

# PreK-6 District Handbook

## **DISTRICT PHILOSOPHY**

The philosophy of the Clark - Shawnee Local School District is, basically, to educate each student to the best of his/her ability for his/her place in society. Specifically, our philosophy encompasses the following points:

1. To help the individual, through sound vocational and educational counseling, to attain the level of his/her own capacity and to make a maximum contribution to society,
2. To aid the student to meet and solve his/her own problems as they arise and to develop the ability to make wise choices and adjustments,
3. To help the student develop self-understanding; to aid them in the establishment of goals in keeping with abilities; and to further the establishment of realistic plans for the achievement of these goals.
4. To assist the student in the development of sound social and human relationships through a better understanding of his/her abilities, and
5. To involve the student in community and government concerns and guide them toward becoming responsible citizens.

We will offer a program which is based on this philosophy with guidance and continuity from kindergarten through high school.

## **ACADEMIC RECOGNITION**

Honor roll students will be recognized at the close of each grading period. All academic subject grades will be used in compiling the list. Our main objective is a sound educational program. An achievement award is given at the end of the school year to encourage and recognize students with all A's and/or B's.

## **ANTI-HAZING POLICY**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored event.

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Administrators, faculty members, and other

employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action, and may be held personally liable for civil and criminal penalties in accordance with law.

## **ARRIVAL / DISMISSAL**

Primary school begins at 8:50 a.m. Students are expected to be in their rooms by this time or they will be considered absent. Students who are transported or walk to school should not be at school before 8:40 a.m. Supervision is not provided prior to that time. Dismissal is at 3:40 p.m.

At dismissal time walkers and those transported by private automobiles will remain in the designated area until all buses have left the school grounds. This is necessary for the purpose of safety for the students.

## **ATTENDANCE / ABSENCE / TRUANCY**

Clark - Shawnee Local students have an excellent attendance record. Good attendance is a major factor in the quality of education. Poor attendance makes it most difficult to succeed in school. Even the best reasons for absences do not replace missed class time. Parent/guardian call-ins will be considered excused for up to 10 days per school year. After the 10 days have been met each year, any further absence will be considered unexcused unless accompanied by a medical/professional note or court note. Family Vacations will be limited to ONE per school year, not exceeding 5 school days. These vacation days are considered part of the 10 excused parent/guardian allowed absences for the school year. Student illness, critical illness in the family, death in the family, and other absences outlined in [Clark-Shawnee Local Board of Education Policy 5200](#) are considered excused/ legal absences.

Currently all information collected is instantly available to the state of Ohio through a statewide computer system. Failure to comply with Ohio's compulsory education laws and the policies of the Clark - Shawnee Board of Education could result in legal action. To prevent such, please observe the

# PreK-6 District Handbook

following:

1. Anytime your child is absent you must notify the school by 10:00 a.m. as required by the Missing Child Act. **This telephone call does not replace written notification.**

2. When your child returns to school after an absence you **must send a note** indicating the child's full name, the dates of absence, and the reason for the absence. This must be signed by the parent or legal guardian. Without such a note, the absence is recorded as unexcused and the student will be subject to disciplinary action.

3. When possible, please enclose an official note signed by a doctor, counselor, clergy, or other professional. If the number of absences becomes excessive, a doctor's note may be required.

4. Anytime your child is late to school or leaves school early you must report to the office to sign for your child. Upon returning to school, students will be given one day for each day missed due to excused absences to make up work. It is the student's responsibility to request missed work from the teacher. Students may not be permitted to make up work for unexcused absences or truancy.

A student shall be considered in illegal absence when not attending school for reasons other than those accepted as excusable by the state of Ohio.

Unexcused absences will be recorded as either Truancy or Unexcused, and the student will receive no credit for work missed on the day of unexcused absence. Any student who accumulates thirty (30) consecutive unexcused hours, forty-two (42) unexcused hours in a month or seventy-two (72) hours in a year will be considered habitually truant and an absence intervention plan will be implemented. Violation of the habitually truant intervention plan may result in a referral to Juvenile Court where charges will be filed against the student and/or guardian.

## **Bullying, Harassment, and/or Intimidation Notification**

The Clark-Shawnee Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. The Anti-Harassment Compliance Officers for the District are Brian Masser, Assistant Superintendent, 3680 Selma Road, Springfield, OH 45502 and Mrs. Amanda Shaffer,

PreK-2 Principal, 1841 East Possum Road, Springfield, OH 45502.

Below is a summary of Board Policy 5517.01 which can be found on the Clark-Shawnee website.

## **Harassment, intimidation, or bullying means:**

- A Any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B Violence within a dating relationship.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

For additional information, please read Board Policy 5517.01, and Administrative Guideline 5517.01 (both available at

<http://www.neola.com/clarkshawnee-oh/>), which each contain information regarding:

- Definitions
- Complaint Process
- Privacy/Confidentiality
- Notification

## **BUS TRANSPORTATION**

The basic objectives of the Clark - Shawnee Board of Education transportation policies are to provide safe, adequate, efficient, and economical service. All board policies are formulated in compliance with statutory law and Ohio Department of Education Pupil Transportation Rules and Regulations.

These same rules and regulations define the responsibilities of parents and pupils and are included in the Board of Education policy. It is our intent to refresh the memories of pupils and parents concerning these responsibilities.

Pupil/parent responsibilities include the following

# PreK-6 District Handbook

## important points:

1. Pupils shall arrive at the bus stop 10 minutes before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stops must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat, and must not move about while the bus is in motion.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
8. Pupils must not use profane language.
9. Pupils must not use tobacco or e-cigarettes on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
13. Pupils must not put their head or arms out of the bus windows.
14. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
15. Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver attention.
16. Firearms, ammunition, weapons, explosives, or other dangerous material or objects are prohibited on school buses.

