



**Colonel Crawford High School
William Crawford Intermediate School
Hannah Crawford Elementary School**

**Student Handbook 2022-2023
5444 Crestline Road
Crestline, Ohio 44827
Telephone: 419/562-4666 (9-12)
Telephone: 419/562-7529 (6-8)
Telephone: 419/562-5753 (PS-5)
Fax: 419/562-3304
Website: www.cck12.org**

Administration:

Mr. Todd Martin, Superintendent

Mr. Michael Voll, High School Principal

Mrs. April Bond, Intermediate School Principal

Mrs. Cindy Voss, Elementary School Principal

Mr. Jake Bruner, Athletic Director / Dean of Students

This School Handbook Belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

Student # _____ Homeroom # _____

In Case of Emergency – Notify: _____ Phone # _____

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ACCEPTABLE USE POLICY - NETWORK AND INTERNET

Purpose

This agreement is entered into between the USER and the Colonel Crawford Local School District. The purpose of this agreement is to provide network and Internet access for educational purposes to the USER. The intent of this agreement is to ensure that USER will comply with rules and regulations relating to use of the software and information on the district network and the Internet.

Agreement

In exchange for the use of the DISTRICT network and Internet resources, I understand and agree to the following:

That the use of the district network resources is a privilege, which may be subject to school discipline policy and be revoked by the District at any time. Appropriate reasons for revoking privileges include, but are not limited to:

- Intentionally altering system software
- Intentionally placing unlawful information, computer viruses, or harmful programs on the computer system
- Intentionally placing unlicensed programs and games on the computer system
- Intentionally accessing, using, downloading, uploading, or sending material, which is unlawful, threatening, abusive, disparaging, obscene, pornographic, or otherwise objectionable
- Intentionally and without authorization entering into restricted networks or into the files of other users
- Intentionally violating copyright laws

The USER shall have no expectation of privacy regarding the usage of the DISTRICT network and Internet. The DISTRICT reserves the right to review all e-mail and review and remove USER files.

The USER is responsible for any and all costs that may be associated with recovery from damages caused intentionally by the USER.

All information services contained on the DISTRICT network and the Internet are intended for the private use of its registered users and any use of these resources for commercial and other unauthorized purposes is expressly forbidden.

The DISTRICT does not warrant that the functions of the system will meet any specific requirements or that it will be error-free or uninterrupted. The DISTRICT shall not be liable for any damages sustained or incurred in connection with the use, operation, or inability to use the system.

The DISTRICT network and Internet resources are intended for the use of registered users. The USER is responsible for the use of account, password, and access. Any problems, which arise as a result of the USER allowing another person the use of the USER'S account, are the responsibility of the account holder. Any misuse will result in suspension of account privileges.

Guidelines for Using Computer Resources and all Electronic Devices (cell phones, iPods, etc)

Students using computer resources must adhere to the following guidelines:

Students must not use CCHS web, electronic mail, and the Internet, for product advertisement, commercial purposes, or for political purposes. Computer resources shall be used for legitimate, educational purposes within the course and scope of the district curriculum.

All Colonel Crawford Local Board Policies apply to the use of computer resources. Students are prohibited from engaging in any conduct and/or behavior that constitutes any form of 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 CCHS web. It also includes sending, accessing and/or displaying harassing jokes, cartoons, inappropriate web site addresses or material of a similar nature. If a student receives offensive or harassing material from others over the internet, the student shall immediately notify the building administrator or

the district technology coordinator. Students must not use computer resources or any electronic devices to access confidential school or student records, whether in paper or electronic format.

- Students 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 use of profanity, obscenity, or other language that may be offensive to other users or are illegal activities are strictly forbidden.
- Students are prohibited from accessing and utilizing chat rooms, discussion boards, instant messaging type services, blogs, etc. for non-educational purposes.
- Students 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.
- Students 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 district network is specifically prohibited.
- Web sites using the name "Colonel Crawford Local 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 updates to the Colonel Crawford Local Schools' webpage, there may be occasions when student pictures may be used, such as recognizing academic or athletic accomplishments. Individual names will not be associated with any student picture. If you wish to not have your child's picture included on the district webpage, please contact the high school office.
- Use appropriate language. Do not use profanity, obscenity, or other language that may be offensive to other users. Illegal activities are strictly forbidden.
- Students 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 CCHS web 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 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-educational related printed output or disk space, or creation of heavy network traffic such as streaming radio or video for non-educational purposes
- Students may not use computer resources to conduct illegal activity that would violate State, Federal, or local law. Social networking and other websites where students post information are monitored by district officials.
- The use of electronic devices (including, but not limited to iPad, iPod, cellular watches, laptops, and other personal devices) may be used in selected instructional activities as determined by instructional staff. Electronic devices will not be used in the instructional setting (including study halls) without prior permission from the supervisory staff. **ALL CELLULAR DEVICES INCLUDING WATCHES SHOULD BE PLACED IN LOCKERS AND TURNED OFF DURING SCHOOL HOURS.** 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. Any electronic equipment, owned by Colonel Crawford Local Schools or personally by the student/staff member, will be operated under the guidelines of this AUP.
- When using any type of cameras (digital or video), students are specifically prohibited from using the equipment to access or send pornographic, lewd, offensive, indecent, obscene or vulgar material. In addition, students are prohibited from using the equipment for anything except educational assignments that are assigned by the staff of the Colonel Crawford Local Schools.
- Colonel Crawford Schools will not be responsible for lost, stolen, damaged electronic devices brought into the school.

In consideration for the privileges of using the District and/or Network resources, and in consideration for having access to the information contained on the Network, I hereby release the District, Network, and their operators and administration from any and all claims of any nature arising from my use, or inability to use the District and /or Network resources.

I give my permission for my child to be granted access to the Colonel Crawford Public Schools' computer network, which includes the use of the Internet and the World Wide Web. I also understand that although Colonel Crawford Public Schools does monitor pupil access to the network and provide Internet filtering, it cannot warrant the accuracy or appropriateness of any information contained on the Internet or the World Wide Web. I also understand that some material contained on the Internet and World Wide Web is inappropriate for school-aged pupils.

AFTER SCHOOL ACTIVITIES / CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Conduct that will reflect favorably upon the participants and Colonel Crawford Local Schools should ALWAYS be displayed. Good conduct and good sportsmanship should reflect positively on the student's/schools' image. Misbehavior at a contest or other event is subject to the School Discipline policy. All school rules are in force at all school activities or events. Students who are suspended from school may not attend extra-curricular activities. All rehearsals, practices, and meetings must be supervised by a faculty member/school employee. Pupils not under supervision of school personnel should be out of the building by 3:00 / 4:00 p.m. All social events must be posted on the school calendar in the main office at least one week before the event (preferably earlier) with prior approval. All social events sponsored by school groups must conclude by 11:00 p.m. An exception will be the Senior Prom. All rooms used must be left in the condition found, and all borrowed property must be returned within 24 hours after the event. The sponsoring group will be held responsible for any disorder and damage. Students must be in attendance during the school day, at least half a day, in order to attend school sponsored events after school or in the evening. Examples are practices, athletic events, dances, etc.

ALLERGY PRECAUTIONS (FOOD)

In our effort to keep your child safe from accidental exposure to the food item that may contain an ingredient your child is allergic to, the following protocol has been put into place.

1. Only prepackaged food in the original, sealed container with nutrition information included may be brought to school for parties, treats, or other special occasions. These must be approved by the classroom teacher (preschool-5) or building principal (grades 6-8).
2. Also, please provide alternative classroom snack options that are safe for your child to consume for class parties, daily class snack times, birthday, etc. We encourage you to send allergy free, safe snacks to school ahead of time to have on hand in case we need to make a substitution. We don't always know when birthday treats, or special snacks will occur. If we have any doubt that there may be a risk of exposure, the snack brought in will not be served to your child and this will provide us with an alternative that is safe.
3. When possible, and we have a special day planned that will involve a snack/special treat (pizza/Kona ice/Ice cream) we will send home a note to notify you of what the food will be. The note will include a place for you to give permission or withhold permission for your child to have the food. Please send the permission slip back to school. If we do not receive the signed permission slip back then your child will not be able to consume the snack that we are providing.

****Please note that if you choose to have your child purchase school lunches the school is only required to provide a substitute food item if you have provided a written medical order from your physician stating that your child has a life threatening food allergy and what the allergy is to. and what food can be substituted in place of it.

****Please be aware that the school does purchase food items from outside vendors and the ingredient list may not always be provided to us.

ANTI-HAZING POLICY

It is the policy of the Colonel Crawford Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall always be prohibited. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Help Keep Our Schools Safe. Safer Schools Ohio (your name is never asked) 844-saferOH or www.safeschoolhelpline.com

Hazing and Bullying Policy: (JFCF)

Hazing, bullying behavior, and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

If you have any information with regards to bullying / harassment, please make contact with the building administrator.

COMPLAINTS

SEXUAL HARASSMENT: A student shall not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that have the effect of causing embarrassment, discomfort, or a reluctance to participate in school activities. Any complaints must be discussed with the principal. A formal record of these proceedings will be maintained. Further justified complaints will result in disciplinary action leading to Saturday Schools, suspension, expulsion, etc.

All students are expected to show respect for themselves and others at all times. Public display of affection is not appropriate behavior for grades 6-8.

COMPLAINTS DIRECTED AT STAFF MEMBERS: Any complaints brought to the attention of the school administration must be placed in writing. The complainant and the principal along with the staff member will discuss the basis of the complaint.

ARRIVAL TIME

K thru 5: The elementary school begins at 9:00 a.m. Walkers or students brought to school by means other than bus are to arrive at school *no earlier* than 8:45 a.m. when students may enter the building. Any student arriving before 8:45am should remain in their vehicles. At 8:45 as doors open, students may exit vehicles and enter the building. The length of the school day is from 9:00 a.m. – 3:40 p.m. Pupils riding buses will unload at designated entrances. K-3 students riding buses will enter at the east end of the PreK-3 wing. 4-5 students riding buses will enter at the east end of the 4-6 wing. Students who are walking or being dropped off or picked up will enter and leave using the front doors. All other doors will always remain locked. On arrival at the school, pupils are to go immediately to their homeroom. It will be necessary for students to move quietly and rapidly from one area to another and from one building to another to carry out their assigned schedule. Care needs to be taken by students at crossing areas where motor vehicles could be present. Parents are requested to walk their children across the crosswalk to the front entrance.

WCIS/CCHS: The building opens at 7:15am. No student will be admitted before that time. The warning bell rings at 7:28am and all students must be in their seats by 7:30am in order to not be counted tardy.

ATHLETIC POLICY

Each athlete should receive a copy of the athletic policy at the beginning of each sport's season. This is to be read and signed by the parent and athlete once per school year and returned to the high school. All athletes and student drivers are required to participate in the Random Drug Testing Program.

ELIGIBILITY (7 & 8): Students who are ineligible may practice but cannot participate in competition. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades in at least 5 classes. Colonel Crawford is a proud member of the OHSAA and will abide by its rules and regulations.

