

Clear Fork High School

Student Handbook

2025-2026



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Shawn Ramion, Assistant Principal
Emily Marquette, School Counselor
Kristi Roberts, Guidance Secretary

Connie Barr, Secretary
Cindy Kochheiser, Secretary
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Clear Fork High School

987 State Route 97 E.
Bellville, Ohio 44813
419- 886-3111 or 1-877-915-3111
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Clear Fork Valley Local Schools Mission Statement:
Striving to Exceed Expectations

CLEAR FORK VALLEY LOCAL SCHOOLS



211 School Street
Bellville, Ohio 44813-1232
Office: (419) 886-3855
Fax: (419) 886-2237
cfcolts.org

August 1, 2025

Dear Parents and Students,

Welcome to Clear Fork High School for the 2025-2026 school year! We are excited to begin another year of learning, growth, and opportunity. At CFHS, we believe in living out **Colt PRIDE**, which reflects the core values we strive to instill in every student: **Purpose, Readiness, Inclusiveness, Determination, and Engagement.**

We believe every student holds tremendous potential, and our staff is committed to working together to help students discover their personal success. This begins with creating a safe, inclusive, and engaging environment where students are encouraged to learn, explore, and thrive. Our team is dedicated to building positive, supportive relationships with students while promoting critical thinking, problem-solving, self-advocacy, and responsible citizenship to prepare them for life beyond high school.

We also recognize that student success is built on strong partnerships between school and home. We are committed to keeping families informed and connected through a variety of platforms, including Remind, Final Forms, ProgressBook, the school website, and the Clear Fork Schools Facebook page. All staff members are accessible by email, and we welcome your phone calls with questions or concerns.

This handbook contains important information about school policies, expectations, and procedures. We encourage parents and students to review the contents together, as understanding these guidelines is an essential part of a successful school year.

We are looking forward to partnering with you to provide your child with meaningful academic opportunities and personal growth experiences throughout the year.

Sincerely,

Jennifer Klaus
Clear Fork High School Principal

Clear Fork Valley Local School District Building Specific Information:

<u>District Phone Numbers</u>	Phone	Fax
Bellville Elementary	419-886-3244	419-886-3851
Board Office	419-886-3855	419-886-2237
Bus Garage	419-886-3491	419-886-5023
Butler Elementary	419-883-3451	419-883-3395
High School	419-886-2601	419-886-4749
Middle School	419-886-3111	419-886-4749

CFHS School Hours

Office Hours: 7:00am - 3:00pm

Student Hours: 7:40am - 2:40pm

Teacher Contact Hours

Teaching and learning takes time and energy, and to promote a healthy work/life balance for our teachers and staff, we have set times and encourage our staff to limit their communication via email to the hours listed. Because of this, please do not expect staff to return an email to you between the hours of 4:00 p.m. and 7:45 a.m. It is also common practice to expect a 3-business day window between receipt of an email and response.

Final Forms

Clear Fork Valley Local Schools utilize an online platform for student information. Including but not limited to, emergency medical forms, emergency action plans, parent contact information along with emergency contact information. It is important to complete Final Forms yearly within the first 3 days of school.

Text Alerts

Remind is used to get information out to students, parents, and community members about Clear Fork High School events, delays, closings, and other related school information. Below is a list of each Remind Class that will service the high school. Please choose the group(s) that apply to your child/children.

****If you were signed up last year, you have been transferred to the next grade level (ie. If you were in 9th grade class on Remind last year, you have automatically been moved to the 10th grade class.)**

12th Grade (Class of 2026):

Last names A-M please text 81010 with the following message @cf2026am

Last names N-Z please text 81010 with the following message @cf2026nz

11th Grade (Class of 2027):

Last names A-M please text 81010 with the following message @cf2027am

Last names N-Z please text 81010 with the following message @cf2027nz

10th Grade (Class of 2028):

Last names A-M please text 81010 with the following message @cf2028am

Last names N-Z please text 81010 with the following message @cf2028nz

9th Grade (Class of 2029):

Last names A-M please text 81010 with the following message @cf2029am

Last names N-Z please text 81010 with the following message @cf2029nz

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. Information will be sent out using Remind and this will provide you with the most up-to-date information. The following media sources will broadcast the school cancellation: WMFD, WMAN, and WVNO.

Arrival Procedures

Car Riders: Students being dropped off in the morning are to be dropped off at the front doors of the high school.

Drivers: Student drivers are expected to park in their assigned location. Seniors and KCCC students may park in the Senior Lot directly in front of the school. Juniors and sophomores should park in the underclassman lot. Student drivers are expected to purchase a parking pass and participate in the school's random drug testing. Students are expected to use the marked cross walks when walking through the parking lot to the building.

Bus Riders: Students riding the bus are dropped off at the back doors behind the school.

All students are expected to wait in the cafeteria until the 7:30 bell rings. At that time, they may go to their lockers and their first period class.

Dismissal Procedures

Car Riders: Students who are being picked up will be picked up at the back room doors in the back of the building. Parents should pull around the back and create a single line up starting at the doors.

Bus Riders: Students may exit the back doors of the building and walk along the sidewalk to get to their bus. Students may not cross in front of or between any buses.

Drivers: Student drivers must wait in the cafeteria until dismissed by a staff member after the buses have pulled out.

Driving Privileges

To ensure the safety of both pedestrians and drivers, the following traffic and parking regulations have been enacted for school safety and control of traffic. Please remember, whether at school or on a public road, driving is a privilege, not a right, and that privilege may be suspended. Driving conditions are as follows:

1. A fee of \$34.00 will be charged which includes \$31 for random illegal substance testing per BOE adopted policy JFCIA.
2. All cars must display a rear-view mirror hanging parking pass. Any car failing to display this pass will be towed at the expense of the owner.
3. Students must park in the assigned student parking area only, as well as within the yellow lines. NOTE: The administration reserves the right to search student cars that are parked on school property as needed, at any time, if they feel they have sufficient cause to do so.
4. The school is not responsible for the loss or theft from cars or for damage to cars.

Penalty:

- 1st Violation - Students who violate parking and driving regulations on school premises receive a formal notification of the violation by letter or by conference. The student's parents are also notified. The only exception to this is parking in the posted area immediately surrounding the building. Cars parked in these areas between 7:00 a.m. and 5:00 p.m. are towed away at the owner's expense. Parking privileges are for the school day only, 7:00 a.m. through 2:50 p.m. daily. Vehicles cannot be left on school property overnight. They may be towed at the owner's expense.
- 2nd Violation - A second violation of parking and driving regulations will result in loss of the student's parking privilege in the school parking lot. If the student continues to use the parking lot, the student will be disciplined.

Parking Lot Regulations

1. All cars must display a proper parking pass.
2. Upon arrival to school, students must enter the building. No loitering in or around motor vehicles will be permitted.
3. Speeding or reckless driving will not be tolerated.

4. Student drivers are not to leave the parking lot until the last school bus has departed.
5. Students who are in the parking lot without permission from an administrator may be subject to disciplinary action (refer to the student discipline section). For example, students should not sit in cars, congregate in the parking lot, or go to their vehicles during school hours.
6. Due to drug or alcohol suspension, a student will not be permitted to park an automobile of any kind on school property during the normal school day for a period of 45 school days. Students without a parking permit will not be issued a permit during this time period.

Arriving Late and Leaving Early Procedures

Any student arriving at school after 7:40am must sign in at the office and get a pass to go to class. A parent does not need to sign them in, the student can sign themselves into school. If a student needs to leave early for the day or for an appointment, the parent will need to sign them out in the office or provide a note ahead of time for the student to leave.

