decreased, the child will remain in school. Please see the Board Policy JHCCB for more information on the policy.

IMPETIGO: Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

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

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

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

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

STAPH INFECTIONS: Students may return after 24 hours of treatment. All open sores must be covered with a bandage.

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

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

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours without medication. If your child has had any of these symptoms during the night she/he should not be sent to school the following day.

CONSULT YOUR PHYSICIAN FOR THE MOST ACCURATE DIAGNOSIS AND TREATMENT.

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

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

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

FIRE AND TORNADO DRILLS

A signal will be given via the P.A. system when teachers are to take students to the designated area. The windows and doors on the east side of the building should be open approximately one inch. Proceed QUIETLY AND QUICKLY to designated area when the signal is given. Directions for exiting the area are posted near the doorway of each classroom. If time does not permit anyone to move, go immediately to any inside wall and cover the back of your neck and your face. Stay away from outside doorways and all glass.

LOCKDOWN

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

ELEVATOR USE

Students will not be permitted to use the elevator without permission from the office. If permission is granted to use the elevator, the student should be accompanied with one additional person for safety reasons.

STUDENT ACADEMIC EVALUATION

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

GRADING SCALE

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

Grades are considered incomplete if a student is absent and does not make up the required assignments. If an extended absence is involved, the discretion of the teacher should be used to determine an incomplete grade. However, make-up time should not exceed two weeks, after which the grade will become an F. A student may change a class only at the discretion of the principal and teacher. A parent conference may also be held.

CHEATING/PLAGIARISM POLICY

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

SCHOOL AND PERSONAL PROPERTY

The school property is here for your convenience and benefit. Considerable effort has been made by the citizens of this school district to provide you with good furniture and equipment, including chrome books. Students are not to detach, destroy or lessen its use through their actions. If a student does destroy school

property, they will be asked to replace or repair the property. Students are asked to take their share of responsibility for the attractive appearance of the school building and grounds.

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

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

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

TEXT ALERTS

Sign up for **REMIND** text alerts for weather and other school related events by following the prompts on the Clear Fork Valley Web page. clearfork.k12.oh.us

FEES/REFUNDS

School fees for grades 6-8 are \$55.00. If paid by September 30 each year, you will receive a \$10.00 discount. After that date, all fees are \$55.00. Some specialty classes such as Vo Ag and Tech courses may include an additional fee.

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

LOCKERS

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

VISITOR SIGN IN/SIGN OUT

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

SCHOOL VISITORS

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

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

ATTENDANCE POLICY

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

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

- A. The explanation of each past absence shall be made in writing by the parent to the Superintendent of Schools or to the person designated by him to approve or disapprove past absences.
- B. An excused absence from school may be approved on the basis of one or more of the following conditions:

1. Personal illness. The approving authority may require the certificate of a doctor if he/she deems it advisable.
 2. Illness in the family.
 3. Quarantine in the home.
 4. Death of a relative.
 5. Act of God
 6. Observance of a religious holiday.
 7. An emergency or set of circumstances that prevents a student's attendance. The principal or assigned attendance officer shall be charged with the responsibility of notifying students and parents of the student's attendance. The principal shall hear any appeal from the policy and make recommendations in fairness to the student and the policy.
 8. Students are required to complete a request for absence form **in advance** if they will be absent for any of the following reasons: family vacation, funerals, religious observance, family member in the service, athletic event in which Clear Fork High School is participating, or other as approved by the principal. Students must have this form signed by a parent/guardian and return it with a letter of explanation five days prior to the absence, when possible. When it is returned to the office, it will be approved by a principal and returned to the student to present to his or her teachers in order to receive assignments. It is the student's responsibility to make arrangements with teachers for the makeup of work. The completed assignment sheet must be returned to the office prior to the absence.
- C. Unexcused absences are those not approved by the school or the State code. Unexcused absences usually consist of, but are not limited to: oversleeping, missing a ride, shopping, car trouble, non-medical appointments, and jobs. Needed at home is not an excused absence. Personal business must be specified to the administration. All unexcused absences will result in a grade of zero for all missed work.
- D. Absences shall be construed to mean anytime a student is not physically present in the building, other than school business, such as:
1. Illness.
 2. Vacations – Parents and students are urged to take their vacations during the scheduled times on the school calendar. If this is impossible, the student must present a note signed by the parent or legal guardian two weeks prior to the time of absence and fill out the necessary form to take to the teacher(s). If the principal approves the vacation, all work can be made up. It is the student's responsibility to make arrangements with teachers for the makeup of work.
- E. Any time a student is absent from school or class because of a school function (field trips, college visitations, career days) he or she will not be counted absent.
- F. Early dismissals must be approved by the principal or assistant principal prior to the beginning of the school day. If a student is needed at home or has an appointment, the parent or an appropriate representative must sign the student out. If a student leaves school for an early dismissal that time will be deducted from his/her attendance for that day.
- G. Students must be in attendance at least ½ day to participate in after school activities. One half day of a school day is defined as an amount of time equaling 3.5 hours.
- H. The Board of Education feels that in order for a student to be an effective learner, the student must be in attendance in the classroom to receive the benefits of a teacher's instruction.
- I. Attendance at Clear Fork Middle School is taken period by period and the teacher's attendance record will serve as a source of accurate attendance information.
- J. A student will be excused to attend state sponsored athletic tournaments in which Clear Fork Middle School is competing, provided that the student has parent/guardian permission as evidenced by an advance request for absence and is in compliance with the attendance policy.

RICHLAND COUNTY COURT OF COMMON PLEAS

SCHOOL/JUVENILE COURT ATTENDANCE TRUANCY PROCESS

- I. **WARNING LETTER** – School to send warning letter after 12 hours of unexcused absences.
- II. **ATTENDANCE/TRUANCY EDUCATION PROGRAM (TEP)**– Parents will be sent a letter to attend the program after the student has 65 hours (or 30 consecutive, or 38 in a month) unexcused hours..
- III. **OFFICIAL COMPLAINT (Informal Court Conference)** - To be scheduled for any student whose parent does not attend the Truancy Education Program (TEP) and/or for any student who has attended the program in the past and has accumulated additional unexcused absences after 72 hours (or 30 consecutive or 42 hours in a month).
- IV. **OFFICIAL HEARING** – To be held against any student/parent who does not attend the Informal Court Conference and/or has failed to comply with the Informal Court Conference plan. Parents may also be held accountable through the Richland County Juvenile Court for failure to send their student to school.

TARDY TO SCHOOL

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

Students are permitted four (4) unexcused tardies to school. Friday school will be assigned for EVERY 5 unexcused tardies to school.

TARDY TO CLASS

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

ATTENDANCE NOTES

Parents must call the school to notify us of a student's absence. Please call 419-886-3111 before 8:30 if possible. Upon returning to school a student must have a written note explaining the reason for the absence. **ALL STUDENT ABSENCES, REGARDLESS OF A CALL FROM A PARENT, ARE CONSIDERED UNEXCUSED UNTIL A WRITTEN NOTE IS RECEIVED.**

BUS PROCEDURE

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

WAITING FOR THE BUS

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

BUS PICK-UP PROCEDURES

FOR STUDENTS WHO CROSS IN FRONT OF THE BUS:

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

FOR STUDENTS SAME SIDE PICK UP:

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

BUS DROP OFF PROCEDURES

FOR STUDENTS CROSSING THE ROAD:

1. All students will remain seated until the bus is STOPPED.
2. Upon exiting the bus, walk 10 feet or steps in front of the bus along the roadside until you clearly see the driver and the driver sees you. Watch the drivers hand in the window.
3. When the driver drops their hand, go to the middle of the road – STOP.

4. Check for traffic both ways, IF CLEAR – CROSS to the designated place of safety.
5. IF THE HORN HONKS, IT MEANS WARNING – DANGER. CHECK FOR TRAFFIC AGAIN. If it is clear watch the driver for instructions, then cross and go to the designated place of safety.