ATTENDANCE

REGULAR ATTENDANCE IS A POSITIVE FACTOR that develops habits of punctuality, self-discipline, and responsibility in students. Pupils who regularly attend class generally achieve higher grades, enjoy school more, and are more employable after leaving school. Even though a student may make up the actual work missed because of absences, he/she may never be able to replace the social, educational, and cultural contacts, which are received only through actual classroom participation. In many cases, irregular attendance is the major reason for poor schoolwork. Therefore, all students will be urged to plan, make medical and dental appointments, take vacation, do personal errands, etc. outside of school hours. Perfect attendance is earned at the end of the year if a child has had no absences or tardies during the year.

THE MISSING CHILDREN'S ACT (O.R.C. 3313.205) requires parents to be aware when pupils are not in attendance at school. Please keep phone numbers current in the office.

WHAT PARENTS MUST DO TO REPORT AN ABSENCE

- Call the school office before 8:00am (JH/HS) / 9:30am (elementary) each day a student is absent.
- Send a dated, signed note to school on the day your child returns to school stating the reason for absence with a signature from the parent.
- A note from a parent must be received within 24 hours of the student's return to school.
- Provide medical documentation when the child has been to a doctor, dentist, or counseling appointment. This will ensure a medically excused absence.
- Students that are ill and running a fever need to be fever free for 24 hours before returning to school.
- Students may not return to school until they have been symptom and/or fever free for 24 hours.

EXCUSED ABSENCES – The following are considered excused absences:

- Personal illness
- Death in the family. Family is defined as mother, father, sister, brother, aunt, uncle, grandmother, grandfather, or any person living in the same household as the student. Documentation may be requested.
- Quarantine for a contagious disease.
- Observance of a religious holiday.
- Family trip or vacation provided prior approval is obtained from the principal and paperwork is completed. If medical status has already been reached, vacations may not be approved.
- **College visits – 2 per year for Seniors, 1 per year for Juniors. (Documentation provided)**
- Unforeseen circumstances deemed appropriate by the principal.

ATTENDANCE ACTION TAKEN BY COLONEL CRAWFORD SCHOOLS:

1. **30 excused or unexcused hours** attendance letter sent
2. **42 excused or unexcused hours** attendance letter sent
3. **65 excused or unexcused hours – Excessive Absences** letter sent which will include **MEDICAL STATUS** notification. Medical Status notification means an absence will *only* be excused when a *medical excuse (from a doctor/dentist/medical provider)* is provided unless there are

extenuating circumstances approved by the school administrator. All other absences once a student is placed on Medical Status will be considered unexcused.

4. **72 unexcused hours – Habitually Truant** letter sent requiring an **Intervention Assistance Plan**. The Ohio Department of Education requires the family to meet with representatives from the school and possibly the Crawford County Truant Officer to develop a truancy plan to ensure no further absences will take place.
5. **Additional absences** will be monitored closely and may result in charges being filed with the juvenile court system.

REQUESTS FOR MAKE UP WORK

HCES

At the K-5 level, attempts will be made to send home make-up work provided that a call is made by noon of the day work is requested. Please do not call until your child has missed at least 2 days of school.

WCIS/CCHS

It is the student's responsibility to make arrangements to complete work missed during the student's absence. Grades 6-8- Students have 2 days per day absent to turn in or make up work (homework, tests, quizzes) unless alternative arrangements are made with the individual teacher. **Homework requests may be made to the office by 8:00 AM on the 2nd day of absence.**

TARDIES

Student tardiness is very seldom necessary. Careful planning and organization will eliminate this. Late bus arrival is NOT considered as tardiness. Any pupil transported to school other than by bus is expected to arrive on time and be ready for school. A student arriving late should have a written note from a parent stating the reason why, or the parents needs to come into the office and sign in their student,

HCES

A student who is not in his/her classroom ready for work at the beginning of the school day, which is 9:00 am, is tardy. A student who is tardy is required to report directly to the office before going to his/her classroom and be signed in by the parent. A student is considered tardy if they arrive at school after 9:00 am.

WCIS/CCHS

Tardiness to school - Students who arrive at school after 7:30 a.m. are to report directly to the office and will be marked tardy. Students must sign in. Tardiness, whether excused or unexcused, is generally a problem to be corrected between the student and the teacher, but in cases of consistent abuse, the teacher will notify the administration to assist in the problem. Three tardies, whether excused or unexcused to class per semester will result in a detention being assigned. On a 6th day, another detention will be assigned. On the 7th tardy, a Saturday School will be assigned, the 8th tardy- 2 Saturday Schools will be assigned, 9th Tardy- 3 Saturday Schools assigned. 4 tardies in a 9-week period will count as an excused half day absence. Concerning any succeeding tardiness, referral to Alternative School or possible suspension may be an option. Further habitual tardiness may necessitate a referral to Juvenile Court. Students who arrive late with a doctor's note from an appointment will not be counted towards discipline unless they have reached six total for the semester. Student's arriving during 1st period will be considered tardy. Any student arriving after 1st period will be counted partially excused / unexcused based on hours.

Tardiness to any class – Students who arrive late to class, whether excused or unexcused, are generally considered a problem to be corrected between the student and the teacher, but in cases of consistent abuse, the teacher will notify the administration to assist in the problem. Three tardies to any class per 9-weeks, whether excused or unexcused, will result in a detention being assigned. Each subsequent tardy in a 9-week period, may result in a detention.

EARLY DISMISSAL

HCES

A student arriving late or leaving school early should have a written note from a parent stating the reason why. Parents need to come into the office and sign in their students when they are late. The note of a pupil leaving early should also state with whom he/she is leaving. If the child is going home on the bus with another student, please put the address of where the student will be dropped off along with the other

student's name. This will help in writing a bus pass for your student. This is to be delivered to the secretary who gives it to the principal. Parents need to sign out students who are leaving early. If your child changes his/her usual going-home routine in ANY manner, e.g., goes home with another child, or is picked up, it is very necessary that we have a signed note from the parents that states the student has permission to do so. (In K-5) Without a signed note or phone call to the school office the student will be sent on their regular bus. Please call if someone other than you (parents/guardian is picking up the child. When you pick up your other than the end of the day, come into the building and go to the office. The secretary will have the student sent to the office. They will remain in class under supervision until you arrive.

WCIS/CCHS

The note of a pupil leaving early should also state with whom he/she is leaving. If the child is going home on the bus with another student, please put the address of where the student will be dropped off along with the other student's name. This will help in writing a bus pass for your student. This is to be delivered to the secretary who gives it to the principal. Parents need to sign out students who are leaving early. If your child changes his/her usual going-home routine in ANY manner, e.g., goes home with another child, or is picked up, it is very necessary that we have a signed note from the parents that states the student has permission to do so. (In K-5), Without a signed note or phone call to the school office the student will be sent on their regular bus. Please call if someone other than you, (parents) is picking up a child. When you pick up your child, come into the building and go to the office. The secretary will have the student sent to the office. They will remain in class under supervision until you arrive.

MEDICAL STATUS - Students who are absent for *65 hours* during the school year, excused or unexcused, will be placed on medical status. At this point, only a doctor's statement or hospital record, court excuses, death in the immediate family, or an administrative approval will be accepted within 48 hours of the student's return to school. Parents of students with chronic medical conditions should contact an administrator and/or an attendance officer. After 65 hours of excused or unexcused absences, those absences not covered by a doctor's excuse, court excuse, death in the immediate family, or administrative approval will be processed as unexcused. The consequences of an unexcused absence are that the student may receive a zero for the day's work and is not permitted to make up the work missed.

SENIOR SKIP DAY - Colonel Crawford does not recognize (Senior Skip Day) or missed days for seniors in large numbers. Any day that is missed by a student is unexcused unless a note is provided to the office per attendance policy. If any senior class would have over half the class absent on a non-approved day (not including field trips or special days) then a day of school will be added to the calendar for the senior class, which in turn will typically cause them to have a longer school year than underclassmen.

VACATIONS DURING THE SCHOOL YEAR - We request that parents make every effort to take vacations while school is not in session. However, if this is unavoidable, parents/guardians and students must make arrangements with the principal or his designee, at least five days in advance of the vacation, so that assignments and makeup work can be arranged with the student's teachers before the vacation. These days may be counted as excused absences with prior approval if attendance thresholds have not been met. Assignments are due within one school day of the student's return. However, if these days are not pre-arranged, nor assignments completed with-in the time constraints, these days and assignments will then be counted as unexcused!

The Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education. The following policy will be enforced before any credits are issued in high school.

CCHS classes at Colonel Crawford:

Full Year - 1 year class = 1 credit - Maximum of 20 class absences.*

*If a student goes over either the semester or yearly total days absent, credit may be denied for his/her classes.

*Semester - 1/2 year class = 1/2 credit - Maximum of 10 class absences

*Please note that these are either excused or unexcused absences.

A student may make up hours in Saturday School if cleared by the principal. In most cases, tutoring from a certified instructor may be used at the expense of the student or parent.

ATTENDANCE AWARDS/CERTIFICATES for CCHS

Perfect Attendance - Students who have maintained perfect attendance for the year shall receive a certificate at academic awards night, be honored with a breakfast, and receive exemption from one final exam of their choice if their grade is a C or above in that class. The qualification for this student is to not have any tardies or absences, either excused or unexcused, resulting in perfect attendance.

*Please note some CCP classes may not be able to exempt finals because of the college requirements

Attendance Award – Students may have three excused occasions for the year. They will also receive a certificate at breakfast and a breakfast in their honor.

BED BUGS

Students who are found to have evidence of bed bugs will be removed from class and a parent or guardian will be notified. If bed bugs are found on a child, the school may take additional actions to protect the school community from bed bugs.

BELL SCHEDULE

WILLIAM CRAWFORD / COLONEL CRAWFORD HIGH SCHOOL

Warning Bell - 7:28	Tardy Bell - 7:30 a.m.
Period 1	7:30-8:11
Period 2	8:14-8:55
Period 3	8:58-9:39
Period 4	9:42-10:23
Period 5	10:26-11:07
Period 6A	11:07-11:37
Period 6B	11:37-12:07
Period 6C	12:07-12:40
Period 7	12:40-1:21
Period 8	1:24-2:05
Period 9	2:08-2:49

2 HOUR DELAY BELL SCHEDULE - WILLIAM CRAWFORD / CCHS

Warning Bell- 9:28 a.m.	Tardy Bell- 9:30 a.m.
Period 1	9:30-9:56
Period 2	9:59-10:25
Period 3	10:28-10:54
Period 4	10:57-11:24
Period 6A	11:24-11:54
Period 6B	11:54-12:24
Period 6C	12:24-12:54
Period 5	12:57-1:23
Period 7	1:26-1:52
Period 8	1:55-2:21
Period 9	2:24-2:49

HANNAH CRAWFORD ELEMENTARY SCHOOL

Enter building	8:45
School begins	9:00
Lunch / Recess	11:30/1:00 (varies by grade level)
Dismissal begins	3:40
Office closes	4:00

HANNAH CRAWFORD ELEMENTARY SCHOOL – 2 hour delay

Enter building	10:45
School begins	11:00
Lunch / Recess	11:30/1:00 (varies by grade level)
Dismissal begins	3:40
Office closes	4:00

BUS TRANSPORTATION

Bus transportation is provided as an added service. Students are reminded that bus drivers are part of the support staff of Colonel Crawford Local Schools. Any behavioral misconduct will be treated the same as misconduct in the classroom. Discipline may include detentions, Saturday school, cleaning of the bus, changing seats, suspension, and/or removal from the bus for any number of days. Repeated acts of misconduct will result in loss of this privilege for any number of days including expulsion in some cases. Vocational students who ride to and from our high school are subject to the same criteria. Students who lose this bus privilege will have to make other transportation arrangements. Any parent who is requesting their student to ride home with another student or have another student ride with them needs to provide a detailed note, including date to the office as soon as they arrive at school. Both parties must have detailed notes so that we can arrange proper transportation. Times of “pick-up” and delivery will not vary more than several minutes except for times of inclement weather. Once the route is established the times should remain stable. Due to the possibility of accidents, please do not ask your child to do errands, which necessitate his crossing the road before entering or leaving the bus.