Attendance Notes

For all absences and appointments, we are required to have a note from the parent. Please include the date of absence, the reason for the absence, the child's name, and parent signature. Notes can be dropped off in the office to the "Notes" bin which is on the front counter.

Vacations

Vacation forms must be signed by the classroom teachers and building principal at least two weeks prior to a leave of school for vacation. The forms can be found at our office or online at cfcolls.org and submitted to the office.

Leaving School Premises

Students may not leave the building without permission from the principal or assistant principal. The school day begins when the student arrives at school in the morning and ends when the final bell rings in the afternoon. Students may not take another student home without written permission from the parents of both students. A note or phone call from the parent is required for students to leave school early and students must sign out in the office upon departure from the premises.

Volunteers and Visitors

All parents, volunteers, and other visitors are welcome at any of the Clear Fork Valley Local Schools. However, each year you will need to contact the Board of Education and schedule an appointment to be fingerprinted and have a background check completed. Once approved, we ask that you sign in and out at the office and get a visitor's pass. Please contact the office to find out what volunteer opportunities are available at the high school.

Student Visitors

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

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

School Fees

School Fees can be paid in person using check or cash. They can also be paid online using a credit card at payschoolscentral.com. There is a link on the district website. Fee waivers may be obtained for families who qualify for free lunches or who have children on Medicaid cards. Students may be denied participation in school activities such as field trips and dances if fees have not been paid before September 30. Participation will resume once fees are paid. Board Policy addresses Student Fees, Fines and Charges. The change being presented is when a student drops a class, or is otherwise due a refund, that refund will be "rolled forward" to satisfy other charges that student or another family member may have, or would be applied to the fees for the next school year. A refund check will only be issued when there are no other siblings attending the school and all other charges and dues/fees have been satisfied. PLEASE NOTE: Outstanding school fees are carried over from year to year. Prior to graduation, students are required to pay off any outstanding fees before being awarded their high school diploma. Please pay your fees so that you do not get a surprise bill at the end of their academic career.

CLEAR FORK HIGH SCHOOL FEE SCHEDULE 2025-2026

Art Department

Art Classes	25.00
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World Language

Spanish I, II	12.50
Spanish III, IV, V	20.00
Intro to Latin Culture	20.00

PE Department

Girls/Boys PE Class	5.00
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Science Department

Biology I and Biology II	16.00
Chemistry I, Chemistry II, Physics	16.00
Anatomy & Zoology	16.00
Physical Science	10.00

Ag Department

Agricultural Science I, II, III, IV	5.00
Agricultural Business Operations	5.00
Agriculture and Environment Systems (was Welding I)	20.00
Agriculture and Environment Capstone (was Welding II)	20.00
Landscapes and Hardscapes (was Construction)	35.00
Urban Forestry (was Woods I)	30.00

Family and Consumer Science

Sewing Fundamentals/Basic Foods	30.00
Advanced Sewing	35.00
Culinary Fundamentals (Advanced Foods)	25.00

Additional Fees

Lock Fee (optional)	7.00
Parking Fee (includes drug testing fee)	33.00
Drug Testing	31.00
Technology Fee	25.00

Fees are subject to change prior to the start of the school year.

Class Dues

Each class has the right to assess dues. All dues must be paid in order to go to the prom or to participate in commencement exercises.

Delinquent Bills, Fees, Fines

Students are required to pay for outstanding school financial obligations. Parents will be notified of delinquencies and of the obligation for payment. Students with unpaid obligations will have transcripts held. In addition, seniors with outstanding obligations will be denied the right to participate in commencement exercises.

Refunds

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 for this child or sibling; secondly to any unpaid cafeteria charges 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.

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. Do not detach, destroy, or lessen its use or utility by your actions. Students will be asked to replace or repair property or furniture that has been needlessly marked, lost or destroyed. Take your share of responsibility for the attractive appearance of the school building and grounds.

A student damaging any school property will be penalized for the property damaged. No student is to be in the building unless under the direct supervision of a school employee. No students are to be loitering in the parking lot during the time they enter the school premises until they leave.

Lockers

Students 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. The only locks permitted on the lockers must be purchased in the office for \$7.00 each. The office will keep track of the combinations.

Personal belongings are subject to search for contraband, harmful or dangerous substances. Searches will be conducted only upon reasonable cause as determined by the administration or as assigned by the administration.

Cell Phone Policy and Electronic Devices

In order to preserve the teaching and learning environment the policy is: Cell phones/electronic devices/wifi devices/anything with cellular service may only be used for educational purposes in the classroom setting. All devices except a school issued chromebook are to remain in a students locker. Exceptions must be preapproved by the administration, the technology department, or the school nurse. The CFVLSD Cell Phone Policy states:

Ohio's Cell phones in Schools Policy

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of Clear Fork Valley Local School District has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen Clear Fork Valley Local School's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. Research

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

II. Applicability

This policy applies to the use of cell phones by students while on school property during school hours.

III. Use of cell phones

Students are prohibited from using cell phones and other cellular devices at all times.

IV. Exception

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

A student may use a cell phone to monitor or address a health concern.

V. Cell phone storage

Students shall keep their cell phones in a secure place, such as the student's locker or a closed backpack, at all times when cell phone use is prohibited.

VI. Discipline

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

Securely store the student's cell phone in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.

Place the student's cell phone in the school's central office for the remainder of the school day.

Place the student's cell phone in the school's central office to be picked up by the student's parent or guardian.

Assign Friday School

If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during the school day, a staff member may confiscate the device. Refusal to surrender the 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.

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. If another student is riding the elevator with the student, they should be the same gender.

Safety Drills

Safety drills are required and documented. When the Fire Alarm is activated teachers are to take students to the designated areas. Doors are to be closed and all students are to proceed quietly and quickly to their assigned area. Tornado drills are signaled by three quick blasts of the horn. Please proceed quietly and quickly to the designated area when the signal is given. Once in the designated area, please assume the safety position until the drill has come to a completion. Directions for exiting the area for fire and tornado drills are posted near the doorway in each room. At different times throughout the school year we will be conducting lockdown drills. Teachers will give specific information to students about the lockdown drill such as how to barricade and when to flee. At no time should a student be out of the classroom or out of a staff member's line of sight.

School Emergencies

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. School emergencies such as fires, lockdowns, power outages, tornados, etc will be communicated to parents through Remind. Some emergencies that are outside of the school may require the school to be in a lockdown but will allow teachers to continue to teach and students will continue to move about the building with increased monitoring. Once the emergency is over, we will resume normal school operations. At no time should a student be out of a classroom or out of a staff member's line of sight during a lockdown.

School Dances

Dances will be approved by the administration one (1) month prior to the dance date. Students may not leave and return to the dance. The Code of Student Conduct will be followed at all school dances.

The dances must be properly chaperoned by members of the high school faculty and police officers in attendance. No junior high students may attend high school dances. Alumni or students from other schools attending must be registered in the high school office by a date set by administration. Non CF Students must be pre-registered with the office. Students 21 or older can only attend with special permission.

Student Involvement

We encourage students to be involved in clubs and activities outside of the academic day. We feel it is an important part of their growth and development. Here is a list of possible clubs and activities that students could participate in throughout the school year.