RIGHT SIDE OF ROAD DROP OFF:

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

TITLE VI, TITLE IX, SECTION 504

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

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

ATHLETIC ELIGIBILITY

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

**ATHLETIC POLICY
FOR STUDENTS ENROLLED IN GRADES 7 – 8**

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

A student must be in attendance at school at least half a day (3.5 HOURS) on the day of a contest or practice. The Athletic Director or Principal will make special determinations.

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

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

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

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

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

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

Acceptable Use Policy Criteria:

- A. Guidelines for using school owned and personally-owned electronic devices
- B. Network Access for school owned and personally-owned electronic devices
- C. Internet and Electronic Mail
- D. Security

- E. Software
- F. Discipline
- G. Internet Safety
- H. Failure to Follow Policy

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

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

Reference: Clear Fork Valley Local Schools Board Policy 9.094

Clear Fork Middle School 2020-2021 School Calendar

August	31	First Day of School
September	7	No school – Labor Day Holiday
	18	Early Release 1:00 PM
October	2	Interim Reports sent home
	16	Early Release 1:00 PM
	30	End Quarter 1
November	6	<u>Report Cards sent home</u>

	12	Parent Teacher Conferences 1:45–7:00 PM Early Release 1:00 PM
	19	Parent Teacher Conferences 1:45 – 7:00 PM Early Release 1:00 PM
	25- 30	No -School - Thanksgiving Break
December	4	Interim Reports sent home
	23-31	No School - Winter Break
January	1	No School - Holiday
	15	End Quarter 2
	18	No School- MLK Day - (possible make up day)
	22	<u>Report Cards sent home</u>
February	15	No School- Presidents’ Day- (possible make up day)
	18	Parent Teacher Conferences 1:45 - 7:00 PM Early Release 1:00 PM
	19	Interim Reports sent home
	25	Parent Teacher Conferences 1:45 - 7:00 PM Early Release 1:00 PM
March	19	End Quarter 3
	26	<u>Report Cards sent home</u>
	29 - April 2	Spring Break
April	23	Interim Reports sent home
May	23	Graduation
	27	Students Last Day
	28	Teacher In-Service Day (Possible make up day)

Possible Make up days: 1/18/21, 2/15/21, 5/28/21, 6/1/21, 6/2/21, 6/3/21

Clear Fork Middle School 2020-2021 School Year

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SCHOOL-PARENT COMPACT

Clear Fork Middle School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

This school-parent compact is in effect during school year 2020-2021.

REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

School Responsibilities

Clear Fork Middle School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:
 - Provide a safe school environment that fosters learning, provides opportunities for success, and strives to develop knowledgeable, responsible, caring, independent students.
 - Provide a coordinated program which addresses specific needs of students by incorporating a variety of instructional strategies in the curriculum.
2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. A conference will be arranged at a mutually agreeable time.
3. Provide parents with frequent reports on their children's progress.

Specifically, the school will provide reports as follows:

- Interims
 - Report Cards
 - Attendance Record
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Telephone/Text Message
 - E-Mail
 - Mail
 - Conferences on an as-needed basis
 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Attend Open House
 - Parent/Teacher Orientation
 - Classroom Observation
 - Volunteer Opportunities on field trips, in classrooms, during school events

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring amount of screen time (television, computer/tablet, phone)
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards.

Specifically, I will:

_____ Do my homework every day and ask for help when I need to.

- _____ Read at least 30 minutes every day outside of school time.
- _____ Give to my parents or the adult who is responsible for my welfare all forms/notices and information received by me from my school every day.
- _____ Return forms/notices promptly
- _____ Attend school regularly
- _____ Limit my screen time (television, computer/tablet, phone) on school nights.

Clear Fork Middle School

August 31, 2020

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

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

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

Student First Name (printed): _____

Student Last Name (printed): _____

Student Signature: _____

Date: _____

Grade: _____

Graduation Class of: _____

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

Parent/Guardian Signature: _____

Date: _____

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

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

Parent Name: _____

Student Name: _____

Student's Teacher: _____

Grade: _____

Date: _____

Please return this completed/ signed page to the Middle School office.