The school bus does not have to stop and wait for a student. The pupils are required to be out and waiting for the bus five minutes before pick-up. Two important rules all drivers ask students to obey are “remain seated” and “talk in a reasonable tone of voice.” We acknowledge “good common sense” as a prime factor for a safe bus! Students are assigned seats and it is essential that they always remain in their assigned seats. Weather permitting, windows may be down. All hands, arms, and heads must always be inside. Nothing is to be thrown out of the windows. Drivers will instruct the students regarding emergency evacuation. Times of “pick-up” and delivery will not vary more than several minutes except for times of inclement weather. Due to the possibility of accidents, please do not ask your child to do errands, which necessitate his crossing the road before entering or leaving the bus. Students who need to ride a school bus differently than normal will need prior approval. Please bring a note from the parent approving the request. Please include the name and address of the student your child is going home with and the bus number. The note must be presented to the office where the student will be provided with a ‘bus riding pass’.

CLASS ELECTIONS for CCHS (9-12)

Nominations for office may be made by anyone in the class.
Each nominee, if he/she is willing to serve as a candidate, should submit a letter of intent. In addition, a student may nominate himself/herself by writing a letter of intent.
The letters of intent are screened by a faculty member. No student shall be considered who has not maintained a “C” average in each subject.
No student should hold more than one office at a time.

CAREER PASSPORT (PIONEER)

The “Career Passport” may be required for all graduates from Colonel Crawford High School. The Passport will consist of the following items:
Diploma , High School Transcript, Student Attendance Record, Resume
Letter from Administrator (explains the passport to employers) , Career Narrative
Many other items may be added to complete the best possible career passport for each individual student.

CLASS PARTIES

HANNAH CRAWFORD K-5

Three parties are planned for the school year: Fall, Christmas and Valentine’s Day.
Room parents are in complete charge of the parties. The length of each party is approximately 30-40 minutes, and they will begin at approximately 3:00. Only prepackaged food in the original, sealed container with nutrition information included may be brought to school for parties, treats, or other special occasions. These must be approved by the classroom teacher. Invitations for after school birthday/slumber parties will not be passed out at school unless ALL the boys or girls in a class are invited. We will not single out select students.

GRADES 6-8

Only members of the William Crawford Intermediate School may attend. Sponsors are designated for each class. Time for all parties will be set by advisors with approval of the PRINCIPAL. Adequate publicity will be given in advance of the event. The school behavior code and dress code will be in effect and will be enforced during these activities. Only prepackaged food in the original, sealed container with nutrition information included may be brought to school for parties, treats, or other special occasions. These must be approved by the building principal (grades 6-8)

GRADES 9-12

All class parties must be approved by the principal.

COLLEGE CREDIT PLUS

Eligible students have an opportunity to participate in the College Credit Plus formally (Post-Secondary Enrollment Options Program). The program allows eligible students to take courses at a nearby college and receive high school and college credit for the courses. Interested students should see the guidance counselor for more information prior to April 1 of the year before the enrollment. **Please note:** Students must earn 6 high school credits per year (7 ½ college quarter hours= 1 h.s. credit) or are expected to take at least 1 college class each semester during the school year. If a student cannot take eligible classes because of being closed out, the student must provide documentation verifying their attempt to schedule eligible classes and that the student was closed out of these eligible classes. The verification must include: Name of the institution; Counselor or advisor signature; List of classes attempted to be scheduled; Date of scheduling process; Verification provided on institution letterhead. If a student does not provide the needed verification, the student will be required to return to CCHS! If a college credit student drops a college class/course, then that student must enroll in another college class or return to CCHS to enroll in another class. A parent and student conference must take place before the drop will occur. In addition, all college credit plus students are responsible for maintaining their athletic eligibility by taking enough college and high school credits to meet the 5 credit minimum requirement for eligibility. During a two-hour delay students must stay for all of their academic classes at Colonel Crawford unless they are scheduled for a college class which is verified by the office ahead of time. Students are responsible for getting to and from their college courses if taken at a campus. College Credit Plus on Colonel Crawford Campus (formally Dual enrollment) is offered through Hocking College and North Central State. Students will stay on campus and receive college and high school credit for designated classes. Students interested in enrolling need to notify the guidance department before April 1 for the year of enrollment and attend a mandatory parents meeting in January of the year before. Students cannot exceed 30 hours for High School and CCP courses.

*If a CCP course is offered at CCHS students must register for that class at CCHS.

**Students must take required courses at CCHS whether CCP or not to meet CCHS graduation requirements.

COMPUTER/TECHNOLOGY USAGE

Students will ONLY use school computers and technology for school/learning related purposes as specifically directed by teachers and staff. Other usage could be subject to severe discipline. Note that electronic mail (e-mail) is not guaranteed to be private and may be viewed at any time by the district technology coordinator or administrators. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.

EMAIL - The Colonel Crawford School Administration has the right to monitor all email.

CONFERENCES/PARENT-TEACHER

Conferences for all parents are scheduled at the conclusion of the first nine weeks. Hannah Crawford Elementary School will also hold conferences in the Spring. Situations may arise at times during the school year, which necessitate the request for a parent-teacher conference by either the parent or the teacher. If at any time you wish to contact a teacher, please attempt to do so during the regular school day.

CREDIT FLEXIBILITY – Board Policy IGBM

Students need to make contact with the high school principal and guidance counselor to discuss possible accommodations. Credit Flex packet can be found on-line at cck12.org.

DANCES (9-12)

- All dances must be approved by the H.S. Principal.
- There will be at least seven (5) chaperones for each dance, (3+) faculty and three (2) parents.
- Conduct and rules will be the same as during school hours- All school rules apply- No alcohol, and no smoking permitted on all school property. Appropriate dancing- No “dirty” dancing.
- Breaking the rules could cause suspension from all co-curricular activities for the school year.
- Law enforcement authorities will be on hand for all dances.
- Acceptable dress will be announced. Final decision is made by the chaperones in charge.
- No Junior High School or younger student may attend a high school social event.
- The guest must be of appropriate age to attend the Colonel Crawford High School dance/activity. Limited to age 20 unless he/she is still currently enrolled in high school.

DISMISSAL FROM CLASSROOM

If for any reason, a pupil is asked to leave the classroom or study hall for misconduct, he/she must report to the office and check in with the principal immediately, disclosing the reason for their removal. Failure to do so may result in additional assigned discipline. See Student Code of Conduct/ Discipline Section of Handbook.

DRESS AND APPEARANCE CODE POLICIES

The Administration at Colonel Crawford Schools believes in proper dress for all occasions. Clean, neat and “modest” clothing is to be encouraged. We believe that the way you look influences the way you think and act. Clothing worn to school should be comfortable, clean, and conducive to a business-like atmosphere. Any form of dress, appearance, or grooming that constitutes a threat to health, safety, or interferes with the educational process will not be tolerated. The following list outlines specifics we feel must be observed:

- We believe in a NEAT and CLEAN APPEARANCE. All clothing must overlap when sitting, bending, and standing. Tight fitting clothing is not appropriate.
- Unnatural hair colors or highlights, noticeable perfumes, wet or dripping materials, styles that interfere with normal actions required of a student, or of other students, shaved symbols, letters, mohawks, feathers, hair extensions, or placement of objects not designed for use in the hair are not permitted. (Wigs and hair extensions are permitted in cases of unnatural hair loss.)
- Undergarments must be worn, covered by outer garments, and the undergarment must not be visible. (if applicable)
- Leggings, jeggings, yoga, stretch-pants and/or spandex pants may ONLY be worn under a dress of appropriate length (grades 6-12). Other acceptable shorts/skirts/pants, or a long shirt, t-shirt, sweater, or sweatshirt may be required to be worn to cover the bottom area in grades 3-6.
- Clothing with holes, fray, fringe, cut, or torn areas may not be worn to school. Leggings underneath / lace
- Hats or head coverings, sweatbands, or the hood of a hooded sweatshirt may not be worn during the school day, except on special spirit days, when announced.
- Sunglasses are prohibited (from being worn) within the building. Coats and bookbags are not permitted during the school day or to be carried to class. Drawstring bags only are permitted only for P.E. use. Students may bring a sweater or sweatshirt to wear and place in his/her locker should he/she get cold. The only exception to this would be a suit coat or blazer. Also, blankets are not to be used unless permitted by the office.
- No “muscle” shirts, “tank-tops”, “cut off t-shirts” or “wife beater t-shirts” are permitted. All shirts (unless tank tops) must extend over the shoulder. All tank tops must have at least 1” wide straps. There should be no visible “cleavage”, bare chest, stomach showing or back showing.
- “Shear”, “see-through”, or “fishnet”, blouses or shirts, or tube tops are prohibited. NO bare midriffs are permitted.
- Fanny packs, gym bags, purses, book-bags, backpacks, etc. must be placed in lockers or cubbies when students arrive at school. They are not to be taken into the classrooms.

- Shorts may be worn to school only during the 1st and 4th 9 weeks grading periods. Shorts and skirts must be at the end of fingertips. Students are not to wear cutoff shorts, spandex shorts, or extremely tight skirts.
- T-shirts, sweatshirts, or any clothing apparel bearing a demoralizing insignia, mascot, or making any reference to alcohol, drugs, Satanism, or sexual content, violence etc. are strictly forbidden to be worn in school. An example, but not limited to- A Hooters T-Shirt, advertising for a saloon or tavern, etc.
- Fads deemed to be demoralizing or a detriment to the basic philosophy of our school will not be tolerated (examples may include, but not limited to: colored hair, including colored streaks, colored highlights, or clips-in hair accessories, excessively spiked hair, facial paint, body piercing- except for the ears.) No jewelry in a piercing, except the ears, as this may be a safety issue. (a small, clear retainer may be worn in the nose only, no hoop.) Tattoos (real or fake) must be fully covered.
- Pajamas or lounge/pajama pants are not to be worn to school, except on special school spirit days.
- Chains or spiked jewelry will not be worn to school.
- “Heelie” or tennis shoes with drop down roller skates, or other types of shoes with skates are not permitted in the building at any time.
- Pants / shorts must be worn at the waist area. The waist area is defined as the area above the hips and immediately below the ribs. Sagging pants / shorts must be belted and worn at the waist area.
- Students in Kindergarten – grade 6 must wear shoes with a heel strap. Flip flops are prohibited for K-6th grade. 7th & 8th grades may wear flip flops only during the 1st and 4th 9 weeks.
- All decisions regarding the dress and appearance code will be decided upon by the principal or his/her designee.