Clubs and Organizations:

- Academic Challenge
- Art Club
- History Club
- Project Support
- Purple Star
- Robotics Club
- Science Club
- Spanish Club
- Student Council
- Ski Club
- Teach Team

Activities:

- Dances (Homecoming/Prom)
- Field Trips
- Flag Corp
- Intermurals
- Majorettes
- MOAC Exchange Program
- Musical Production
- Pep Assemblies
- Fellowship of Christian Athletes

Honors and Recognitions:

- Freshman Class Officers
- HOBY
- Junior Class Officers
- MOESC Leadership Conference
- National Honor Society
- PBIS Leadership Team
- Richland Young Leaders
- Rotary Club
- Senior Class Officers
- Senior Leadership Team
- Sophomore Class Officers
- Tri-M

Sports:

- Fall
 - Cheerleading
 - Cross Country
 - Football
 - Volleyball
 - Soccer
 - Girls Tennis
 - Golf
- Winter
 - Basketball
 - Cheerleading
 - Wrestling
- Spring
 - Track
 - Boys Tennis
 - Baseball
 - Softball

Co-Curricular Activities:

- Artisans (Show Choir)
- Agricultural Sciences (FFA)
- Marching Band
- Yearbook/Newspaper

PBIS

According to the Center on PBIS, “Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students’ behavioral, academic, social, emotional, and mental health. When implemented with fidelity, PBIS improves social emotional competence, academic success, and school climate. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.”

<https://www.pbis.org/pbis/what-is-pbis>

The CFHS PBIS core values encompass Colt PRIDE: Purpose, Readiness, Inclusiveness, Determination, and Engagement. Possible rewards include student assemblies, COLT Cash, Prize Drawings, nominations for outside recognition and/or scholarships, student of the quarter, cookouts, movie days for attendance.

Court P.R.I.D.E. - Valley Wide

The CFHS PBIS Behavior Matrix:

	Purpose	Readiness	Inclusive	Determination	Engagement
Universal Rules	<ul style="list-style-type: none"> -Respect for students, staff, administration, and property -Report problems to staff -Keep yourself and others safe 	<ul style="list-style-type: none"> -Follow the dress code -Use appropriate language -Come to school prepared -Prioritize attendance -Know your "E" 	<ul style="list-style-type: none"> -Connect with and care for others -Tell an adult when you are worried about a friend -Take turns -Accept differences - Assist others 	<ul style="list-style-type: none"> -Keep an open mind -Set and meet goals -Challenge yourself -Strive to be your best -Take steps towards your "E" 	<ul style="list-style-type: none"> -Be positive -Try new things -Be part of it- join school clubs, athletics, and groups -Report disruptive or harmful behaviors -Limit distractions
Hallway	<ul style="list-style-type: none"> -Use the restroom/get a drink in a timely manner 	<ul style="list-style-type: none"> -Know where you are going -Maintain pace and space -Have needed materials 	<ul style="list-style-type: none"> -Show respect for others' things and feelings -Do what is right, even when no one else is around 	<ul style="list-style-type: none"> -Be on time -Be accountable -Be aware of your surroundings -Speak up for self and others 	<ul style="list-style-type: none"> -Respect personal space -Respond quickly to directions -Communicate positively -Help others
Cafeteria	<ul style="list-style-type: none"> -Respect adult supervision -Keep appropriate noise level 	<ul style="list-style-type: none"> -Be patient -Clean up your area -Stay in area 	<ul style="list-style-type: none"> -Sit or talk to someone new -Invite those sitting alone to join in 	<ul style="list-style-type: none"> -Be helpful -Be a good role model -Eat in timely manner 	<ul style="list-style-type: none"> -Have positive conversations -Show gratitude -Use share cart
Classroom	<ul style="list-style-type: none"> -Apply yourself -Aim high -Ask questions -Take responsibility 	<ul style="list-style-type: none"> -Be on time -Complete homework -Ask questions -Bring all materials -Submit only your work 	<ul style="list-style-type: none"> -Include all peers in projects and activities -Honor others' opinions -Care and respect the learning of others 	<ul style="list-style-type: none"> -Complete all work -Set high goals -Advocate for yourself -Take pride in your work 	<ul style="list-style-type: none"> -Work together -Use in-class time wisely -Be an active participant
Technology	<ul style="list-style-type: none"> -Use for designated tasks -Only share or post pictures with permission 	<ul style="list-style-type: none"> -Bring your Chromebook and charger to school every day -Check your Progress Book for your grades 	<ul style="list-style-type: none"> -Use social media for positive messages -Collaborate when appropriate with peers 	<ul style="list-style-type: none"> -Use to promote positive learning experience 	<ul style="list-style-type: none"> -Stay on designated task only -Limit distractions; gaming websites, messaging with other students, etc.
Activities & Events	<ul style="list-style-type: none"> -Promote school spirit -Positive attitude -Meet appropriate noise level 	<ul style="list-style-type: none"> -Follow event guidelines -Set a good example 	<ul style="list-style-type: none"> -Show good sportsmanship -Keep our school positive and welcoming for all 	<ul style="list-style-type: none"> -Participate -Get involved -Represent your school and community -Work hard 	<ul style="list-style-type: none"> -Cheer on your peers -Actively listen to the presenter -Participate in school spirit days
Bus & Parking Lot	<ul style="list-style-type: none"> -Park in the correct parking spot -Follow the speed limit -Be timely 	<ul style="list-style-type: none"> -Follow rules -Practice safety -Stay alert 	<ul style="list-style-type: none"> -Respect right of way -Show courtesy -Talk to someone new 	<ul style="list-style-type: none"> -Be patient -Be an active listener 	<ul style="list-style-type: none"> -Cooperate with others -Be polite -Report problems

Clear Fork Valley Local School District Illegal Substances Testing Policy

To view this policy in its entirety please visit the following website: <https://www.cfcolts.org> Navigate to District tab, Board of Education Policies, Section J Student, Policy JFCIA which was last revised on 8/14/2014.

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/or behavior.

Grading Scale Board Policy: Grading Systems IKA-R Last Revised 1/12/2004

CFHS 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

Weighted	
Grade	GPA
A	5.0
A-	4.63
B+	4.37
B	4.00
B-	3.63
C+	3.37
C	3.00
C-	2.63

Grade Evaluation And Procedures

The Clear Fork Valley Board of Education has approved the grading scale and policy for figuring final grades.

Grades are considered incomplete if a student is absent and does not make up the required assignments within two weeks of the end of the grading period. If a student is absent for one day all work missed is expected to be made up the day returning. If an extended absence is involved, the discretion of the teacher should be used but should not exceed two weeks.

The nine weeks grades are doubled and exam grades stay as one grade. Divide by 10 for a year course and divide by 5 for a semester course.

For a year course, the student must pass two out of the last three grades. For a semester course, the student must pass two of the three grades. All College Credit Plus and advanced placement classes will be weighted on a 5-point scale.

Scholastic Achievements

Scholastic achievements will be posted at the end of each nine-week period consisting of students receiving all "A's" (4.0) in all subjects. The honor roll includes students with a grade point average of 3.5-3.99. The merit roll will include students with a GPA of 3.0-3.49

Cheating and Plagiarism

Any student reported by a teacher and found to be guilty of cheating or plagiarism will receive a grade of

“0” for the first offense and may receive a Friday School. The second offense will result in an “F” for the course and no credit.

Course Load

Full Time Student: In order to be considered a full-time student, the student must be enrolled at Clear Fork High School. Students who drop a class after the first two weeks of the semester will receive a DROP/FAIL.

Graduation Requirements

Board Policy IKF Revised 11/19/2024

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education and Workforce (ODEW) as well as State law and, further, that our high school compares favorably with other high schools in the State that are recognized for excellence.

The requirements for graduation from high school are as follows.