## **BUS TRANSPORTATION DISCIPLINARY PROCEDURES**

The potential liability of the bus driver and uniformity of procedures throughout the school district make the following regulations a part of policy:

1. Suspension, expulsion, or immediate removal from bus:
  - a. The provisions of section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
  - b. The Superintendent, or Superintendent designees, Principals, or assistant Principals are authorized to

suspend or remove pupils from school bus riding privileges.

- c. Immediate removal of a pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practicable of a hearing, which must be held within seventy-two (72) hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property, or a threat to the safe operation of the school bus. Length of time removed from riding privileges shall be in accordance with school district policy, but not more than ten (10) days.
- d. Suspension of riding for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed the ten (10) days. Suspension of riding privileges by the Superintendent, Superintendent designee, Principal, or assistant Principal shall be in accordance with Section 3313.66 of the Revised Code and school district policy related to due process.
- e. Expulsion of a pupil from riding privileges shall be by the Superintendent and in compliance with divisions **B**, **D**, and **E** of Section 3313.66 of the Revised Code.
- f. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justify immediate removal, suspension or expulsion.
- g. Suspension or immediate removal of handicapped pupils may require a modification of the above procedures and shall be accomplished in accordance with the law.

The school district officials, in the interest of efficiency, safety, and economy shall continually try to improve the transportation program. Changes will be periodically made, and parents will be informed of the changes before they occur.

## **CAFETERIA/LUNCH PROCEDURES**

Students are urged to take advantage of the cafeteria facilities. Prices for lunches are set at the beginning of each school year.

For those students who choose to pack their lunch, milk may be purchased by the carton. Students are required to eat lunch at school unless special arrangements have been made with school officials to eat elsewhere. Students are not permitted to leave school grounds at any time during the school day without the knowledge and consent of the school administration.

# PreK-6 District Handbook

Make sure you have money or a sack lunch. Students will not be permitted to charge more than \$12.00 to their student account. Free or reduced lunches are available to those who qualify under the state and federal guidelines. Applications are available on the district website:

<http://www.clark-shawnee.k12.oh.us/District/Links-Forms>

## **CHEMICAL USE AND DEPENDENCY POLICY**

The Clark - Shawnee Board of Education recognizes Chemical Dependency as a medical problem that is treatable, yet progressive and potentially destructive both to the individual who has the illness and to the persons who are part of that individual's life.

The Board of Education also recognizes that Chemical Dependency will often be preceded by abuse of mood altering chemicals; such abuse will generally have serious negative consequences for individuals and their surroundings. Within the school setting these negative consequences will include but not be limited to the following: poor attendance, working below ability, repeated violation of school rules, disrespect toward other students and toward staff, inability to structure time and maintain concentration, use of mood-altering chemicals at school or at school activities or in any way directly interferes with school functioning, etc.

While health problems are primarily the responsibility of the home and community, the school shares in that responsibility when chemical dependency interferes with a student's performance. The responsibility for dealing with student use and abuse of chemicals is a shared one. It is the responsibility of the teaching staff, administration, Board of Education, counselors, students and parents. Consequently, Clark-Shawnee School District mandates the following concerning student possession, use, and/or abuse of chemicals:

1. Possession, use or being under the influence of illegal drugs, counterfeit drugs, alcoholic beverages or intoxicants of any kind; possession of any drug/alcohol related items or paraphernalia; and or a public display that advocates or encourages the use of the same on school premises or at any school related activity.

Selling, transferring or packaging for distribution any non-prescription drug, medication, illegal drug, inhalant or other substance which can be taken

internally on school premises or at school related activities.

Buying any non-prescription drug, medication, illegal drug, inhalant or other substances for personal use or use by others on school premises at school related activities.

Selling, transferring or packaging for distribution any non-prescription drug, medication, illegal drug, inhalant or other substance which can be taken internally on school premises or at school related activities.

Buying any non-prescription drug, medication, illegal drug, inhalant or other substances for personal use or use by others on school premises at school related activities.

2. Procedures for the possession and proper use of prescription drugs has been established by board policy. Prescription drugs are defined as drugs authorized by a medical prescription from a licensed physician and shall not be considered in violation of this policy as long as a parent's statement, signed physician's statement, and/or prescription label is presented to the school nurse or Principal's office. Such medication shall be kept in the security of school personnel.

### **3. Counterfeit Controlled Substances or "Look-alikes" [as defined in the Ohio Revised Code 2925.0]**

**A.** Any drug that bears, or whose container or label bears, a trademark, trade name, or identifying mark,

**B.** Any unmarked or unlabeled substance that is represented to be controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it,

**C.** Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different controlled substance,

**D.** Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

(1) No person shall possess any counterfeit controlled substance.

(2) No person shall make, offer to sell, sell, possess, offer to sell, or deliver any punch, die, plate, or stone, or any other device knowingly or having reason to know that it will be used to print or reproduce a trade name, or other identifying mark upon a counterfeit controlled substance.

(3) No person shall make, offer to sell, sell, give, or

# PreK-6 District Handbook

deliver any counterfeit controlled substance,

(4) No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical effects associated with the use of a controlled substance,

(5) No person shall directly or indirectly falsely represent or advertise a counterfeit controlled substance,

(6) Whoever violates any one, part, or all of this section (Ohio Revised Code 2925.37) is guilty of a felony and will be reported to the appropriate police department and juvenile authorities.