Dress and Behavior Code for the Jr./Sr. Prom, School Dances, and/or Homecoming Activities

- All dances must be approved by the High School Principal.
- All dances are closed dances. This means only students enrolled at Colonel Crawford High School and their dates can attend. If a student who is not a member of the Colonel Crawford student body is to attend a dance, the visitor must be registered by a guest form and approved by the principal. No guests will be registered at the dance. Students may not register more than one date, must arrive with, and remain with their registered date during the dance.
- Any guest must be at least a freshman level student and must be in good standing at their home school. If the guest is a graduate, he/she must have left his/her institution in good standing- Not having left for disciplinary reasons, i.e., suspension, expulsion, etc.
- During the dance, students are not allowed in any parts of the high school except the dance area and restrooms, or areas permitted by the chaperones.
- Adequate lighting in the dance area must be provided. Tampering with lights, or other equipment will be a reason for removal from the dance. The sponsor of the dance will be responsible for determining the level of lighting.
- Anyone leaving the dance will not be readmitted unless special permission is granted by the principal, his designee, or a chaperone, before the student leaves. No students or guests are to remain on school grounds after leaving the dance or building.
- School Board policy pertaining to narcotics, alcoholic beverages, drugs, tobacco, and smoking will be enforced.
- All rules in the student code of conduct (student handbook) will be followed. This includes, but is not limited to rules of public display of affection and dress code. Example: No piercing besides the ears will be tolerated and all tattoos must be covered at all time before and during the dance.

Male’s Formal Attire: Attire may be classified as a tuxedo or dress suit with a shirt, including a tie or bow tie, turtleneck, a shirt or priest-collar shirt which includes a vest or cummerbund. Shirts and dress shoes must be worn at all times. Tennis shoes, sandals, flip-flops, or athletic shoes are unacceptable.

Female’s Formal Attire: Formal dresses or gowns may be strapless or may have spaghetti straps. Bare or open backs above the waistline are acceptable; bare stomachs or midriffs will not be permitted. Dresses must be once piece and may not bare any part of the stomach area. Under garments must be worn and must not be visible. See-through gowns or dresses are not permitted. Dresses with slits that extend above mid-thigh are not permitted. Extremely tight or extremely low cut attire is not permitted.

Music: Any music that contains profanity, implies promiscuous activity, promotes the use of alcohol, tobacco or drugs will not be permitted. Explicit lyrics including, but not limited to, extreme violence and derogatory language will not be allowed.

Dancing Guidelines:

- Dancing must be appropriate and in good taste. No suggestive, lewd, dirty dancing, or “bump and grind” type dancing will be permitted. The guidelines for dancing are “face-to-face, leaving space”. This means that all students are face to face while dancing, with appropriate space between one another. Grinding, front to back dancing will not be tolerated. Chaperones will use their discretion as to what is appropriate dancing. Failure to follow the guidelines will result in disciplinary action. Students will be given one warning. A second intervention from a chaperone will result in the student's dismissal from the dance and parents will be contacted.
- No dance will be held without coverage of 5 chaperones, 3+ faculty and 2+ parents. It will be the responsibility of the dance supervisor to give the Chaperone names to Mr. Bruner by the Wednesday preceding the dance so that he can distribute dance guidelines to chaperones. If chaperones have not been secured by the preceding Wednesday, the dance will be canceled.
- Civil authorities will be on hand for all dances.
- The Principal and/or dance supervisor reserve the right to deny entry to any student or guest, and to request any individual to leave during the dance.

DRESS CODE VIOLATIONS

If there are any violations of the dress code, the student will be asked to change into appropriate attire, turn shirt inside out, wear another change of clothing, or be asked to leave the premises. If a student is sent home to change clothing or appearance, the time they are gone from school is unexcused. Failure to follow these guidelines may result in detentions, Saturday Schools, or suspensions. The above policies are supported as being “acceptable” by the entire faculty of Colonel Crawford. Therefore, we jointly would appreciate your cooperation in the proper adherence of the established “dress code”.

DRIVER’S EDUCATION

All “Driver’s Education” classes are arranged privately between the parents/students and a driving school. The school will help as needed.

DRIVING POLICIES

- Driving Regulations - All students will be asked to register their name, make of car, and license number in the principal’s office. Cars shall be parked, locked, and not driven again until the end of the school day. All vehicles parked in the school parking lots must be covered by liability insurance.
- Parking tags must be purchased by the end of the 1st week of school. If not, discipline may be assigned to the student driver of an unregistered vehicle for failure to properly register the vehicle.
- The east/west spots that lie parallel with the building and closest to the doors will be reserved for visitors. The first, single row of north/west spots adjacent to those are reserved for staff/visitors. Student drivers may park in any of the 2nd or 3rd row spots on either side of the drive.
- Students are not to loiter in the parking lot, nor be in a car or in the parking lot without permission, at any time during the school day.
- Ten (10) MPH speed limit on school property will be strictly adhered to and ten (10) MPH in the parking lot at all times.
- Colonel Crawford Schools will not be held responsible for any damages, loss, or vandalism while vehicles are located on school grounds. Students are encouraged to lock their cars.
- Violations of school rules in a car are treated the same as in the school building.
- Any reckless driving, or driving violations will result in loss of driving privileges and other discipline as deemed necessary by the Principal or his designee.
- Students or athletes are not to drive their vehicles back to the stadium or park at the stadium.
- NOTE: An annual (one time) \$10.00 driving permit sticker fee will be required and the sticker must be displayed at all times while on school property. A lost or stolen sticker must be re-purchased for \$5. If the car is unidentifiable (has no Parking Tag) – It may be towed at the

owner's expense! Each family vehicle must be registered in the high school office. Parking tags must be purchased by the end of the 1st week of school! Pioneer students that park at CCHS will need to purchase a parking permit for \$5.00. Student drivers will also be required to participate in the Random Drug Testing Program.

LOSS OF DRIVER'S LICENSE OR DRIVER'S PERMIT

- A student is subject to suspension of his/her driver's license or permit by the State Bureau of Motor Vehicles for any of the following reasons:
- 10 days in succession of unexcused absence from school.
- More than 15 days unexcused absence in a semester.
- Suspension or expulsion related to drug and alcohol use or possession of drugs or alcohol.
- Dropping out of school. (Subject to guidelines of law.) The notification of the Ohio Bureau of Motor Vehicles is required by law when any of the conditions listed above exist. The suspension of license is for 90 calendar days, unless the student becomes 18 years of age or graduates from school. During the period of suspension, no unexcused absences will be permitted or the license suspension may be extended for an additional 90 days.

ELECTRONIC DEVICES

Electronic devices such as, but not limited to, laser pointers, pagers, personal stereos, CD players, headphones, electronic games, etc., are not to be used during school hours, or be in a student's possession! Noncellular devices such as, but not limited to, iPod, iPad, and laptops will be permitted at lunch, study halls/intervention periods, and in the classroom per instructor's request for educational purposes. Staff members in-charge of lunch, study halls/intervention periods, and in the classroom control the use of these devices in these situations. Students are to use devices at instructor's request for educational purposes and any use of these devices for picture taking, posting, writing on forums, use of social media, or games will be considered a violation. **ALL CELLULAR DEVICES (Including cellular watches) SHOULD BE PLACED IN LOCKERS (6th grade Cubbies) AND TURNED OFF DURING SCHOOL HOURS.**

Colonel Crawford is not responsible for any lost, stolen, or damaged personal items. Violations may be dealt with as insubordination, as listed in the Student Code of Conduct. Contents of cell phones, iPod, iPad, cellular watches, or other electronic devices, etc. may be searched if there exists reasonable suspicion that it may have been used in an activity prohibited by the Student Code of Conduct, such as sexting, copying a quiz or test, etc. Discipline may range from detentions, Saturday Schools, In-School Suspension, Out of School Suspension, or any of the forms of discipline listed in the handbook or any other deemed appropriate by the building principal, depending on the age of student.

1. **First Offense: Electronic devices** will be placed in the office for parents to pick up after school hours and a Detention will be assigned.
2. **Second Offense: Electronic devices** will be placed in the office for parents to pick up after school hours and a Saturday School will be assigned by the teacher or the administrator.
3. **Third Offense: Electronic devices** will be placed in the office for parents to pick up after school hours and the student will be subject to further disciplinary procedures.
4. **Further Violations: Electronic devices** will be placed in the office for parent to pick up after school hours and the student will be subject to more severe discipline being assigned (i.e. In or Out of School Suspension)

Grades K-12 - Each time the electronic device will be held in the office and will only be returned to a parent or guardian. Disciplinary action will occur for repeat offenders.

END OF YEAR- STATE TESTING

Computerized tests in English Language Arts I and II, Algebra I, Geometry, Biology, American History and American Government.

ENROLLMENT

In order for students to attend the Colonel Crawford Schools copies of the following items must be on file in the school office. Original birth certificate, social security card, shot record, custody papers (if

applicable) current individual education plan (IEP) (if applicable) and two proofs of district residency. These items must be on file before students may attend classes.

ENTERING & LEAVING THE SCHOOL GROUNDS

Students riding the bus in grades 6-12 will enter at the west end of the wings. Students walking, driving, or being dropped off or picked up will enter and leave by using the front doors. All other doors will remain locked and closed. Students going to classes in another building on campus must use the covered walkway. Care needs to be taken by students at crossing areas where motor vehicles could be present.

Students may not leave the school building or school grounds without permission from the school principal or designee, and then only in the case of an emergency or illness. The student must then sign-out in the main office before leaving the building. All students must leave and enter through the designated office area. A written excuse from the student's parents or guardian must be presented to the principal in order that he/she may be excused for part of the day. If these procedures are not followed, then the student will be considered truant, with appropriate discipline being assigned.

FEES / TEXTBOOK

Each year fees are assessed to the student to help partially cover the cost of workbooks and miscellaneous school supplies. These fees are kept to a minimum and each child is expected to pay the fees. Grades and credits may be withheld in certain circumstances where the student has failed to pay fees and charges assessed against him. It is provided by statute (ORC 3313.642) that if a board of education has established a schedule of fees for course materials and a schedule of charges for certain loss, damage, or destruction of school property, the payment of such fees and charges may be enforced by the withholding of the grades and credits of the student concerned. This means that a student could be retained, or a student could be kept from graduating.

Kindergarten, 1st, 2nd, 3rd, 4th, and 5th grade FEES are \$50.00

FIELD TRIPS

Field trips are considered a privilege. Students will be taken on field trips as warranted by curriculum and the funds available. All school sponsored field trips are approved through the office and supervised by school personnel. Student responsibility is the same as in a classroom. Depending on the grade level, students may be required to meet a "passing grade" those classes that the absence will occur, in order to be granted permission to attend a field trip. Field trips are a *privilege*, not a right. Students may be denied the opportunity to participate due to previous discipline problems, misconduct, poor academic performance, poor attendance, or other reasons determined by the school principal. Parents may be requested to accompany pupils on field trips but should be aware that their entire attention and concentration will need to be directed toward the students in their groups. Therefore, other children not in the class including younger siblings will not be permitted to join the field trips. Parents who go as helpers should also plan to ride the bus with the class group.