- | | |
|---|----------|
| • English Language Arts | 4 units |
| • Math including 1 unit of Algebra 2 or equivalent | 4 units |
| • Science including one unit each in Physical Science and Life Sciences and one unit in Chemistry, Physics or other physical science, Advanced Biology or other life science, Astronomy, Physical Geology or other earth or space science | 3 units |
| • Social Studies including World History, American History, and Government | 3 units |
| • Health | ½ unit |
| • Physical Education | ½ unit |
| • Electives | 7 units |
| ○ Financial Literacy | ½ unit |
| ○ Fine Arts | ½ unit |
| ○ Fine Arts | ½ unit |
| • Minimum Required Units | 23 units |

Additionally Students must earn 2 Graduation Seals and Pass the End-of-Course Exams

GRADUATION - ONLY THOSE STUDENTS WHO HAVE COMPLETED ALL REQUIREMENTS PRIOR TO GRADUATION WILL BE PERMITTED TO PARTICIPATE IN GRADUATION EXERCISES AND SENIOR ACTIVITIES. BEING "IN THE PROCESS" OF COMPLETING THE REQUIREMENTS IS NOT SUFFICIENT. GRADUATION PARTICIPATION IS A PRIVILEGE NOT A RIGHT.

Athletic Eligibility Policy

Board Policy IGDK Last Revised 12/21/2023

The Board recognizes the value of interscholastic extracurricular activities for students in grades 7-12 as an integral part of the total school experience. Since participation in interscholastic extracurricular activities is a privilege and not a right, students are expected to demonstrate competence in the classroom as a condition of participation. Interscholastic extracurricular activities are defined as school-sponsored student activities involving more than one school or school district. The Board permits students in grade 9-12 to participate in interscholastic extracurricular activities if they receive a failing grade in the previous grading period.

As a condition for the privilege of participating in interscholastic extracurricular activities, a student must have attained a minimum grade-point average of 1.5 on a 4.0 grading scale. In addition, students participating in any program regulated by the Ohio High School Athletic Association must also comply with all eligibility requirements established by the Association. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the succeeding grading period.

Per the CF 2025-2026 Athletic Handbook: The immediately preceding grade period, a student must receive a passing grade in a minimum of 5 one-credit classes or the equivalent, which count towards graduation.

*Preceding grading period shall mean the grading period immediately preceding the period of participation. Those grades must, when combined, be a total grade point average of at least 1.5 on a four (4.0) scale.

Student Withdrawal

Students who are withdrawing from Clear Fork must obtain a withdrawal form from the office the beginning of the day, on the last day of attendance. This form will be used to document that all school materials have been returned. The student will not be considered withdrawn until a records request has come from the school they will be attending.

District Related Information:

Student Rights and Responsibilities

Board Policy JF Last Revised 11/19/2020

Students, like all citizens, have civil rights guaranteed by the Constitution of the United States. The First Amendment, which ensures the freedom of religion, speech, press, assembly and petition, and the Fourteenth Amendment, which guarantees due process and equal protection, apply in school environments.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way rights are exercised and must accept the consequences of actions and recognize the boundaries of rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students and the responsibilities that are inseparable from these rights, which include the right to:

1. equal educational opportunity and freedom from discrimination and the responsibility not to discriminate against others;
2. attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. due process of law with respect to suspension and expulsion;
4. free inquiry and expression and the responsibility to observe rules regarding these rights and
5. privacy, which includes privacy with respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make rules and delegate authority to its staff to make rules necessary for the orderly operation of the schools. A copy of the school discipline code is posted in each of the schools and given to each student. This code describes in detail the offenses for which disciplinary action may be taken. Copies of the code are available to any parent in the principal's office.

Procedures For Eighteen Year Old Students

The student 18 years old or older assumes many responsibilities for one previously assumed by his/her parents. These students are responsible for following all rules and regulations as they apply to the student body. While school membership is no longer mandated by law, the student 18 years old or older who fails to assume the responsibility of attending school and who defies the school attendance rules is subject to expulsion for non-attendance. The student who is 18 years old or older who violates the student Code of Conduct or other school rules in such a manner that may result in suspension may be subject to OSS in consideration of his/her age. Only those students who have reached the age of eighteen and are no longer residing with their parent(s) or legal guardian may write their own notes in regard to absences from school. The school reserves the right to contact the parent or legal guardian for any student regardless of their residence. Eighteen-year-old students, who still reside with a parent or legal guardian, MAY NOT write their own excuses. It is the responsibility of the eighteen-year-old student to inform the school administration, and show proof of residence, if the student is not residing with a parent or legal guardian.

Equal Education Opportunities and Non Discrimination

Board Policy: Nondiscrimination AC

Last Revised 11/19/2020

The Board's policy of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability or military status. The Board does not discriminate on the basis of legally acquired genetic information. The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual. Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action. Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy. No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Reports of discrimination and any questions about this matter should be directed to the Board Office at 419-886-3855.

Teacher Qualifications Available

In accordance with federal law parents may request information about the certification/licensure and qualifications of the teachers of their children. Parents interested in seeking this information should contact the Board of Education.

Directory Information

Ohio Revised Code Section 3319.321 (B) provides that "No person shall release, or permit access to, personally identifiable information other than directory information concerning any student attending public school...without the written consent of the parent, guardian, or custodian of each student who is less than eighteen years of age, or without the written consent of each such student who is eighteen years of age or older." Ohio law working within the confines of the Federal Family Educational Rights and Privacy Act (FERPA), prohibits release of student records of any kind if the student's parent, or 18-year-old student, informs the district that they do not consent to release of any or all of the information. Student directory information may be released unless the parent/legal guardian requests otherwise.

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.

Authority of Adult School Employees

All of the adults employed by Clear Fork Valley Local Schools 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.

Student Code of Conduct

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.
- c. 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

(Harassment, Intimidation and Dating Violence) Board Policy JFCF Last Revised 11/19/2020

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into 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, electronic 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 mental 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, on a school bus or at a school-sponsored activity.

Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process. 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 to 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 or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Administrators, teachers and all other 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 principal/designee and appropriate discipline is administered.

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.

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:

- Detention
- Friday School
- In-School Suspension
- Out-Of-School Suspension
- Referral to Juvenile Court
- Emergency Removal
- Expulsion From School
- Alternative School
- Loss of Driving Privileges

Friday School

Friday School is held at the Clear Fork High School from 2:45 P.M. until 6:45 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 enforced. 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 in/out of school suspension) depending on the student's previous discipline record.
3. Students should bring assignments to work on 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 to 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 4:45 and 6:45. Parents must arrive by that time to pick up their students.

A student charged with behavior classified as Level 1 may be subjected to the disciplinary actions listed below. If the misbehavior is of such a serious nature that the maximum penalty seems insufficient, or if the student's past record warrants a more severe penalty, a greater consequence may be recommended. Examples of Level 1 Violations

Level 1 Behavior/Violation	Description
Absenteeism/Truant	Lack of regular attendance.
Cheating	Using, submitting, or obtaining answers dishonestly. <i>First offense:</i> Student receives an "F" for the work; record on file. <i>Second offense (same class):</i> Student will fail the course; no credit issued.
Forgery	Writing another person's name or altering times, dates, grades, passes, or permits.
Gambling	Playing games of chance or skill for money or items of value.
Immature Acts	Pushing or running in halls; throwing objects in the classroom.
Littering	Throwing paper, trash, or other materials on the floor, in school buildings, or on school grounds.
Profanity	Swearing, cursing, using obscene gestures, pictures, or publications.
Disobedience	Failure to comply with staff member requests.
Public Display of Affection	Excessive or inappropriate displays of affection.
Dress Code Violation	Dressing or grooming in a way that disrupts teaching or learning. (<i>See penalties below.</i>)
Out of Assigned Area	Student is not where they are supposed to be.
Tardiness	Arriving at school or class after the designated start time.
Verbal Abuse	Intimidating, insulting, or verbally abusing other students.