## CONSEQUENCES FOR VIOLATION OF THE CHEMICAL USE AND DEPENDENCY POLICY:

### FIRST OFFENSE:

1. Parents and/or guardians will be notified and the student shall be removed from school for the remainder of the day. A conference will be arranged with parents/guardians,

2. At the discretion of the administration, the Clark County Sheriffs' Department may be notified of the incident and at their discretion may conduct an investigation,

3. The student will be suspended for ten (10) days in compliance with Student Due Process procedures,

4. The student is required to receive a professional evaluation by a trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency that is mutually agreed by both parties. The Clark - Shawnee Schools believe that early intervention in the disease process means less destruction for the student who may be involved and a greater likelihood of recovery. If the student and/or family agrees to the evaluation and/or counseling, the suspension may be reduced pending proof of evaluation and their willingness to comply with the appropriate treatment procedures. The contracted agency or office will notify the Principal or his/her designee that the client has made contact and is complying with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student's suspension may be reduced to five (5) days. If the agency notifies the school that the student is not participating in the treatment program (such as missed appointments, chemical use during treatment, not complying with program rules, etc.), the ten (10) days suspension will be reinstated with a possible recommendation for expulsion.

### SECOND OFFENSE DURING SCHOOL

### LIFETIME:

1. Parents shall be notified and the student shall be removed from school for the remainder of the day,

2. At the discretion of the administration, the Clark County Sheriffs' Office shall be notified of the incident and at their discretion may conduct an investigation,

3. The student shall be suspended for a period of ten (10) days in compliance with the Student Due Process procedures,

4. The Principal will recommend to the Superintendent of schools that the student be expelled unless the following procedure is followed.

**A.** The student must agree to be evaluated by a trained Chemical Dependency Counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use, misuse, abuse, or addiction.

**B.** The contacted agency or office will notify the school administration that the client has made contact and is complying with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, the student will be suspended for ten (10) days, but may not be recommended for expulsion. If the agency notifies the school that the student is not participating in the treatment program (such as missed appointments, chemical use during treatment, not complying with program rules, etc.) the student will be recommended for expulsion.

### THIRD OFFENSE:

1. The Principal will suspend the student for ten (10) days and will recommend to the Superintendent of schools that the student be expelled in compliance with Student Due Process procedures.

2. The Principal shall notify the parent(s)/guardian(s) in writing.

3. The Principal/assistant Principal will notify the appropriate law enforcement agency.

## SELLING, SUPPLYING, SHARING, OFFERING TO SELL OR DEALING OF CHEMICALS (DRUGS, ALCOHOL) PROCEDURES:

1. Supplying, sharing, offering to sell, dealing, or selling of chemicals will result in a ten (10) day suspension. A recommendation by the Principal will be sent to the Superintendent of schools for an expulsion of the student in compliance with Student Due Process Procedures.

2. The Principal shall notify the parent(s)/guardian(s) in writing,

3. The Principal/assistant Principal will notify the appropriate law enforcement agency.

# PreK-6 District Handbook

## PARAPHERNALIA PROCEDURES:

A student shall not possess, use, sell, handle, give, store, acquire, conceal, offer to sell, deliver, transmit, buy, or make any instrument used for drug/alcohol abuse, paraphernalia includes, but is not limited to: hypodermic needles, syringes, pipes, roach clips, rolling papers, etc. Students will be suspended for this offense, with the same procedures to be followed as outlined in the preceding sections.

## CO-CURRICULAR ACTIVITIES:

The Clark - Shawnee School District offers school related activities above and beyond the regular academic class periods. Co-curricular activities applicable to this policy include all clubs, organizations, activities, sponsored and/or associated with the Clark-Shawnee School District in which a student may participate but not receive credit with the exception of the athletic program. (The athletic program is covered by the Athletic Code Policy.) Examples of co-curricular activities include but are not limited to: Choir, Band, Strings, Brave Leaders etc. A variety of selection processes are used for co-curricular activities, each pertinent to the specific activity (two examples are tryouts and volunteer participation). Each co-curricular activity shall have an appointed Clark-Shawnee Local School District staff as the supervisor/sponsor. Each co-curricular activity shall include the following rules and regulations pertaining to chemical use and dependency:

1. Clark - Shawnee School District students involved in school organized and administered co-curricular programs shall not possess, use, transfer, handle, deliver, store, transmit, sell, offer to sell, conceal, consume, share, acquire, buy, represent, make, apply, or be under the influence of illegal drugs, build altering chemicals, look alike drugs, alcohol, narcotics, marijuana, isobutyl nitrate, stimulants, hallucinogenic drugs amphetamine, barbiturate, tranquilizer, intoxicant, solvent, gas, inhalants, amyl nitrate, or any mood altering chemical, drug or abuse of prescription drug and counterfeit substance, or any objects designed to inject, conceal, smoke, or enhance the effects of any items previously listed, or possess any object deemed drug related, nor shall any participant possess, use, sell, handle, give, store, acquire, conceal, offer to sell, deliver, transmit or make any instrument used for drug/alcohol abuse, paraphernalia includes (but is not limited to) hypodermic needles, syringes, pipes, roach clips, rolling papers, juuls, vapes, e-cigarettes, e-liquid, etc.

## FIRST OFFENSE:

The student will be denied participation in the co-curricular activity for five (5) days of activity of the co-curricular program. During this period of assessment and before the student will be reinstated into co-curricular activity participation, the student must participate in a professional intervention program. During this suspension, the student must schedule an appointment for a professional assessment and/or treatment from an agency on a school approved by a professional chemical counselor from an agency on a school approved list and if the proper assessment treatment reports are received by the administration. If the student refuses to participate in the chemical assessment, evaluation, or treatment program and/or is observed in violation, the same guidelines apply as previously stated in this policy.