FINAL FORMS

The district has adopted an online forms procedure. Please update all phone numbers, addresses, and other information using the online system. Please call the office if you have any questions.

GIFTED IDENTIFICATION POLICIES

Colonel Crawford Schools have adopted Ohio's mandated Gifted Child Plan, which will standardize the identification procedures throughout the state and will identify students with advanced learning needs in the areas of:

Superior Cognitive Ability	Creative Thinking Ability
Specific Academic Ability	Visual or Performing Arts

If you think your child would qualify for one of these programs, ask your school's secretary for the Gifted Identification Packet or talk to the building Principal.

GRADING AND RELATED INFORMATION

ELEMENTARY grading information

Report cards are sent out by the teacher to notify the parents of the pupil's performance. The parents of K-5 students are required to sign the grade card envelope and return the grade card envelope to school, to

verify they have reviewed the contents. The report cards are sent home four times a year. Please check the calendar for dates for the grade cards.

GRADING POLICY BY GRADE for HCES

- **Kindergarten** will receive grades based on an O–U scale as indicated below. Kindergarten students will receive grades in Reading, ELA (English Language Arts), and Math. A (√) will be used to identify upper and lower–case letters, identifying, sounds, and shapes.
- **First and Second grades** will receive letter grades (A-F) for Reading, ELA (English Language Arts), and Math. (O-U) will be given for Social Studies, Science, Physical Education, Music, and Art.
- **Third, Fourth, and Fifth grades** will receive letter grades (A-F) for Reading, ELA (English Language Arts), Math, Social Studies, and Science. (O-U) will be given for Physical Education, Music, and Art.

Letter grading scale A - F

90-100 A 80-89 B 70-79 C 60-69 D 0-59 F

O – Outstanding S+ - Above Average S – Average S- - Below Average U – Unsatisfactory

There is not a ‘rounding’ policy for grades. This is left to the discretion of the individual teacher.

- **Work and Behavior** – Students will also receive feedback concerning work and behavior habits.

HCES HONOR ROLL: To be on the A Honor Roll all grades must be all A’s on the report card for grades 3, 4, and 5.

HCES MERIT ROLL: To be on the Merit Roll students will be recognized for earning all A’s and B’s for grades 3, 4, and 5.

There is not a rounding policy. This is up to the discretion of the teacher.

WCIS / CCHS Grading information

Grade Report cards are issued the Friday following the end of each of the four grading periods. These reports may be held in the office for failure to pay fees or payment for damages to school equipment.

Grading Scale for WCIS and CCHS

A	4 Points:	90 – 100	Superior and excellent work
B	3 Points:	80 - 89	Good and above average work
C	2 Points:	70 - 79	Average work
D	1 Point:	60 - 69	Below average, needs improvement
F	0 Point:	0 - 59	Failing

The first and second semester averages are calculated by multiplying each 9 weeks grading period average by three (3) and adding the exam grade average once (1). The sum of these grades is divided by 7, and this quotient represents the semester grade average.

To determine the yearly average, multiply each 9 weeks grading period average by three (3) and add each semester exam grade average once (1). The sum of these grades is divided by 14, and this quotient represents the yearly grade average. **There is not a rounding policy. This is up to the discretion of the teacher.**

Incomplete: Assignments should be completed by the end of the grading period. At the discretion of the teacher, all grades thereafter will become “F” and calculated into the student’s average.

FINAL EXAMS for CCHS

Final Exams are an important component for completing a successful school year at Colonel Crawford High school. If a student is unable to complete final exams at their designated time due to family obligations, vacations, commitments, etc. they will be required to make-up their final exams when they return. All exams must be completed within two week of the last day of school. Final exams ***will not be given early*** unless written notice from parent, parental phone call to principal, if instructors are available, and if all of the above is completed within fifteen school days from the date of their exams. It is the obligation of the student/parent to contact the school to arrange time for students to make-up exams. All decisions on this matter will be handled at the discretion of the high school principal.

HONOR ROLL (9-12)

Students must have a 3.5 – 4.0 GPA for “Honor Roll.” Students must have at least a 3.0 – 3.49 GPA for “Merit Roll.” A student receiving a D, F, or incomplete in a class is not eligible for Honor Roll or Merit Roll for the nine weeks.

HONOR ROLL (6-8)

All subjects will count on the Honor Roll with equal value. To be on the “A” Honor Roll all grades must be above a “C” with a grade point average of 3.6. “B” Honor Roll students must have grades above “D” with a maximum of one ‘C’ and an average of 3.0 to 3.59. Honorable Mention students are those with a 3.0 average, or better, and no more than 2 “C’s”.

ACADEMIC LETTERING for CCHS

In order for a student to receive an academic letter for each school year the student must average 3.5 grade point average (G.P.A.) over 1st, 2nd, and 3rd grading period.

ALL A’s RECOGNITION

(8th grade) – Students who have made the “A” honor roll for 3 9-weeks will be recognized.

(9-12)- For a student to be eligible for the spring all “A’s” recognition, the student must receive “A’s” in every class and exams for the first three quarters (1, 2, 3rd nine weeks)

Recognition will be at the discretion of the building principal.

NATIONAL HONOR SOCIETY

The “National Honor Society” is a national student organization for eligible juniors and seniors requiring a grade point average of 3.5 or higher for entrance. Each student also must be evaluated by faculty members in the areas of scholarship, leadership, character, and service to be eligible for entrance.

COLLEGE VISITATIONS

Each senior will be excused for two (2) planned college visits, while juniors will be excused for one (1) planned college visit, per school year. These must be pre arranged through the guidance office. All college visitations must be completed each year before **May 1st**! No more than two students may be excused to go to the same college or institution on the same day. Documentation from the college/university admissions office must be provided in order to be excused. If all the listed procedures are not followed, the day will be counted unexcused. Students, who have accumulated the maximum number of excused absences allowed, will not be permitted to use college visitation days!

GRADE LEVEL CLASSIFICATION & GRADUATION REQUIREMENTS

- **GRADE 9** – Completion of grade 8
- **GRADE 10** – 5.5 Units of credit and 1 year attendance
- **GRADE 11** – 11 Units of credit and 2 years attendance
- **GRADE 12** – 16 Units of credit and 3 years attendance

Note: If by the end of a student’s junior year, he/she has not earned at least 16 credits and will not be able to graduate at the end of their 4th year of high school, the student will be classified as a junior again! Once they have accumulated the 16 credits, they will be classified as a senior!

21 UNITS OF CREDIT: These requirements include:

ENGLISH	4 CREDITS
SOCIAL STUDIES	3 CREDITS (inc. financial literacy)
SCIENCE	3 CREDITS (physical, life, advanced)
MATHEMATICS	4 CREDITS (Alg. II Required and four years of consecutive math classes, Accounting can be used by Seniors who took Algebra I in 8 ⁹ th grade for HS credit.)
HEALTH	½ CREDIT
PHYSICAL	2 ½ CREDITS

ELECTIVES

5 CREDITS (see stipulations)

TRANSCRIPTS

Transcripts of pupil's grades will be mailed upon request to the proper agencies, colleges, or training schools.

GUM/CANDY

Students may not chew gum or have any candy in their mouth during school hours or on the school bus.

HEAD LICE/NITS

Colonel Crawford has a no-nit lice infestation policy. Students who leave school because of nits/lice must be treated and get approved to return to school by the Crawford County Health Department. Students are to return to school immediately following their approval by the health department. Only two days of excused absence will be granted for treatment per school year. Rechecks will occur as is necessary.

HEALTHY TEEN DATING- HB 19

Healthy Teen Dating material will be covered in Colonel Crawford Health classes.

HUNTING POLICY

Any student who wants to go hunting must bring a permission slip from home, signed by a parent, along with his/her hunting license. These items must be presented to the attendance coordinator at least one week ahead of the day of the absence. Students are permitted to go hunting only **ONE DAY** during the school year. If these procedures are not followed, then the student will be considered unexcused/truant. The one day of approved hunting absence, will count as an excused absence, provided the student has not used the maximum allowed number of absences that semester.

IMMUNIZATIONS

All pupils are required to be immunized against these seven diseases: diphtheria, tetanus (lockjaw), pertussis (whooping cough), polio, measles, rubella (German measles), mumps and chicken pox.

Minimum immunization required currently to start kindergarten:

- a. 5 doses of DPT vaccine – 4th after 4th birthday, 5th not required
- b. 4 doses of polio vaccine
- c. 2 doses of MMR
- d. 3 doses of Hepatitis B currently required to enter kindergarten. It is recommended for all children ages 11-18.
- e. 3 or 4 doses of HIB vaccine depending on vaccine type and age of the child began with the first dose or 1 dose given on or after 15 months of age.
- f. 2 doses of Varicella or chickenpox will be mandatory.

If a doctor determines immunization might be harmful to the child, the doctor's signed statement is required for the child's exemption. A form is provided to parents who object to immunization for good cause, such as religious convictions. The form should be signed and returned to the school.

All pupils are required to be immunized against these seven diseases: diphtheria, tetanus (lockjaw), pertussis (whooping cough), polio, measles, rubella (German measles), mumps and chickenpox. **All students entering the 7th grade are required to have a TDAP (Tetanus, Diphtheria and Pertussis) vaccine booster, and meningococcal vaccine.** If a doctor determines immunization might be harmful to the child, the doctor's signed statement is required for the child's exemption. A form is provided to parents who object to immunization for good cause, such as religious convictions. The form should be signed and returned to the school.

The State of Ohio now requires that all students entering the 12th grade who have not been vaccinated for Meningitis, **or** received a dose prior to age 16, will be required to obtain the vaccine. The Meningococcal vaccine helps provide protection from bacterial meningitis, which is an aggressive disease that can lead to life-long neurological issues and even death. Adolescents through college age students are at a high risk of acquiring the disease as compared to the general public. If you have any questions about the vaccine requirement, please contact your healthcare provider, the Crawford County Health Department at 419-

562-5871, or the school nurse at 419-562-5753, extension 44404. This vaccine requirement must be met and proof of vaccination provided to the school **prior to the start of the school year.**

INSURANCE

Students have the opportunity to apply for school insurance directly from the company. This is not compulsory. Athletic insurance is part of this program and is also optional.

INTERSCHOLASTIC ATHLETICS

Colonel Crawford is a member of the “Northern Ten or N10 Conference” which is made up of ten (9) schools:(Buckeye Central, Bucyrus, Carey, Colonel Crawford, Mohawk, Ridgedale, Seneca East, Upper Sandusky, and Wynford). The “Eagles” participate in eleven (11) interscholastic sports for students.

The Ohio High School Athletic Association requires students to maintain a passing grade in subjects each grading period that earn 5 or more credits per year. Students are required to be in attendance at least ½ day to participate/practice for activities except as approved by the Athletic Director and Principal. **For a Saturday contest, the athlete must be in school at least a ½ day the Friday prior to that Saturday contest day.** Athletic insurance is part of the school insurance program and is optional.