Possible Disciplinary Actions for Level 1 Violations include: Verbal reprimand; Special assignments (constructive); Parent contact by phone; Student mediation; Behavioral contracts; Detention; Conference with student and/or parents; Administrative referral; Temporary separation from peers; Loss of class or school privileges; Restitution; Friday School. Note: Repeated Level 1 violations in the classroom will result in parental phone contact by the teacher.

Specific Consequences for Dress Code and Cell Phone Violations

Violation	1st Offense	2nd Offense	3rd Offense
Dress Code Violation	2-hr Friday School	In-School Susp or Friday School	Out-of-School Suspension
Cell Phone Violation	2-hr Friday School	In-School Susp or Friday School	Out-of-School Suspension

All work must be submitted on the day a student returns from an in-school or out-of-school suspension.

LEVEL 2 - BEHAVIOR Illegal and/or Serious Misconduct – Not Life or Health Threatening

A student charged with Level 2 behavior may be subject to the disciplinary actions listed below. Greater penalties, including notification of law enforcement, may be recommended depending on the circumstances. All school work must be submitted on the day a student returns from suspension. Examples of Level 2 Violations and Consequences

Level 2 Behavior/Violation	Definition	1st Offense	2nd Offense	3rd Offense
Theft	Stealing or attempting to steal money or property on school property, buses, or school activities.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion
Extortion/Coercion/Hazing	Obtaining or attempting to obtain money/property or forcing someone to act using threats or force.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion
Vandalism	Destruction or defacing of school property, staff property, or equipment.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion
Trespassing	Being in school buildings/grounds without permission or refusing to leave when asked.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion
Insubordination	Knowingly refusing to comply with reasonable instructions of school authorities.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion
Intimidation/Threats	Physical conflict, threats, or challenges between students on school property, buses, or activities.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion
School Disruption	Acting disorderly, disrupting the school day, school activities, or violating dress code.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion
Profanity/Verbal Abuse	Profanity, obscene language, gestures, signs, pictures, or publications directed at school personnel or others.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion
Tobacco/Vaping Usage	Using or possessing tobacco or vaping products on or near school property or activities.	Short Term Suspension (1-10 days)	Long Term Suspension (3-10 days)	Suspension with possible recommendation for expulsion

Bullying	Aggressive behavior intended to hurt, threaten, or frighten others; includes verbal threats, physical assault, stalking, etc.	Short Term Suspension (1-10 days)	Long Term Suspension with assessment and counseling (3-10 days)	Suspension with possible recommendation for expulsion
Fighting	Physical altercation between students.	Long Term Suspension (3-10 days)	Long Term Suspension with substance abuse assessment (3-10 days)	Suspension with possible recommendation for expulsion

LEVEL 3 - BEHAVIOR Illegal and/or Serious Misconduct – Life or Health Threatening

Students charged with Level 3 behavior may be immediately removed from school and face a recommendation for expulsion from Clear Fork High School. Local law enforcement may be notified. All school work must be submitted the day a student returns from suspension. Examples of Level 3 Violations and Consequences

Behavior/Violation	Definition	Penalty
Possession or Use of Weapons/Dangerous Instruments	Possessing, transmitting, or using firearms, explosives, chemicals, detonation devices, or items that could be considered or used as weapons on school grounds or activities.	Suspension with recommendation for expulsion; possible permanent exclusion.
Sale, Use, or Possession of Drugs or Alcohol	Selling, using, or possessing drugs, mood-altering chemicals, alcohol, controlled substances, or counterfeit/look-alike substances.	Suspension with possible recommendation for expulsion.
Assault/Battery	Intentionally causing or attempting to cause physical injury to a student, staff member, or others on school property, buses, or activities.	Suspension with possible recommendation for expulsion.
Sexual Offenses	Inappropriate sexual acts or touching on school grounds or at school-sponsored activities.	Suspension with possible recommendation for expulsion.
Arson	Deliberately burning or setting fire on school grounds or at school-sponsored activities.	Suspension with possible recommendation for expulsion.
Bomb Threats/False Alarms	Making false statements regarding explosives, activating fire alarms falsely, or unauthorized discharge of fire extinguishers.	Suspension with possible recommendation for expulsion.
Volatile Acts	Using violence, force, coercion, threats, or disorderly conduct to disrupt the educational process or incite others to act disruptively, on or off school grounds.	Suspension with possible recommendation for expulsion.
Inappropriate Conduct (Life/Health Threatening)	Any other offense that is life or health threatening.	Suspension with possible recommendation for expulsion.
Possession of Containers of Urine/Other Substances	Possessing or providing urine or other substances to falsify, disrupt, or interfere with drug and alcohol testing.	Out-of-School Suspension (1-10 days).
False Alarms	Deliberately initiating a false fire, bomb or defibrillator alarm is a serious matter.	A student who is known to have initiated a false fire alarm or bomb alarm will be suspended immediately while further investigation is being conducted. If the investigation establishes guilt, the student may be recommended for expulsion. In addition, a referral will be made to the civil authorities.

Student Suspensions

Board Policy JGD Last Revised 11/19/2020

The Superintendent, principals, assistant principals and other designated administrators may suspend a student from school for disciplinary reasons outlined in the student code of conduct. A student cannot be suspended from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

No period of suspension is for more than 10 school days. If, at the time a suspension is imposed, fewer than 10 days remain in the school year, the Superintendent cannot apply any or all of the period of suspension to the following year.

The Superintendent may instead require a student to perform community service or another alternative consequence for the number of hours remaining in the student's suspension. The Board directs the Superintendent to develop a list of alternative consequences that may be used. If the student is required to perform community service or another alternative consequence during the summer, he/she will be required to begin serving the consequence during the first full weekday of summer break. If a student fails to complete the community service or assigned alternative consequence, the Superintendent may determine the next course of action but still cannot require the student to serve the remaining time of the out-of-school suspension at the beginning of the following school year.

Beginning with the 2019-2020 academic year, the District will reduce the number of out-of-school suspensions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such out-of-school suspensions will be eliminated by the 2021-2022 school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to suspending a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

The District permits students to complete any classroom assignments missed due to suspension. Students will receive at least partial credit upon completion of any assignment missed due to suspension. The Board directs the Superintendent to develop written procedures for completing and grading these assignments. Grade reductions are permitted, but students will not receive a failing grade on a completed assignment solely due to the student's suspension.

The guidelines listed below are followed for all out-of-school suspensions.

1. The student is informed in writing of the potential suspension and the reasons for the proposed action.
2. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt is made to notify the parent(s) by telephone if a suspension is issued.
4. Within one school day, a letter is sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
5. Notice of this suspension is sent to the:
 - a. Superintendent and
 - b. student's school record (not for inclusion in the permanent record).
6. Permanent Exclusion - If the offense is one for which the District may seek permanent exclusion, the notice contains that information.

Appeal Procedure: Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in

executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Student Expulsions

Board Policy JGE Last Revised 11/19/2020

At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student code of conduct. A student cannot be expelled from school solely because of unexcused absences. When an employee has actual knowledge that the behavior is sexual harassment, the Title IX Coordinator must be contacted. The Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Only the Superintendent may expel a student. Expulsion is the removal of a student for more than 10 days, but not more than one year. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The Superintendent may apply any remaining part or all of the period of the expulsion to the following school year.

The Superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

Whenever possible, principals will consult with a mental health professional under contract with the District or school prior to expelling a student in grades pre-K through three. If needed, the principal or mental health professional will assist the student's parent in locating additional mental health services.

Beginning with the 2019-2020 academic year, the District will reduce the number of expulsions for non-serious offenses, as defined by State law, for students in grades pre-K through three in accordance with State law. Such expulsions will be eliminated by the 2021-2022 school year.

The Superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent(s) or representative have the opportunity to appear on request before the Superintendent/designee to challenge the action or to otherwise explain the student's actions. This notice shall state the time and place to appear, which must not be fewer than three days nor more than five days after the notice is given.

Within 24 hours of the expulsion, the Superintendent shall notify the parent(s) of the student and the Treasurer.

The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board or its designee, the right to be represented at the appeal and the right to request that the hearing be held in executive session. 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.

Permanent Exclusion: If the offense is one for which the District may seek permanent exclusion, the notice shall contain that information.

Appeal to the Board: A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the

hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.

Emergency Removal of a Student

Board Policy JGDA Last Revised 11/19/2020

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

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. Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law. In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 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 references 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 pose a safety hazard and should not have deformities, loose straps, chains, or holes. All clothing should be worn as it is intended to be worn. Jeans with holes above fingertip length must have leggings or material underneath.
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 have skirt/shorts that are at least fingertip

- length long. Once again, undergarments should never be visible.
5. Students are also to wear appropriate footwear. Appropriate footwear includes tennis shoes, dress shoes and sandals with an ankle strap. Footwear that is not appropriate includes slippers, 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 upon entering the building.
 7. Backpacks, purses and other unnecessary items kept in their lockers.

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

Drivers License Suspension

A student is subject to suspension of his/her driver's license by the State Bureau of motor Vehicles for any of the following reasons:

- A. Ten (10) days in succession of unexcused absence from school.
- B. More than 15 days unexcused absence in a semester.
- C. Suspension or expulsion related to drug and alcohol use.
- D. Dropping out of school.

This could result in loss of driving/parking privileges for a period of 10 school days. If student has perfect attendance for 10 consecutive school days driving/parking privilege will be returned. Upon each unexcused day the student will lose the driving/parking privilege for an additional 10 days. The third time will result in NO driving/parking privilege returned to the student - 3 strikes you're out.

Clear Fork Valley Local School District Cafeteria Charge Policy

EFFECTIVE 2025-2026

BREAKFAST AND LUNCH IS AVAILABLE FOR ALL STUDENTS

BREAKFAST \$1.50 (KDG – 12 TH)

LUNCH \$3.50 (KDG – 5 TH) \$3.75(6 TH -12 TH)

*Reduced Pricing is available for those who qualify.

Breakfast: Free for 25/26 Lunch: Free for 25/26

*Free/Reduced price applications are available at each school office and can be filled out ANYTIME during the school year. Applications must be turned in every single year in order to be considered for this benefit. Benefits do expire each school year.

EFFECTIVE the 2025-2026 school year, all students with a balance of \$3 or more will receive notification of the charge. Students 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 full price for the meal until the balance is paid in full. Students with money in hand will not be denied a regular meal despite an outstanding balance.

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 \$3 or more will not be permitted to purchase such items. Students who are delinquent often will have their account frozen from purchasing any a la carte items.

ACCOUNT RESTRICTIONS – IF you wish to restrict your student's account in anyway, the request must be sent to stallardj@cfcolts.org (We will do our best to follow any request; however, you are still responsible for all charges on your student's account. Please have a conversation with your student about any restrictions you put on his/her account.)

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.

Fee waiver* requirements for qualifying students have changed effective the 2025/2026 school year. To qualify for a fee waiver, students must first qualify for free meals by submitting an approved free meal application or direct certification. Changes with deadlines are as follows:

QUALIFYING APPLICATIONS (signed and complete)

- Received by 10/31 100% fee waiver**
- Received after 10/31 50% fee waiver**

DIRECT CERTIFICATION – release forms must be signed and returned.

- Received by 10/31 100% fee waiver**
- Received after 10/31 50% fee waiver**

*The fee waiver is an exclusion of having to pay fees based on income.

**Tech fees, class dues and other miscellaneous fees are not eligible for fee waivers.

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.cfcolls.org. 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 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 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.

Access the Library Media Center web site at www.cfcolls.org. 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.

Administering Medicines to Students

Board Policy JHCD-R -4 Adopted 11/15/2012

MEDICATION ADMINISTRATION OF NONPRESCRIPTION MEDICATIONS:

In compliance with policy JHCD: Medication Administration to Students, the Board of Education urges parents to schedule a student's medication outside of school hours. Parent-recommended, over-the-counter short-term medications such as pain relievers, anti-inflammatory medications, and antihistamines may give

symptomatic relief to students, thereby enabling learning and reducing classroom disruptions. These medications may be administered without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent or guardian on the Medication Administration Authorization form specifying the medication, the amount of medication to be given, the time and frequency in which it may be taken, and the reason for its administration.
2. The medication shall be in its original container with its original label.
3. The medication shall be stored and secured in the office/clinic. Medication must be picked up at the end of the school year or it will be disposed of.
4. New forms must be submitted each school year and with each new medication. New forms must be submitted when any changes occur in the original medication, dose, or time.
5. The person designated to administer the medications shall maintain documentation on the medication log.
6. No employee who is authorized by the Board to administer medication is liable for the benefits/consequences of the medication when it is parent-prescribed.

LIFE THREATENING ALLERGIES:

Parents are responsible for informing the school of their child's allergies; especially life threatening allergies to bee stings and peanuts or other foods.

In the case of ALLERGIES, the PARENTS ARE RESPONSIBLE for providing the school with the allergy medication and a doctor's statement about how the medication is to be administered.

In the case of allergies requiring an EPI-PEN or Antihistamine, the PARENTS ARE RESPONSIBLE for providing the school with the medication and doctor's orders for administering the medication.

EMERGENCY MEDICAL AUTHORIZATION FORM

These forms are sent home the first week of school. Parents are required by law to have this form on file at school. If any information changes, please keep us informed.

Immunizations

In order to comply with the state law, students are required to have the following immunizations upon entering school:

MMR'S – 2 doses
DTP/DtaP injections – 5 doses
POLIO VACCINE – 4 doses
HEPATITIS B – 3 doses
VARICELLA – 2 doses

Children who do not have evidence of proper immunizations will be excluded from school after 15 days. Students must have a TB Test on record after the age of four.

Immunization exemption forms are available in the office for medical, philosophical or religious objections to immunizations.

Recommended Guidelines for Keeping Children Home

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 100.0, 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.

Attendance Policy

Board Policy JED Last Revised 12/21/2025

Student Absences and Excuses

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours. The Board directs the Superintendent/designee to develop appropriate procedures for tracking student attendance based on the mode of learning. The District monitors daily absences for trends related to COVID-19. Students will not be penalized for absences related to contracting COVID-19 or having to quarantine or isolate due to COVID-19 exposure/symptoms, regardless of whether the student is participating in-person, remotely or both.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments.

Any limits that may be in place regarding the number of medical excuses that will be authorized without a doctor's note may be extended if the student or someone in the student's family is in quarantine due to COVID-19 or experiencing symptoms of COVID-19.

Reasons for which students may be nonmedically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless;
8. temporary internet outage for individual students or households;
9. technical difficulties for individual students or households occurring at inopportune times such as during a teacher-led remote learning lesson;

10. absences due to COVID-19 reasons that are not considered medically excused until alternative arrangements can be made or
11. as determined by the Superintendent.

Students may be excused from school for up to three religious expression days per school year in accordance with State law.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Student make up work for religious expression days is managed in accordance with State law and Board policy for such absences.