## SECOND OFFENSE:

The students will be denied participation in any co-curricular activity for the remainder of the school year, unless professional assessment/intervention is sought. If professional assessment/intervention is acquired, the student is suspended for ten (10) days of the activity of the co-curricular program. During the suspension the student must schedule an appointment for a professional assessment and/or treatment from an agency that is on a school approved list. Once the professional assessment and/or treatment report has been received by the school the student can be reinstated to the co-curricular program.

## THIRD OFFENSE:

Any subsequent violation of the Chemical Use and Dependency Policy will result in suspension from all participation in the co-curricular program for the remainder of the school year. The student will also forfeit all awards and recognition associated with the co-curricular program.

## FAILURE TO COMPLETE:

Failure to complete the intervention program (as characterized by not undergoing the assessment / evaluation, missing appointments, additional chemical use, not complying with program rules, failure to follow recommendation of the assessment/evaluation) will result in the student being denied privileges to participate in the co-curricular program.

## FEES:

Any and all fees associated with the assessment /

# PreK-6 District Handbook

evaluation and / or treatment program will be the responsibility of the student / or the student's parent / guardian and not that of the Clark -Shawnee Board of Education or the various school or school personnel.

## **SELF-REFERRAL:**

If a student voluntarily admits to use of or abuse of mood altering chemicals prior to an investigation and/or questioning of a suspected situation, the student shall not be subject to any penalty as to the participation in co-curricular activities if the student agrees to undergo a professional assessment/evaluation and/or treatment by a professional chemical counselor from an agency on a school approved list and if the proper assessment/treatment reports are received by the administration. If the student refuses to participate in the chemical assessment/evaluation or treatment program and/or is observed in violation, the same guidelines apply as previously stated in this policy.

G. Student Agreement and Understanding: Students have no absolute rights to participate in co-curricular activities. Such participation is a privilege accorded to students that is encouraged by the Board of Education, administration, and faculty. To be eligible to participate in co-curricular activities, students must read, sign and comply with the provisions of this policy. Participants in the co-curricular activity program and the athletic program will follow all guidelines and procedures as stated in the Clark -Shawnee Local School District Chemical Use and Dependency Policy. Any participant in violation will conform to all procedures and guidelines established herein.

## **DELAY SCHEDULE**

School may be delayed some mornings due to weather. This will usually be announced through district notification systems (phone, email, text) and local news outlets. A two hour delay means that the bus will pick you up two hours later than the normal time. The building will open at 10:40 a.m, no latchkey or breakfast will be offered during a delay schedule.

## **DRESS AND GROOMING POLICY**

Education implies a process of growth involving the whole student. While the most important emphasis is given to intellectual growth, opportunities are available for social, cultural and recreational activities. Such growth can best occur only in a healthy and safe environment free of disruption or distraction. We believe it's important

for students to develop dress and grooming habits that will be of value to them after graduation. Therefore, dress and grooming guidelines must be maintained which allow for the proper educational environment.

It is the intent that all dress and grooming guidelines be equitably applied to all students district wide. The administrative team will provide guideline interpretations for students and parents as circumstances warrant due to changes in fashion trends, differing grade levels of students, etc. Student dress and appearance must meet conventional standards of dress and modesty during all school functions. Any student dress or grooming which is disruptive or distracting to the education process will not be permitted regardless of whether a specific guideline has previously been issued.

- (1) Hair styling which is disruptive or distracting is not permissible.
- (2) Piercings, Make-up, and Accessories
  - (a) Students may not have a facial or body piercing that may inhibit student performance or speech, that may cause a disruption of the educational environment, or that poses a risk of health and/or safety concerns. Piercings of the tongue, lip, eyebrow, cheek, nose, etc. are not permitted. Clear spacers are permitted. No gauges are permitted. Piercings must be safely and properly maintained during any form of physical activity, whether curricular, co-curricular, or extra-curricular. This includes during any curricular courses in which lab activities are involved.
  - (b) Wallet chains, spiked or studded accessories are not permitted.
  - (c) Make-up when worn, must not create a distraction to the educational environment.
- (3) Clothing or tattoos with symbols, pictures, or inscriptions which could reasonably be interpreted to have an obscene, suggestive, sexual nature, racial, or otherwise inappropriate meaning including the advertising of alcohol, drugs, or tobacco are not permitted. Students shall not wear clothing which encourages or trivializes violence or the effects of violence. Clothing must be properly maintained with student health and safety being a



# PreK-6 District Handbook

priority.

(4) Clothing is to be worn as designed, of appropriate fit, and must not be disruptive or distracting in nature, therefore,

(a) Halter tops and tube tops are unacceptable school apparel, and see-through clothing is not permitted.

(b) Open weave shirts or blouses, tank tops, half shirts (must cover the stomach area), or muscle shirts also are not permitted. Straps on shirts, tops, and dresses must be a minimum of two inches. Dresses, skirts or shorts must be at least the length of the person's fingertips extended down the side while in a standing position.

(c) Undergarments are not to be showing at any time.

(d) Holes in clothing may not expose skin or undergarments above the length of the person's fingertips extended down the side while in a standing position.

(5) Footwear shall be appropriate.

(6) Hats and hoods are not to be worn inside the building without specific prior approval of school administration.

(7) Sunglasses are not to be worn within the school except upon a doctor's prescription or specific approval of school administration.

(8) Additional dress and grooming regulations may be required in certain classes and activities where personal safety is a factor.

Students with inappropriate dress and/or grooming may be sent home until the infraction is corrected, and/or disciplinary action may be necessary based upon the Student Code of Conduct.

Note: Repeat offenders may have additional disciplinary action imposed.