KINDERGARTEN REGISTRATION/SCREENING

Any child who is five years old by August 1 is eligible to attend kindergarten for the ensuing school year. It is mandatory (S.B. 140) that each child must have a kindergarten experience before enrolled in first grade. A letter is sent home in January with students to obtain names that meet the above criteria. Registration is held in March. At this time parents are requested to bring an original birth certificate to verify birth date and completed forms which they will have received previously by mail. Screening will be held in late spring. Screening is a series of tasks, which help to determine if a child is developmentally ready for kindergarten. The younger a child is the more apt he is to encounter difficulties in the school setting.

LOCKERS /CLASSROOMS

- Lockers are owned by the Colonel Crawford Board of Education. The board authorizes entrance to lockers by the administration at any time deemed necessary.
- It is recommended that all valuables be kept on your person or locked in your locker.
- Students must purchase gym locks from the Office (PE, Lifetime Fitness I-IV, Strength Training I-IV, and CPR I-IV.)
- Lockers must be kept locked when not in use. Do not rig or fix the locking mechanism.
- Students in PE, Lifetime Fitness I-IV, Strength Training I-IV, and CPR I-IV must use the locks daily to lock their items and remove them daily because of space. CC is not responsible for lost and stolen items.
- Only water in a lidded bottle is permitted to be brought into the classrooms.

LOST/FOUND

Please mark your child’s name clearly on all clothing items, books, toys, lunch boxes, etc. that your student brings to school. This increases greatly the chances of lost items being returned to the owner. Pupils losing items should periodically check the lost and found collection. Throughout the year, any unclaimed clothing will be donated.

LUNCH / CAFETERIA

Students will be served lunch at the Hannah and William Crawford cafetorium. Students may bring their lunches, if they so desire. Students are requested to not bring pop/ soda beverages for lunch. However, all pupils will eat in the cafeteria. Milk is offered to all for purchase regardless of whether a student has carried or purchased lunch. Students should not bring items requiring heating. There is not a microwave available for heating. We ask students to pay for lunches on a weekly basis. The online lunch payment system may also be used. This allows for the lunch line to move quickly as money is sent to the cafeteria before the day begins. Excessive charges are discouraged, and accounts should be settled at the end of each month. K-5 students will be able to charge two meals. Peanut butter sandwich (or cheese sandwich for peanut allergy), with milk will be served on the first offense over allowable charge with parents called

to bring lunch thereafter. Students in grades 6-12 pay lunch money before 7:30 each morning. This helps to serve students more efficiently during lunch time.

CAFETERIA RULES

The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each pupil is expected to practice the general rules of good manners which one should find in the home. Some simple rules of courteous behavior, which would make the lunch period pleasant and relaxed are:

- Students are not to run in the halls in order to try to get a better place in line. Do not pass other pupils headed for the cafeteria.
- Books and other materials should be placed in their locker prior to their lunch period or left in the classroom depending on grade level. Elementary students are asked to leave items in their classrooms.
- Students are to be orderly in line and are to remain in their places. No line cutting.
- Observe good dining room standards at the table.
- Leave the table and the surrounding area clean and orderly. Please clean up your own messes.
- Push chairs in and put trash in the proper containers. All trays are to be carried to the disposal area by the students.
- Do not leave the cafeteria while eating or carrying food. All food and drink is to be consumed in the cafeteria area ONLY.
- Students may only eat cafeteria lunches or sack/packed lunches from home.
- If a parent would like to eat lunch with their child, they may do so, but a private location will be provided.
- Students are to stay in the cafeteria when finished eating. They may use the restrooms by the gym, with permission. Students are to stay out of the halls during lunch, so classes are not disturbed. Permission must be secured before leaving the cafeteria.

BREAKFAST / LUNCH FEES

Type A	Lunches	Breakfast
● K-5	\$2.90	\$1.50
● 6-12	\$2.95	\$1.50
● Adult	\$3.25	\$1.50

If you feel that you may qualify for assistance, please fill out the free / reduced lunch form and return it to the office. **All breakfast and lunch prices are subject to change by Colonel Crawford Local Schools.**

STUDENTS WITH INSUFFICIENT FUNDS FOR SCHOOL MEALS / DELINQUENT ACCOUNTS.

School Meal Programs are required to be self-sustaining and financially independent of the school district's education budget. To achieve this requires the cooperation of all. Food Service employees must act responsibly with school meal funds, students should not be wasteful and only take food they intend to eat, and parents must ensure their children have money to pay for their meals.

Applications for free and reduced meals are available in each school office and the Board of Education office or applications may be mailed upon request. New applications must be filled out each year. We highly encourage families to fill out these applications, especially if their financial situation has changed. A student's meal status only carries over for 30 days into the new school year. ***There can be no retroactive approvals of these benefits so if you owe money from meals charged prior to being approved for free or reduced meals, you will still owe that money.*** We use a Point of Sales system (POS) which keeps the students' meal status completely confidential and our cafeteria staff is trained on the importance of keeping this information confidential as well. Unless your child tells someone that they receive free meals, no one should ever know. If there is a financial need in your household, please do not let the fear of your child being overtly identified stop you from filling out a Free & Reduced-Price School Meals Application. These funds are available to help those families who need it. Please note that only the determining officials see personal financial information. No one in the food service department has access to this.

CHARGE POLICY

It is the responsibility of the parents to ensure funds are provided for school meals, but we are aware that sometimes circumstances arise that are beyond control. Therefore,

- Elementary students (Grades K-5) will be allowed to charge a maximum of \$12.00,
- Middle School students (Grades 6-8) may charge a maximum of \$10.00
- High School Students (Grades 9-12) may charge a maximum of \$8.00.

These charge limits are for reimbursable meals only; ala carte items may NEVER be charged.

Because we consider nutrition to be an important part of learning, any student who has a delinquent balance, will not be denied lunch.

- HOWEVER, an alternate lunch will be substituted once a child reaches the charge limit and attempts have been made to collect on the account.
- **This lunch will still be charged to the student's account at regular lunch prices.**
- Any student with a delinquent balance may not be permitted to purchase ala carte items even if they have the cash to pay for the ala carte item(s).
- All account balances (positive or negative) will carry over to the next school year.

All money received is retained in the student meals account. If a student withdraws from school (or graduates) and has money in their account, the student may contact the Food Service department or Treasurer and request a full reimbursement, or in the case of graduating seniors, to request the money be moved to a sibling's account. Colonel Crawford feels strongly that young children should not be involved in communications regarding negative balances or reminders to bring in money. Because of this, written notices will be sent in sealed envelopes to families and we will not communicate this information to K-5 students unless they ask. Jr. High and High School students will continue to be reminded when their balance is low or negative as children this age are learning to be responsible and are able to keep track of their lunch account. In cases of large negative balances or serious delinquency, however, written communication will be sent home and phone calls will be made.

Consequences of having a negative meals balance are:

- Grade cards will be withheld until negative balances have been paid.
- Official transcripts may be withheld until negative balances have been paid.
- Graduating seniors are required to pay all fees, including unpaid lunch balances, before participating in graduation ceremonies.

MEDICATION

For the protection of all students, those students needing to take prescription medication during the school day must do the following:

PRESCRIPTION MEDICATION:

- Request and complete the Administration of Medication form from the main office. (Physician and Parent Signature are required).
- Return completed form and medication to the main office. Prescription bottles must be sealed upon delivery and carry a pharmacy label outlining dosage, type of medicine, and frequency of administering.
- Student is to request permission from his/her classroom teacher to go to the main office and take medication as prescribed.
- It is important that the school is notified immediately by the parent or physician of any changes to this medication.

NONPRESCRIPTION MEDICATION:

It is important that non-prescription medicine to be taken during the school hours be in original containers and marked with the child's name, the name of the medication, dosage, and time to be taken. The parent/guardian must complete the non-prescription form, this is provided by the school, and is a signed statement by the parent or guardian saying the child has permission to take such medications. Be sure the medication that is age appropriate and be sure it is not expired.

MONEY RAISING PROJECTS (WCIS / CCHS)

- All projects must be submitted first to the Principal for approval or disapproval.
- Not more than 25% of the money collected in any one year may be spent on class parties.
- Dues: Voted on by the class and collected at registration in the fall.
- These money making projects are kept to a minimum, to avoid conflicting with the educational process.

- Food items may not be sold during lunch period unless orders are being taken for later delivery.
- Students representing organizations outside the school may only take orders for later delivery and only with special permission from the principal.

ONLINE LEARNING THRU CCHS

Colonel Crawford High School offers online schooling during the Colonel Crawford School calendar year for students that are credit deficient, need to earn credits to attend pioneer career and technology school, or based on other approved needs by the high school principal. Students who are in jeopardy of failing a course mid-year may continue in that course and also do online credit recovery on their own time, as directed by the high principal. If the student completes the online supplement, they will achieve a passing grade. Requirements to take place in Colonel Crawford online learning includes a contract signed by parents/guardians and students. A fee will be charged for withdrawing, not completing, or failure of classes.

PIONEER STUDENTS

Colonel Crawford serves as the home school for CCHS Pioneer students. When the Pioneer students are waiting at CCHS, their waiting area is the lobby area outside the main high school office. The students are asked to remain in this area until the Pioneer bus arrives. The reason we ask for your cooperation is to reduce the distractions outside the CCHS classrooms. If you need to see a teacher or another student, please secure permission from the high school principal or assistant principal. Pioneer students are asked to stay out of the halls and are not to be visiting classrooms during regular school hours. An exception would be if the Pioneer student had a club or class meeting.

- If a student is registered to attend Pioneer, they must attend Pioneer at least 10 school days.
- 1 Hour Delay Start at Pioneer - Pioneer students will wait in the library or study hall until their bus arrives.
- In an attempt to assure that school sponsored activities create a wholesome atmosphere mirroring the attitudes of the local community, guidelines have been adopted for behavior, dress, and music selection for the Jr./Sr. Prom and Homecoming. Questions concerning these guidelines should be addressed to the Colonel Crawford High School principal well before the planned activity.
- Violations of any of the items listed below will be determined by the Colonel Crawford High School Principal and/or designee

PLAYGROUND RULES K-5

The safety of each child is foremost in all activities. As in other areas of school life, common sense is again a guide. Certain safety rules have been established, and every child is expected to abide by them. Some of the rules have been included so that you, as a parent, may help reinforce them. All playground equipment is to be used in a way it was designed.

- Playground aides are to be obeyed the same as teachers.
- Once outside, no one is permitted to re-enter the building without a pass obtained from the person on duty, except in cases of emergency.
- Stay on the blacktop when it is muddy.
- There is to be no contact play. Games requiring pushing, shoving, kicking, wrestling or riding piggyback are not permitted. No crack-the-whip, chicken fighting or king-of-the-hill is permitted. Keep your hands and feet to yourself.
- Children may not throw or kick stones, sticks, glass, snow, ice or an article found on the ground.
- No electronic devices of any kind are permitted on the playground.