Each student who is absent for reasons other than religious expression days must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

State Sponsored Athletic Tournaments

A student will be excused to attend state sponsored athletic tournaments in which Clear Fork High 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:

JUVENILE DIVISION COURT ATTENDANCE TRUANCY PROCESS as outlined in 2023-2024 that will result in an Official Hearing:

COUNT I- TRUANCY (Juvenile) Official Complaint

- Absent 30 Consecutive Hours
- Absent 42 Hours in one Month
- Absent 72 Hours in one Year

COUNT II - FAILURE TO SEND (Adult)

- Adult providing care who has failed to cause child's attendance

Tardy Policy

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.

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 419-886-2601 before 8:30am. 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 Procedures

WE ONLY TRANSPORT STUDENTS TO/FROM THEIR RESIDENCE. ALSO PLEASE NOTE THAT WE DO NOT ACCEPT BUS PASSES FOR STUDENTS TO RIDE HOME WITH OTHERS. ALL BUS QUESTIONS SHOULD BE DIRECTED TO THE TRANSPORTATION DEPARTMENT.

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...)

Bus Pick Up Procedures:

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

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 on the 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 the 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.

Computer/Online Services (Acceptable Use Policy and Internet Safety)

Board Policy EDE Last Revised 7/9/2015

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:

- Guidelines for using school owned and personally-owned electronic devices
- Network Access for school owned and personally-owned electronic devices
- Internet and Electronic Mail
- Security
- Software
- Discipline
- Internet Safety
- Failure to Follow Policy

Guidelines for using school owned and personally-owned electronic devices

Please refer to your student handbook for building specific guidelines pertaining to the use of electronic devices and cell phones.

Users using computer resources must adhere to the following guidelines:

- Users must not use the Clear Fork Valley Local School District's network, electronic mail, or Internet for product advertisement, commercial purposes, or political purposes. Computer resources shall be used for legitimate, educational purposes within the course of the curriculum.
- All Clear Fork Valley Local School Board Policies apply to the use of computer resources. Users are prohibited from engaging in any conduct and/or behavior that constitutes any form of bullying, hazing, and/or harassment, including sexual harassment, through the use of computer resources and/or communication systems. This includes sending harassing or libelous electronic email, files, images, or computer messages to other users over the network. It also includes sending, accessing and/or displaying harassing jokes, cartoons, inappropriate (as determined by school administration) web site addresses or material of a similar nature. If a user receives offensive or harassing material from others over the network, the user shall immediately notify the building administrator or the district technology coordinator.
- Student users must not use computer resources or any electronic devices to access confidential school or student records, whether in paper or electronic format.
- Users are specifically prohibited from using the Internet and other school computer resources to download, access, or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, students are prohibited from downloading or installing any software, utility, or application to any school computer. Students will use appropriate language. The uses of profanity,

obscenity, or other language that may be offensive to other users or are illegal activities are strictly forbidden.

- Users are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, blogs, social networking websites, etc. for non-educational purposes.
- Users must not view and/or use another user's network account, computer files, programs or data without prior written authorized permission of the school district.
- Users are prohibited from negligently and/or intentionally damaging, destroying or altering school computer resources in any unauthorized or illegal manner (i.e., computer hacking, uploading/creating viruses, etc.). Any malicious attempt to modify or destroy electronic data contained in the network is specifically prohibited.
- Web sites using the name "Clear Fork Schools" or referring to the school district in any way may only be developed and maintained by authorized personnel using the guidelines as provided by the District Technology Coordinator and/or the Superintendent.
- With regard to the Clear Fork Valley Local School District webpage, there may be occasions when student pictures may be used, such as recognizing academic or athletic accomplishments.
- Users are prohibited from changing any settings that change or alter the appearance of the desktop and or programs such as but not limited to the following: internet options, proxy settings, screensavers, wallpapers, home page, background, mouse, monitor, etc.
- The network shall not be used in such a way that it will disrupt the use of the network by others. In addition, guidelines of net etiquette are subject to change by the administration.
- Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be constructed as hazing, bullying, or harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
- The willful wasting of computing and networking facilities resources is inappropriate use. Wastefulness includes, but is not limited to, forwarding of chain letters, generation of large volumes of unnecessary or non-work/educational related printed output or disk space, or creation of heavy network traffic such as streaming radio or video for non-educational purposes.
- Users may not use computer resources to conduct illegal activity that would violate State, Federal, or local law.
- Social networking and other websites where posting of information is conducted shall be for school related business or educational purposes only.

The use of electronic devices (including, but not limited to cell phones and iPods) may be used in selected instructional activities as determined by instructional staff. At no time should cellphones be seen, heard, or used during academic classes or study hall, unless for instructional purposes with specific permission by the teacher. Even when use is permitted, phones should be set to silent (not vibrate). Students who leave class on a pass are not permitted to use cell phones at that time. The misuse of these devices will result in disciplinary action, including but not limited to, the forfeiture of future use of these devices in instructional activities. At any time digital recording or photographing is prohibited without the direct consent of the teacher and those being recorded. Any electronic equipment, owned by Clear Fork Valley Local School District or personally by the user, will be operated under the guidelines of this AUP.

- When using any type of cameras (digital or video), users are specifically prohibited from using the equipment to access or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, users are prohibited from using the equipment for anything except educational assignments that are assigned by the staff of Clear Fork Valley Local School District.
- Clear Fork Valley Local School district will not be responsible for personally-owned devices that are lost, stolen, broken, or need technical support. Student devices should supplement, not replace, school district-owned technology.
- Network Access for school owned and personally-owned electronic devices
- District employees and students may use their personal computers or web-enabled devices to access the district's network while they are on-site at any district facility, provided the granted access complies, without exception, with the established standards for appropriate use of the district's network/Internet. Students will be responsible for personally-owned device connectivity; teachers will not delay or stop instruction if a student's device will not connect to the network.
- Any user who violates the district's Acceptable Use Policy, or who accesses the network/Internet

without authorization may be subject to disciplinary action, up to and including expulsion. The user who violates the Acceptable Use Policy may be denied access to the district's network/Internet in the future.

The school district reserves the right to monitor access, inspect, intercept, and take appropriate action with respect to all computer resources and communications connected to the Clear Fork Valley Local School District network. Based on reasonable suspicion the school district reserves the right to search and seize any computer resource used by users, whether school property or personal property, such as computers, flash drives, disks, electronic mail messages, Internet materials, etc. This will be conducted at the discretion of the school district.

Internet and Electronic Mail

The Internet and electronic mail are to be used by users for legitimate, educational-related purposes. Sending and/or forwarding electronic mail "chain-letters" does not constitute legitimate use of the computer resources.

Electronic mail is not confidential and privileged. Electronic mail that is sent and/or received via the network/Internet is considered property of the school district.

Clear Fork Valley Local Schools does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the user is at school, the user may be able to access inappropriate material while using their home network. It is the parents or guardians responsibility to supervise the information that a student is accessing from the Internet outside the school day.

Users should never share personal information about themselves or others while using the Internet or email. This includes name age, address, phone number, or school name.

Parent/guardians and students are required to read and agree to the Districts Acceptable Use Policy prior to receiving Internet and email access.

Users should be aware that Internet access and email, and other media that are accessed, created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a user's access to them at any time and for any reason. No expectation of privacy in the use of devices, including e-mail, stored files or Internet sites visited should be assumed by the users.

The district's designated email should only be used for education purposes for teacher assigned activities.

Security

Computer security is a high priority for the Clear Fork Valley Local School District. If a user identifies a security problem on the Internet or other computer resources, the user must notify technology staff or school administration.

Users must keep their account and password information confidential and shall not share it with others. Users are prohibited from using another individual's account and/or password. Users are also prohibited from using any password procedure other than those provided by the district. Finally, students must not log onto the network as the system administrator.