## **EARLY DISMISSAL**

Early excuses must be requested in writing from the parent or guardian and presented to the office before homeroom period each day. The parent or guardian dropping off or picking up the student must enter through the main office. If leaving early, the

parent/guardian must sign the student OUT in the main office. If reporting late a parent/guardian must sign the student IN at the main office and receive a permit slip to class. Please be prepared to show an ID when picking up your child. Please do not ask to be excused from school before the end of the day except in an emergency. Make an attempt to attend school before and after dentist and doctor appointments.

## **EVENING ACTIVITIES**

A student who has been absent from school shall not attend sponsored activities that evening without permission of the Principal. If a student is a member of a team, etc., he/she must have permission of the Principal in order to participate. Permission will be granted only because of very unusual circumstances. This rule applies to practice sessions also.

## **FEES: (LABORATORY,TEXTBOOK, WORKBOOK)**

Textbooks are loaned to you by the Board of Education. Please handle them with care. Books will be depreciated at the rate of 25% per year, and regardless of age, will always be worth one-fourth (1/4) of the original purchase price. The cost for books that are lost or damaged will be charged to the student at the depreciated value. The student's name should be written in ink in the place provided in the textbook. Students should learn to be responsible for their property and the property of the school.

All students are required to pay a school fee to cover the cost of subscriptions and consumable supplies. These fees are set yearly, and parents are notified early in the school year.

NOTE: School fees will not be refunded, per board policy.

## **FIRE DRILLS**

Fire drills will be held periodically in accordance with state laws. Instructions for clearing the building in case of emergency will be posted in each room. When the fire bell sounds the teacher will direct you to the proper exit. Move quickly but **do not run**. Move in silence so that you may hear instructions in case of blocked exits.

## **GRADE REPORTING**



# PreK-6 District Handbook

Grade cards will be distributed each nine week grading period. Cards will be sent home approximately one week following the close of each grading period. The last report card is mailed after school is out.

An interim report is sent home between grading periods. Interim reports will be sent for students who are failing or are in danger of failing.

## **GUIDANCE SERVICES**

The guidance program is designed to help students understand and accept themselves. The services are organized to help students in examining, evaluating, and choosing realistic goals. Throughout the year group guidance will exist for most grades. The counselor will be available to discuss educational, vocational, and personal problems. If a student needs to speak with the counselor, or a teacher feels a student would profit by such service, an appointment will be arranged.

## **GUM**

Gum chewing is not permitted during school hours.

## **HEALTH SERVICES**

### **1. Health Records**

Ohio law has mandated that schools be provided up-to-date health records on all students by specific times (two weeks after entry to school). If the above mentioned records are not in the school office by the specified date of written proof stating that the records are in process of being completed the child will be excluded from school.

Ohio law also requires an MMR repeat for all students entering the seventh grade.

### **2. Registration through Final Forms**

All students must have completed registration through our online registration portal called Final Forms. This is updated yearly. Any changes throughout the year must be done by the parent/guardian to ensure the most accurate information. It will give assistance in providing for proper care in case of accident or illness. This record is prescribed by law.

### **3. Clinic Services**

A district clinic aide will be provided for the school day. We adhere to the following guidelines regarding sick or injured children.

- a. Students will be sent or taken to the clinic. If the clinic aide is not in the building the office staff will handle the case.
- b. If necessary, the parents or their designated representative will be notified if we can contact them.
- c. In case of serious illness or injury, if we are unable to contact parents or designated representatives we will follow the instructions on the emergency medical authorization form which is completed through Final Forms at the beginning of the school year.

## **HAND WASHING POLICY**

Students are encouraged to wash their hands before going to lunch, after recess and before and after using the restroom. We also encourage students to wash their hands after coughing and sneezing.

## **INSURANCE (ACCIDENT)**

Each school year accident insurance coverage for students is offered by a board approved insurance company at a nominal fee. Complete information is made available on the district website.

## **LIBRARY**

The library works to provide materials to aid you in improving your abilities as a student. It is your responsibility to see that the library is used in a constructive way.

Books may be checked out for a set period of time and may be renewed. Your books are your responsibility. You will be responsible for the replacement cost of lost books.

## **LOCKERS**

Lockers are provided for books and personal items. Students may put a lock on their locker, but must give a copy of the combination or key to the office. Locks will be cut off of lockers if the key or combination is not on file in the office. It is suggested that if students purchase a lock, it be of a type whose combination is not easily seen. Locker combinations must be on file with the homeroom teacher and should not be shared

# PreK-6 District Handbook

with other students.

Each student assigned a locker will be responsible for its neatness. All books that are necessary for classes should be taken with you. All books for the afternoon classes should be picked up at the end of the lunch period. Approval of locker decorations is at the discretion of building administration.

## **NOTICE**

All desks and lockers provided for student use are and will remain the property of the Clark - Shawnee Local Board of Education. As such, the desks and lockers, including the content, are subject to search and seizure by the board's administrators. Students using a lock must provide a copy of the combination or key to their homeroom teacher. Failure to do so may result in the lock being cut.

## **LOST AND FOUND**

Students may claim lost articles by making proper identification. Please label your child's belongings for easier identification. Unclaimed items will be donated to local service organizations.

## **MAKE UP WORK**

When a student returns to school after being absent it is his/her responsibility to contact each of the teachers to arrange for the work missed. The student will have the number of days absent, plus one day, to complete all assigned work from days absent. If the student does not attempt to make up the work, no credit will be given.

## **MEDICATION**

### **Administering Medicine to Students**

The Board of Education realizes it is often necessary for children to be placed on medication that must be administered during the school day. However, there are necessary precautions that must be taken to protect both the child and the school district.