PROHIBITED ITEMS

The following items are prohibited at school and will be confiscated, and disciplinary action may result:

Beepers/Pagers/Cellular watches/Electronic Devices/Nooks/iPods/Kindles/game devices/MP3 players/cd players/cell phones/Etc. (PS-5 – These items will may be in the book bag turned off)

Knives	Lighters/Matches	Look alike guns	Guns/ Weapons, Etc.
Medications (<u>must be brought to office</u>)		Squirt Guns	Chains
Cellular Phone usage	Tobacco Products	Studded accessories	Laser Pointers

Drugs or Drug Paraphernalia Electronic Cigarettes or look alike E-Cigarettes
Fidget Spinners/Devices (unless approved by the principal) Rolling book bags

Or any items which would constitute a danger to students or cause a disruption to school or class!

TOYS(PS-5) Toys are not permitted to be brought to school except for SHOW AND TELL, as the school cannot be responsible for these items. Problems result when toys are lost, misplaced, stolen or broken. Many of these articles are expensive toys and playthings. Any toy brought to school must be clearly labeled with the child's name. There will be no CD players or electronic devices.

PROMOTION/RETENTION POLICY

The promotion of each student will be determined individually. The decision to promote a student or to retain a student in a grade will be made on the basis of the following factors, which each teacher will take into consideration in making the decision:

*reading grade *mental ability *age *physical maturity
*grade average *emotional issues *social issues *home issues

Promotion/retention procedures demand continuous analysis and study of the cumulative student case history records in order that conjecture may be reduced to a minimum, and decisions may be as objective as possible. No child should be retained more than once in the elementary grades (K-8). Retention at the primary level, and particularly at the first or second grade level, is more desirable and beneficial than at the upper level of the elementary school. In grades K-5 the factors listed in the introduction may weigh more heavily than grades, when retention of a student is considered. However, a child in grades K-5 receiving failing grade averages in any two of the following subjects may be retained: Reading, Math, English Language Arts, Science, or Social Studies.

- A child having failing grades as deemed above may be placed into the next higher grade with discretion and only with the approval of the principal.
- Placement should be used when a child does not complete the year's work satisfactorily and it is the opinion of his/her teacher, principal and/or guidance counselor, that retention would not be in the best interest of the pupil.
- A student for whom retention is being considered may be placed in the next higher grade because of one or more of the following reasons:
 - *age *previous retention record *social or emotional development
 - *size *Cognitive ability *or if it is felt a child will not benefit by being retained
- When a student is placed from one grade to the next higher one, it shall be marked as such on his/her report card, permanent record, and any record or card that is part of the permanent record of that student. In such cases where a student is placed, the parents and the students should have a thorough understanding of the meaning of the term. In case of placement the student's progress shall be monitored carefully through the school year. At the end of the year the decision for retention or placement shall be made again on the basis of the factors listed above. There will be no 'trial promotion', 'conditional passing', or 'double promotion'. When a student transfers from another school system into this district, he/she shall be placed in the grade indicated on his/her official records. Documentary or anecdotal records shall be available to justify retention. The building administrator has the final right to each students' classroom placement/assignment at the building level. The superintendent of the schools within the district, by law, has the final right of placement of any student.

RECESS POLICIES

HCES

All pupils are expected to participate in outdoor recess weather permitting. Recess is a necessary part of the school day. We believe it is healthy for children to exercise outdoors after several hours of sitting in the classroom. We ask for your cooperation in providing proper clothing for your children (boots, mittens, etc.) according to weather conditions. Students may go outside as long as the temperature is 20 degrees and the wind chill is above 20 degrees. PLEASE HAVE ALL CLOTHING WELL MARKED WITH YOUR CHILD'S NAME. If your child is getting over a cold or has been out of school for several days because of illness, you may send a note daily for 2 or 3 days to request that your child remain inside. Please do not send a note requesting he/she remain indoors for an entire week. If a child is too ill to go

outside for a full week, he/she should remain at home to recuperate. A doctor's statement is required, if a longer period indoors is needed. Some illnesses such as chronic asthma and bronchitis are affected by the weather. For these students, we will follow the doctor's recommendation. If a student is struggling with completing assignments/work, or has missed school, the teacher may keep them inside during recess to complete work as needed.

WCIS

When temperature/wind chills are below 20, students may be given the option to go outside if they choose to do so, they have appropriate clothing including coats, and head coverings.

SAFETY DRILLS - FIRE/TORNADO/LOCK DOWN

Drills are required by law at regular intervals. Directions are posted in each room of the building for your safety. Proper behavior is always expected during these drills. Disciplinary action will result if misbehavior occurs during Fire/Tornado/Lock Down drills.

SATURDAY SCHOOL GUIDELINES

The following regulations will be observed during Saturday School:

- Saturday School will be observed beginning at 8:00 a.m. and lasting through 12:00 noon.
- Students are to study or read – NO SLEEPING ALLOWED...
- NO TALKING, EATING/DRINKING, SLEEPING, HORSEPLAY, OR OTHER MISBEHAVIOR.
- Students may be excused ONCE during the four-hour period to use the restroom. Only one student will be allowed to leave the room at one time. There will be no other breaks.
- If students do not bring enough material to keep them busy, the teacher may assign work to complete.
- Attendance will be taken. Those who do not show up may face 2 Saturday Schools and/or suspension.
- The dress code & behavior code will be enforced.
- If a student, with parental permission opts not to serve the Sat. School they will receive more severe punishment at the discretion of the principal and/or designee.

SCHEDULE CHANGES (9-12)

Planning a schedule for the next school year is a difficult task and situations may occur requiring a change in that schedule. These schedule changes; however, have a serious effect on class size, teacher assignments, and the overall master schedule and, therefore, must be made sparingly. The student and parent are urged not to plan a program with the idea that it can be changed later. All students are strongly encouraged to remain with the schedule they make for themselves during the spring scheduling period.

***Final schedule changes must be approved by the high school principal who reserves the right to change or not change schedule based on request of parent and students.**

It is recognized that because of unusual circumstances changes sometimes need to be made. These changes may be made up to the last day of the current academic school year; however, there will be a moratorium on all schedule changes for the upcoming school year. Students should bring these requests to the building principal BEFORE the week of registration (3rd week in August) during normal school hours (7:30-3:00) or by appointment. This will be the ONLY time students can change their schedules for both fall and spring semesters. Only special circumstances will students be allowed to change after the week of registration and must have the approval of the principal.

A student who is withdrawn from a class at any time during the year for disciplinary reasons will receive a Final Grade of an "F" for the course.

(6-8) - All requests must be put in writing and go through the building principal. As choices are limited and parents and students make their selection in the spring, there must be a reasonable cause to justify changes in the fall. Class size will also be a strong determining factor. No changes will be made after 2 weeks from the first day of class for both year-long and semester classes.

GUIDELINES FOR DROPPING/ADDING A COURSE

Students will usually be granted permission to add a class if there is room in the course and the student has a study hall the period that the class is offered. These changes may be made up to the last day of the current academic school year; however, there will be a moratorium on all schedule changes for the upcoming school year during the third week in August (week of registration).

- After the 20th day of a class, if a student drops a class, he/she will receive a WF (Withdrawn Failing) and an F will be calculated in the point average as WF for the duration of the course.
- A grade of WF is calculated as a failing grade for the duration of the course. This failure is included in the computation of the student's GPA (grade point average.)
- Students are expected to remain in all classes until notified of change from the guidance office.
- A student who is withdrawn from a class at any time during the year for disciplinary reasons will receive a Final Grade of an "F"
- Study Halls are no longer offered each period. Students will be required to take educational options to fit their credits and graduation needs even if they do not have a desire to take classes offered.

SCHOOL COUNSELOR

The school counselor is available to provide counseling services to our students and parents/guardians on a short-term basis and to make referrals to outside counseling agencies. These services could include individual and/or group counseling depending on the needs of the student and/or parent/guardian. Since it is in the best interest for the student, parent, and counselor to work together to resolve the student's concerns, we encourage students to share their counseling experiences at school with their parent/guardian at home even though permission from the parent/guardian for the school counselor to counsel a student is not required by law. We also encourage parents to contact us with any concerns that they may have so we can work together to address them as best we can.

SEVERE WEATHER

In case of snow, ice, fog, extreme temperature, etc., official announcements for school closings may be heard over the local radio- WQEL 92.7, viewed at WQEL.com, and WMFD. Our automated call system will also be used for such notifications. Parents are responsible for keeping contact information up to date in each building they have a child enrolled. Do not call the school unnecessarily. In the case that severe weather may begin while school is in session, the radio and/or school messenger will announce if the students are to be sent home early. Please inform your child in case of early dismissal as to what procedures he is to follow if you would not be home when he arrives: where the key is, whose house he should go to, etc.

STUDENT CODE OF CONDUCT

It is pledged that the Colonel Crawford Schools will make every attempt to maintain a safe, pleasant and productive educational environment for students. Therefore, the following types of misconduct may invoke either detentions, Saturday Schools, Alternative School, suspensions, or expulsion of the person(s) involved.

POSTED SUSPENSION AND EXPULSION POLICY

In accordance with Ohio school law, the Colonel Crawford Board of Education has adopted the following statement concerning suspension and expulsion of students. This statement appears here but is available within the high school library for all to read.

General Statement:

- Offenses for which the student activity code applies must occur in school or on a school related activity.
- All offenses are subject to discipline according to its severity and repetition.
- Civil authorities will be notified of any misconduct that might be a violation of law or statute.
- Students are encouraged to keep up with their academic work if suspended. Credit for work will not be given during out of school suspensions.
- Students should study the Student Handbook to acquaint themselves adequately with the Student Code of Conduct provisions.

- All decisions regarding student conduct, discipline, or behavior will be decided by the principal or his designee.

DEFINITIONS OF DISCIPLINE ACTIONS

- *No Hall Pass List* – A student may be denied passes to leave their assigned room for consistent misbehavior or repeated minor disciplinary infractions. He or she will be listed on the attendance sheet at the discretion of the high school principal and/or dean of students.
- *Detention- (9-12)* - For minor misconduct violations a student may be given a detention which will be served after school, or in some instances, will be served during their lunch period. The student will report to an assigned room with homework to be completed.
- *Detention- (6-8)* Detentions may be assigned by staff for disciplinary reasons or to make up class assignments. Detentions may take place during a student’s lunch period. Students assigned to five or more detentions in one nine-week period may be assigned to Saturday School for repeated violations of major or minor school rules.
- *Detention- (K-5)* Detentions may be assigned by staff/principal for disciplinary reasons or to make up class assignments. Detentions may take place during a student’s lunch/recess period.
- *Social Suspension* - A student may be denied the right to attend extra-curricular or co-curricular activities or social functions for a period of time to be determined by the administration.
- *Loss of Privilege* – A student may be denied the right to attend a special event, assembly, activity or field trip as determined by the administration.
- *In-School Suspension* - A student will be removed from the regular class schedule and will complete academic assignments in an assigned room. These days will not count against the student.
- *Saturday School* - A student will be assigned to report to the designated place on designated Saturdays from 8:00 am to 12:00 pm.
- *Alternative School*- A student will be assigned to the Alternative School.
- *Out-Of-School Suspension* - A student may be denied the right to attend school classes or functions for up to a period not to exceed 10 consecutive school days. A student who has been suspended may not attend any curricular or extracurricular activities. Academic work may or may not be made up if a student is suspended and work missed will be counted as zeroes in the calculation of grades. These days will count against the student’s attendance. A suspension may be appealed to the superintendent.
- *Expulsion* - The Superintendent, upon recommendation from the principal, may deny the right to attend school classes or functions for a period not to exceed 80 school days. These days will count against the student’s attendance and work missed will be counted as zeroes in determining grades. If the balance of the current school year is less than 80 days, the remainder of the 80 days will be served in the next school year. An expulsion may be appealed to the Board of Education or its designee.
- *Emergency Removal* - The administration may remove a student from school premises without prior notice or hearing if the student's presence or behavior poses an immediate danger to persons or property or is an ongoing threat to disrupt the educational process. If the student is removed under these circumstances a hearing shall be held within a reasonable time.
- *Permanent Exclusion* - The Board of Education may seek the permanent exclusion of a student 16 years of age or older whose repeated misbehavior warrants such extreme action.