The Clear Fork Valley Local School District will not be liable for lost or damaged data stored on the computer resources by users, nor for security violations committed by users

Software

Computer software is protected by federal copyright laws. Users are prohibited from engaging in unauthorized duplication, distribution or alteration of any licensed software. Users must abide by all software licensing agreements and may not illegally use or possess copyrighted software. Users must not use software that they know has been illegally copied.

Network license software is typically used by a limited number of concurrent users. However, unless permitted by the license, this software must not be copied from the server to the employee's individual

workstation or storage location.

Site license software can be used on any workstation at the site for which software is purchased. This software can be legally copied onto any site workstation that holds the license. However, unless permitted by the license, it must not be copied to workstations not owned by the license.

Single license software must not be copied to multiple machines or media in violation of the license agreement.

Discipline

Users violating the terms and conditions of this policy will be subject to discipline; they may include expulsion or termination. Violation of this policy may result in the revocation and/or suspension of the user's access/user rights.

Users may be disciplined for conduct and or behavior associated with the prohibited use of computer resources and or electronic devices which occur during school hours, or for conduct which occurs outside of the school day but is directly related to and/or the school district, students or staff. Users will also be disciplined for using computer resources and/or electronic devices in a manner which harms or intends to harm school property, employees and/or students.

Students participating in extracurricular activities are conditioned on a code of conduct that includes prohibitions against irresponsible or abusive use of the Internet.

Internet Safety

General Warning

All users are advised that access to the electronic network may include the potential for access to inappropriate materials. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites.

Personal Safety

Be Safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information that might allow a person to locate you without first obtaining your permission. Regardless of your age, you shall never agree to meet a person you have only communicated with on the Internet in a secluded or in a private setting.

Active Restriction Measures

The Clear Fork Valley Local School District, either by itself or in combination with the Information Technology Center (NCOCC) providing the Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Although the Valley Local School District subscribes to an Internet filtering service, the Internet changes constantly and the filter will not always provide absolute protection from inappropriate materials. Therefore, the district will also monitor the online activities of users, through direct observation, and/or technological means, to ensure that users are not accessing such depictions or any other material that is inappropriate.

Blogs/Wikis

The use of blogs/wikis is considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is inappropriate in a blog. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks and/or individual or group harassment. Blogs/wikis are used primarily as learning tools to extend conversations and dialogue beyond the parameters of the classroom time period. Be sure to follow all rules and guidelines offered by your teachers regarding appropriate postings to these blogs.

Blogs/wikis are used primarily as learning tools, either as extensions of conversations and thinking outside of regular class time, or as the basis for beginning new classroom discussions. Either way, students should follow all rules and suggestions that are offered by teachers regarding appropriate posting for class.

Blogs/wikis are about ideas – therefore, agree or disagree with the idea, not the person. Freedom of speech does not give you the right to be uncivil. Use constructive criticism and use evidence to support your

position.

Blog safely. NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

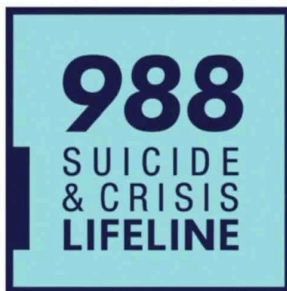
Due to your login to the blogging site (e.g., Blogger) being typically linked to your profile, any personal blog you create in class is directly linked to your class blog and must follow teacher prescribed blogging guidelines. In addition to not sharing too much personal information in your profile or any posts/comments you make, you must realize that anywhere and/or anytime you use this login, the information links back to your class blog. Therefore, anytime you use this login when posting to a separate personal blog, commenting on someone else's blog, etc., you need to follow the same guidelines as a school blog. If any inappropriate comments and/or content appear on your personal blog, it must be deleted. If you cannot follow these guidelines, a separate login to the blogging site needs to be created so the class blog is not connected. You may not use this login from school computers. Pictures may be inserted into a blog. Images need to be appropriate to the school document they are linked to and copyright laws are to be followed.

Failure to Follow Policy

Use of the Clear Fork Valley Local School District's network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated. A user violates this policy by his or her own actions or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any users whose access has been denied or terminated. The Clear Fork Valley Local School District may also take other disciplinary action in such circumstances.

All users must sign the Acceptable Use Policy. The failure to sign this policy will result in the denial of network resources. In addition, students may be asked to sign a new policy to reflect developments in the law or technology.

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The state of Ohio has recently passed Senate Bill 234 which requires city, local, and exempted village school districts, chartered nonpublic schools, community schools, STEM schools, and college-preparatory boarding schools serving students in grades 9-12 to include the [988 Suicide and Crisis Lifeline](https://988lifeline.org) telephone number on student identification cards, planners, and electronic portals, if provided or used by the school.

This requirement will help play the crucial role of fostering a supportive environment that promotes the health, safety, and well-being of our students at Clear Fork.

With the ability to call, text, or chat through 988Lifeline.org, students can connect in the most comfortable way for them.

If you have questions about the 988 Suicide and Crisis Lifeline, please contact 988ohio@mha.ohio.gov. For questions about the new requirements within SB 234, please contact prevention@education.ohio.gov.

Clear Fork Valley Local School District 2025/2026 School Calendar

August 2025						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2026						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2026						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2026						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August	
11-15	Floating Teacher Work Day
15	New Staff Orientation
18	Open House
18-19	Staff Inservice
20	First day for students

January	
1-2	No School - Winter Break
9	End of Second Nine Weeks
12	Teacher Inservice Day
16	Report Cards Sent Home
19	No School - MLK Day

June	
5	Report Cards Sent Home
19	Juneteenth Day
29-30	Athletic Shutdown

September	
1	No School - Labor Day
12	Early Release -Street Fair
19	Interim Reports Posted Online
25	HS P/T Conferences 3:30-7:00
30	HS P/T Conferences 3:30-7:00

February	
12	HS Conferences 3:30-7:00
13	Interim Reports Posted Online
16	No School - Presidents Day
17	HS P/T Conferences 3:30-7:00
19	MS/ES P/T Conferences 3:30-7:00
24	MS/ES P/T Conferences 3:30-7:00

July	
1-5	Athletic Shutdown
4	Independence Day

October	
17	End of First Nine Weeks
20	Teacher Inservice Day
24	Report Cards Sent Home

March	
20	End of Third Nine weeks
23	Teacher Inservice Day
27	Report Cards Sent Home

Quarters	
Q1 = 42 days	
Q2 = 45 days	
Q3 = 47 days	
Q4 = 41 days	







November	
6	MS/ES P/T Conferences 3:30-7:00
11	MS/ES P/T Conferences 3:30-7:00
21	Interim Reports Posted Online
26-28	No School - Thanksgiving Break

April	
3	No School - Good Friday
6-9	No School - Spring Break
10	No School- Teacher Payback
24	Interim Reports Posted Online

Aprox Scheduled Student Hours	
High School	1160/1001
Middle School	1177/1001
Elementary Schools	1118/910
Pre School	390/360

December	
1	No School - Teacher Payback
19	Early Release
22-31	No School - Winter Break

May	
24	HS Graduation
25	No School- Memorial Day
28	End of Fourth Nine Weeks/ Early Release for Students
29	Teacher Inservice Day

Key	
	Details Below
	First and Last Day
	End of Quarter
	No School
	Early Release
	Holidays

ACCEPTABLE USAGE 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 Name (printed): _____ Graduation Class of: _____

Student Signature: _____ Date: _____ Grade: _____

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 High School sign this page acknowledging and verifying that you have not only received the handbook 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 the school.

Student Name (printed): _____ Graduation Class of: _____

Student Signature: _____ Date: _____ Grade: _____

As a parent/legal guardian of the above signee, I have read and understand the CFHS Student Handbook.

Parent/Guardian Signature: _____ Date: _____