The Board of Education believes that no medication or drug can be administered unless the following criteria are met:

1. A written request signed by the parent or guardian that the drug be administered to a student,

2. A written statement signed by the prescribing physician that details the name of the drug, the dosage and times, and the reasons for its use. The name and address of the student, school, and class of the student shall be on the written statement. If there could be a reaction to the medication, the physician's telephone number shall be listed on the statement.

3. The parent or guardian must submit a revised statement signed by the physician if any of the information originally provided by the physician changes.

Normally, medication should be administered in the clinic or office under the control of the school nurse, but in the absence of the nurse, the Principal, teacher, secretary, or an aide may administer the medication.

All medications should be dropped off by a parent/guardian and kept in the security of school personnel rather than in the possession of the pupil. The only exceptions would be with the permission of school administration, parents, and physicians.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

## **PLAYGROUND RULES**

We want our students to enjoy themselves but we do not want injuries. Therefore, the following guidelines are given:

1. Students are not permitted in front of the building.
2. Students are not to:
  - a. be on top of the playgrounds structures
  - b. stand up on swings
  - c. use equipment improperly
3. Throwing of snowballs is not permitted
4. Wrestling is not permitted
5. Baseballs are not permitted. Soft balls may be used for playing away from other groups of children.
6. Basketball - any goals on the playground may be used.
7. Football - touch football only will be permitted.

# PreK-6 District Handbook

## **SAFETY DRILLS**

The school will conduct regular safety drills. Whenever possible, parents will be notified ahead of time about the date of the drill, the type of drill, and logistics that may impact student pick-up. When applicable, safety drills will be conducted collaboratively with local officials (i.e. Clark County Sheriff's Office).

## **SELLING FOR OUTSIDE ORGANIZATIONS**

Selling for outside organizations during school hours will be prohibited.

## **STUDENT ACTIVITIES**

### **BAND AND ORCHESTRA**

Band, orchestra, and strings classes are provided for any students who possess interest and skill in playing an instrument. Performances are scheduled throughout the year for the groups. Membership in the groups is determined by student interest and ability & will vary by grade level.

### **FIELD TRIPS**

From time to time classrooms will schedule field trips. These trips relate to academic developmental experiences. Transportation is normally by school bus. Final Forms must be completed in order for a student to attend a field trip.

### **ASSEMBLY PROGRAMS**

Assemblies will be held to celebrate holidays and special events, to recognize student achievement, and to enrich the school curriculum.

### **CLUBS AND STUDENT ACTIVITIES**

The school may provide student or club activities which give students a chance to explore areas other than academics.

## **STUDENT CODE OF CONDUCT AND STUDENT BEHAVIOR**

This code of conduct is adopted by the Clark-Shawnee Local Board of Education pursuant to Section 3313.661 Ohio Revised Code. This code meets the intent of the Ohio Revised Code which requires each Board of Education to adopt a

set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every disciplinary and prescriptive means be employed on behalf of those who would destroy or deny such an environment.

This code and its provisions shall be applicable during regularly scheduled school hours and any school related activity, including distance learning/online instruction. Any pupil engaging in the types of conduct listed below is subject to suspension, expulsion, demerits, emergency expulsion and/or removal from curricular or extracurricular activities pursuant to Section 3313.661 of the Ohio Revised Code.

The types of conduct prohibited by this code or regulations are as follows:

- a. Damage or destruction to school property on or off school premises.
- b. Damage or destruction of private property on school premises or in areas controlled by the school.
- c. Threats, intimidation, assault of a school employee, student or other person on school premises, while in the custody or control of the school, or in the course of a school related activity.
- d. Possession or use of any weapon.
- e. Fighting, assault, unauthorized physical contact, and/or endangering a student.
- f. Chronic misbehavior which interrupts or interferes with any school activity.
- g. Any disruption or interference with school activities on or off school premises.
- h. Disregard of reasonable directions or commands by school authorities including school administrators, teachers, or other school employees; including but not limited to general misconduct or disrespect.
- i. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- j. Leaving school during school hours without permission of the proper school authority.
- k. Distribution of pamphlets, leaflets, buttons, insignias, etc., without permission of proper school authority.
- l. Demonstrations by individuals or groups causing disruption to the school system.
- m. Disrespect to a teacher or school authority on or off school premises.
- n. Skipping detention.
- o. Refusing to take detention or other properly administered school discipline.

## PreK-6 District Handbook

- p. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
- q. Possession and/or use of any tobacco products, lighters, matches or other nicotine-related products including, but not limited to, juuls, vapes, e-cigarettes, e-liquid, and accessories of the same.
- r. Possession, use or being under the influence of illegal drugs, counterfeit drugs, alcoholic beverages or intoxicants of any kind; possession of any drug related items and/or any public display that advocates or encourages the use of the same on premises or at any school related activity.
- s. Buying, selling, transferring or using any drug, medication, inhalant or other substance which can be taken internally on school premises or school related activities that is not prescribed by medical authority.
- t. Turning in false fire, tornado, bomb or disaster alarms.
- u. Placing signs and/or slogans on school property without permission of the proper school authority.
- v. Extortion of a pupil or school personnel.
- w. Forgery of school related documents.
- x. Cursing
- y. Truancy
- z. Cheating and/or plagiarizing.
- aa. Hazing/Bullying/Harassment
- bb. Gambling
- cc. Tardiness
- dd. Excessive display of affection.
- ee. Engaging in sexual acts on school premises.
- ff. Indecent exposure.
- gg. Publication of obscene, pornographic or libelous materials and/or the distribution of the same.
- hh. Use of indecent or obscene language in oral, written or sign form.
- ii. Arson and/or setting of any fire.
- jj. Failure to abide by reasonable dress and grooming guidelines set forth in student handbooks or established by administration or the Board of Education.
- kk. Failure to abide by rules and regulations set forth by the administration in regard to student parking and/or disobedience of driving regulations while on school premises.
- ll. Willfully aiding another person to violate school regulations.
- mm. Possession and/or use of fireworks, smoke bombs, explosives or any other similar device on school premises.
- nn. Inciting others to violence or disruption.
- oo. Insubordination
- pp. Commission of any crime on school premises or at any school activity in violation of the Ohio Criminal Code, the Ohio Traffic Code, or the Ohio