DUE PROCESS

It is the intent of Colonel Crawford High School to abide by all due process procedures in the administration of discipline as provided for each student in state and federal law. When subject to disciplinary action that warrants suspension from school, the student will be informed of the *Intent to Suspend* and be given the reason for such suspension. The student will be given the opportunity to explain his/her side of the story and state why they feel the disciplinary action should not take place. If at this time, the administrator feels there is still sufficient cause to administer the discipline, the suspension will be carried out. There is an appeal process for discipline that students and parents should be aware of and is available for a reasonable time, after the discipline is given. Appeals must be heard by another person other than the one who gave the discipline, although that person may be present at the hearing. Whenever

a disciplinary action takes place, the appeal will go to the next step from where it originated. Appeal hearings may be made by contacting the principal in writing or by phone. The appeal hearing will be scheduled with the Superintendent first, if not resolved, then the Board of Education or its designee.

PROGRESSIVE DISCIPLINE POLICY

VIOLATION A:

Students behaving in an inappropriate manner described below may be given detentions, one to three Saturday Schools, in-school suspension, alternative school, or out-of-school suspension.

1. Insubordination: The willful failure to respond to or carry out a request by authorized personnel.
2. Disrespect: Speaking to any member of the school staff in a discourteous or disrespectful manner.
3. Fighting or instigating a fight; striking/hitting another student; swinging at another student.
4. Forgery/false statements: The act of falsely using, whether orally or in writing, the name of another person in falsifying times, date, grades, or other data. (Including false bullying reports)
5. Truancy: Skipping of school or a class.
6. Minor destruction of school property.
7. Leaving school grounds without permission.
8. Being in the parking lot without permission.
9. Hazing-Bullying /Harassment: Attempting to embarrass by ridicule, to intimidate or threaten, to chronically trouble or annoy another student, or making inappropriate comments. This includes the use of electronic devices in bullying.
10. The use of inappropriate comments, obscene or profane language, symbols, gestures, or pictures.
11. The transmitting/sending of nude or obscene pictures via cell phones or other electronic devices.
12. Being in unauthorized areas at unauthorized times. Also trespassing.
13. Locker violations.
14. Selling items not approved by the administration.
15. Other violation per administrative decisions

VIOLATION B:

Students behaving in an inappropriate manner described below can be given three to five Saturday Schools, in-school suspension, or out-of-school suspension.

1. Tobacco: no student can possess tobacco in any form on his/her person or vehicle, or in a purse, and shall not use tobacco in any form on school property. This includes electronic cigarettes or e-cigarettes.
2. Stealing: possession of or attempting to steal property either on school grounds or during school activities.
3. Provoking or harassing a teacher, employee, or administrator.
4. Other violations per administrative decision
5. Repeated A violations.

VIOLATION C:

Students behaving in an inappropriate manner described below can be given ten days of Saturday School, in-school suspension, or out-of-school suspension.

1. Use, possession of alcohol, drugs, or look-alike drugs, possession of drug paraphernalia, or being under the influence of alcohol, drugs, prescription drugs, non-prescribed drugs, or look-alike drugs.
2. Initiating false fire alarm by deliberately setting an alarm or reporting a false warning to a staff member.
3. Setting off or attempting to set off fireworks or other explosive devices on school property.
4. Extortion: obtaining something from someone through force or threat.
5. Other violations per administrative decisions.

6. Repeated A or B violations.

VIOLATION D:

Students behaving in an inappropriate manner described below may be suspended out-of-school for ten days and be recommended for expulsion. Further, the district may recommend permanent expulsion to the State Superintendent in accordance with Ohio law.

1. Selling, furnishing, or possession of illegal drugs or alcohol, look-alike drugs, prescription drugs, non-prescribed drugs, or possession of drug paraphernalia.
2. Striking a teacher or employee.
3. Making threats to do harm to students, staff, or other school personnel.
4. Creating a bomb scare or causing other severe emergency evacuation of the building.
5. Possession of firearms or other illegal/dangerous weapons.
6. Destruction of school property in a willful and extensive manner.
7. Attempt to do serious bodily harm to another person.
8. Sexual assault or sexual harassment.
9. Threats to do serious bodily harm. (This includes electronic threats)
10. Repeated A, B, or C violations.

ABUSE OF STAFF PERSONNEL

If a student is referred to the principal's office for verbal abuse of a staff member, such student may be suspended for ten school days. The second such offense may result in a referral to the superintendent for expulsion. Physical abuse of a staff member or threats to do serious physical abuse to a staff member, by a student, shall result in the student being suspended from school for ten days. Immediate referral will be made to the superintendent for expulsion from school.

IN-SCHOOL OR ALTERNATIVE SCHOOL SUSPENSION PROGRAM

The purpose of the in-school or alternative school suspension program is to provide an educational opportunity for students who are facing out-of-school suspension or expulsion. *This program is not optional and is an extension of the regular school setting.*

Procedures and Responsibilities:

- Referring person: Principal or designee
- Reason for referral: Possible external suspension or expulsion.
- Procedure for Referral:
- The administrator will inform the student and parents of the date the student will be in in-school suspension
- Juvenile court authorities will be notified when appropriate.
- The administrator will complete the following prior to the student attending in-school or alternative school suspension:
 - A completed referral sheet.
 - A complete assignment sheet for the duration that the student is in in-school suspension.

Student Responsibilities:

- The student is responsible for bringing all textbooks and needed materials to complete Coursework
- The student is expected to complete all assignments that are given for the assigned in-school or alternative school suspension.

Procedures for Exit:

A signed and dated assignment sheet from the student and a behavioral report will be provided to the principal to allow the student to exit the in-school or alternative school suspension. Successfully completing all assignments and the assigned number of days and following all rules will allow the student to return to their regular classroom.

Student Rules and Regulations:

All Colonel Crawford policies, rules, and procedures will be in effect while the student is placed in in-school suspension. All alternative rules, policies, and procedures will be in effect while the student is placed in the alternative school. If the student chooses not to abide by these rules,

policies, and procedures, then they may be suspended or recommended for expulsion. Students will be permitted one restroom break in the morning and one in the afternoon. The instructor will determine the time and length of the break. Students will eat lunch in the assigned in-school suspension room. The length of the lunch periods will not exceed 30 minutes. Students will not be permitted to socialize with other students during in-school suspension placement. The instructor may assign housekeeping duties.

Grading Procedures:

Students will receive full credit for work, assignments, tests, and quizzes completed while assigned to in-school and alternative school suspension programs.

STUDENT COMMUNICATION (6-12)

Students are encouraged to discuss concerns and proposals with class officers, “Student Council Members,” and the staff. These groups represent the direct communication link with administration and should be used for that purpose. Better understanding of issues by students is the result of good communication. The principal promotes an “open door policy” for students and emphasizes two-way communication as key to facilitating harmony within the building.

STUDENT PHOTOGRAPH POLICY

Students are frequently photographed while participating in many activities. These photographs may be used in the school’s yearbook, class journals, school newsletter, city newspaper, school website, or alternative assessments. If you do not want your child to be photographed or name listed in paper/website we ask that you notify the school with an annual written request that will be placed in your child’s file.

STUDY HALL/INTERVENTION PERIODS

- A pupil must realize that the study hall teacher’s first duty is to keep order so that all pupils may study.
- Permission to speak or work with another person may be granted by the study hall supervisor.
- Each student must bring schoolwork to work on daily.
- Upon entering the study hall, a pupil must be seated for attendance check. The teacher will collect library passes and give permission to leave.
- The study hall teacher will only issue one pass at a time per location.
- The study hall teacher shall have the right to determine if the student may leave his/her seat.

SURVEILLANCE CAMERAS

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

TELEPHONE

- Office telephones may be used with the permission of office staff for emergencies only.
- Students are to use office phones when calling home for appointments, sickness or any other reasons.
- Any use of telephones to place unneeded calls to 911 Emergency phone systems or other types of prank calls, may result in Saturday School or suspension from school, and prosecution through the Crawford County Court System.

VISITORS TO THE BUILDING

To maintain the safety of students and staff, and to ensure that no unauthorized person **enters** the buildings, all visitors must immediately report to the office of the building they wish to enter. Authorization is not needed for school programs, assemblies, graduations, and athletic events. To help develop student independence and to maintain a safe building and classroom environment, parents are not permitted to escort their children to class except for the first week of school. Visitors who have administrative permission should have a visitor's badge visibly displayed always when in the building or on the grounds.

WITHDRAWAL

Pupils who need to withdraw from our schools should notify the school office of this intention in advance of the last day of attendance. This will benefit the student as well as the school staff in that reports may be readied for the withdrawing pupil. Parents will be requested to sign a release form before any records may be sent to another school district. Therefore, the parent should come to the school office and notify the school of the expected change and to sign the proper papers. Students are responsible for all books to be returned and all charges need to be paid before the withdrawal is completed.

WORK PERMITS

- All students under age eighteen working a full or part time job are required to secure a work permit from the office through an on-line computer. A copy is kept at school and 1 copy given to the student that is to be presented to the employer.
- The following cards are necessary:
- *School Data Card *Physical Record Card *Employee's Card *Application Card
- When cards are completed, present them to the office secretary for the issuance of a work permit.

WORK RELEASE

Colonel Crawford offers options for work release thru FFA (Future Farmers of America) and Career I and II. Those students need to be scheduled for these options ahead of time. Students can earn between .750 and 3 credits for the amount of time covered by their work release. (120 hours equal one credit hour with a maximum of 3.) In addition, all work release students are responsible for maintaining their athletic eligibility by taking enough college and high school credits to meet the 5-credit minimum requirement for eligibility. During a two-hour delay students must stay for all their academic classes at Colonel Crawford unless they are scheduled for work and the office will verify these hours to be worked. It is the responsibility of the student to make employers aware that they may have to stay later at school for two-hour delays to make sure classwork comes first. (Other requirements will be listed in C.B.I. paperwork)

**“Eagle Excellence is being respectful, responsible,
and ready to learn”**