- Juvenile Code.
- qq. Theft, attempted theft, or unauthorized possession of any school property or the personal property of another.
- rr. Any type of activity prohibited herein taking place on a school bus shall be reason for removal, suspension, or expulsion.
- ss. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including any classroom item.
- tt. Violation of the bus transportation rules.
- uu. Any other actions which a pupil knows or should know that will disrupt the academic process or a curricular or extracurricular activity, either on school premises or on premises where a school related activity is taking place.
- vv. Sexual harassment.
- ww. Use and/or possession of cell phones, music players, video games and other electronic devices during school hours and/or in prohibited areas. Students are prohibited from using electronic devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
- xx. Violation of Clark-Shawnee's Technology Acceptable Use Policy for Students.
- yy. Violation of Clark-Shawnee's Chemical Use and Dependency Policy.

**Suspension and Expulsion**—The local Superintendent may, in accordance with amended Section 3313.661 of the Ohio Revised Code and upon the recommendation of the Principal, expel students. Readmittance to school shall follow consultation between the local Superintendent, the Principal, and the parents or guardian of the pupil. All such cases shall be reviewed by the Board of Education at the first regular meeting following the act of suspension or expulsion. No teacher shall refuse a student admission to class without first gaining permission to do so from the Principal and/or the Superintendent.

The use of tobacco, alcohol, drugs not prescribed by medical authority or counterfeit drugs is prohibited.

- a. The possession of illegal drugs or counterfeit drugs at school or school activities may be cause for a ten (10) day suspension.
- b. The use of alcohol, drugs, or counterfeit drugs at

# PreK-6 District Handbook

school or during school activities may be cause for suspension for ten (10) days for the first offense. Expulsion may result in the succeeding use of alcohol, illegal drugs or counterfeit drugs.

The use of tobacco, tobacco related products, or e-cigarettes at school may be cause for a three (3) day suspension for the first offense, a ten (10) day suspension may be the result of the second offense. Expulsion may result after repeated use of tobacco.

Pupils guilty of defacing or injuring school property shall be required to pay all damages. Notices of such damages shall be sent by the Principal to the parent or guardian of the pupil, and in default of payment legal action may be pursued. Suspension or expulsion may result depending upon the severity of damages.

Pupils shall be required to pay for lost or damaged books and equipment. Depreciation will be calculated.

Insubordination, displaying disrespect, immorality, threats, and actual physical attack on school staff members shall not be tolerated.

- a. The threatening of school staff members may be cause for a three (3) day suspension.
- b. A physical attack upon school staff members may be cause for expulsion.

Conduct on buses shall be similar to the classroom conduct except reasonable talking is permitted. Refusal to submit to the authority vested in the bus driver may be grounds for refusing the student transportation.

Students who have been adjudged guilty of immoral acts by the court system will not be permitted to represent the school in any extracurricular activities.

Student control is a prerequisite to classroom learning. Improper conduct will not be tolerated.

- a. Students who disrupt classes may be subject to a three (3) day suspension.
- b. Students who conduct illegal demonstrations or rioting may be subject to suspension or expulsion from school depending upon the severity.
- c. Students guilty of stealing student or school possessions may be subject to a three (3) day suspension. Legal action and/or expulsion may result in succeeding incidents.
- d. Students guilty of fighting may be subject to a three (3) day suspension.

While students are suspended or expelled, they are

not permitted on school grounds or to attend school activities. Suspension/expulsion time can only be served on days when school is in session.

**NOTE: Repeat offenders may have additional days of suspension.**

## WEAPONS

A weapon is defined as “any instrument capable or appearing to be capable of causing serious bodily injury to a person” including, but not limited to loaded or unloaded firearms, pellet guns, b-b guns, inoperable replica firearms, knives, stun guns, other “look-alike” weapons, and chemical agents such as tear gas or pepper gas.

For purposes of Ohio Revised Code 3313.66, a firearm is defined as:

1. Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon and firearm muffler or silencer or any destructive device.
3. A destructive device includes but is not limited to
  - a. Any explosive incendiary or poison gas
  - b. Bomb
  - c. Grenade
  - d. Rocket having a propellant charge of more than four (4) ounces.
  - e. Missile having an explosive or incendiary charge of more than one-quarter ounce.
  - f. Mine or other similar device.

A “knife” means any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed for or can be used for cutting, slicing, piercing, or stabbing. This definition shall include, but is not limited to , straight razors, utility knives, box-cutters, ice picks, pocket knives, switchblades and buck knives.

Weapons/Expulsion: “Expulsion” shall be the exclusion of a student from the schools of the district for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, unless the incident involves a firearm. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, s/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. In compliance with

# PreK-6 District Handbook

Federal law, the Superintendent shall also refer any student for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

## **INTERVENTION**

Opportunities are provided so that you may receive additional assistance during the school day.

## **TELEPHONE**

Students are not to use the telephone except in an emergency situation, and then only with the permission of the Principal or secretary. In case of illness an adult staff member will attempt to notify parents or other designated representatives. Cell phones are not permitted during the school day.

## **TORNADO DRILLS**

If we have the electrical power, notification to the building will be made over the public address system. If there is no power, the office will notify rooms by messenger. Procedures are as follows:

1. Students will be directed to their assigned areas.
2. Move quickly and quietly.
3. Sit facing the wall, heads lowered toward knees, hands over head.

## **VISITATION**

Parents are encouraged to visit school during the year. However, in order to avoid confusion, we must set forth the following guidelines:

1. All conferences/visits are to be made in cooperation with the teachers.
2. When visiting the school, please report to the office first and have a photo ID.
3. Please do not interrupt the teacher if she or he is busy with some children. The teacher will be glad to talk with you during break or other agreed time.

**According to state law all visitors are required to report to the school office upon entering the building.**

## **WALKING**

Students wishing to walk to school may do so with parents' written permission. Students walking or being transported by car may not arrive before 8:40 AM. Walkers may not leave until the school buses have left the school.

## **GRADING SCALE**

Excellent \*  
A+ 100,99,98  
A 97,96,95  
A- 94,93

### Above Average

B+ 92,91  
B 90,89,88  
B- 87,86

### Average

C+ 85,84,83  
C 82,81,80  
C- 79,78,77

### Below Average

D+ 76,75  
D 74,73,72  
D- 71,70  
F below 70 (failure)

S=Satisfactory      M=Meets standard  
U=Unsatisfactory    P=Progressing toward standard  
I=Incomplete        N=Needs improvement  
W= Withdraw        N/A=Standard not assessed

Letter reporting starts in 2nd Grade

\* The use of plus and minus is optional

## **GRADING STANDARDS**

An "A" Student Generally Exhibits These Characteristics :

- 1) Consistently does more work than required
- 2) Is prompt, neat, and thorough in all work.
- 3) Exercises superior ability in speaking and writing
- 4) Knows how to use books and is a rapid worker.
- 5) Has the ability to associate and rethink problems.
- 6) Makes voluntary and worthwhile contributions to class work.

A "B" Student Generally Exhibits These Characteristics:

- 1) Completes the assigned work on time.
- 2) Frequently does more than required.
- 3) Has good study habits.
- 4) Exercises above average ability in speaking and writing.
- 5) Makes voluntary and worthwhile contributions to class work.
- 6) Is neat, through, and usually accurate in work.

A "C" Student Generally Exhibits These Characteristics:

- 1) Does only what is required.
- 2) Reasonably thorough and prompt with work.



# PreK-6 District Handbook

- 3) Exercises average ability in speaking and writing.
- 4) Understands directions under definite guidance.
- 5) Contributes when asked to participate in class activities.

A “D” Students Generally Exhibits These Characteristics:

- 1) Completes assignments with extra time.
- 2) Special help and encouragement is constantly needed.
- 3) Frequently “misunderstands” assignments
- 4) Careless in preparation of assignments.
- 5) Exercises below average ability in speaking and writing.

A “F” Student Generally Exhibits These Characteristics:

- 1) Rarely completes assigned work.
- 2) Listless and inattentive in class.
- 3) Usually finds it difficult to understand directions.
- 4) Seldom or never makes contributions.

## **Directory Information**

I authorize the Board of Education, its officials, employees, agents, etc., to consider my child’s photograph/image as “**directory information**” and to utilize, release, and/or publish my child’s photograph/image in all school publications.

If this is not agreeable, please notify the building Principal in writing by September 30th.

## **Technology Acceptable Use Policy for Students**

Clark-Shawnee Local School District provides students with a variety of technology (computer, camera, TV, VCR, scanner, laser disc player, calculator, different formats of software, etc.) to use for educational purposes. Computers and use of the District network or on-line services network are to support learning and to enhance instruction, as well as assist in the administration of the District.

Computer networks allow people to interact with hundreds of thousands of networks. Use of the computing facilities and the Internet is a privilege, not a right. This privilege can and will be revoked for misuse as stated in the penalties section.

Goals of the electronic network are:

- To support the Clark-Shawnee Local School District Curriculum
- To enhance learning opportunities by focusing on information retrieval, searching strategies, research skills, and critical thinking
- To promote life-long learning

Through the internet, students, teachers and staff will be able to access:

- Current information on topics such as countries of the world, elections, and the weather
- News sources such as CBS, ABC, CNN, and the New York Times
- Resources from businesses such as Dow Jones, Nations and First Union banks, and Microsoft
- Government agencies including the Smithsonian, the Center for Disease Control, and NASA
- Research institutions and associations such as the World Health Organization National council of Teachers of mathematics, and National Council of Teachers of English
- A variety of other sources such as the Louvre, the Discovery Channel, Stanford University’s Test Preparation site, and the White House
- Telecommunications with individuals and groups around the world by having electronic pen-pals, participating in project with other schools

## **Rules and Regulations**

Users and parents of users must understand that the Clark-Shawnee Local School District cannot control the content of the information available on the Internet. An extremely small amount of information may be controversial and/or offensive. The District does not condone the use of such materials by using software programs which may block the materials, by providing adult supervision, and by training students K-12 to reasonably use the service. Within reason, freedom of speech and access to information will be honored. School employees, students, and parents must be aware that access to the Internet will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Clark-Shawnee Local School District.

### **I. Acceptable Use**

Clark-Shawnee Local School District’s networks are to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and student behavior guidelines of the Clark-Shawnee Local School District. General school rules for behavior and

# PreK-6 District Handbook

communications apply. Transmission of any material in violation of any federal or state regulation is prohibited.

Unacceptable uses include, but are not limited to, the following:

- Violating copyright laws
- Reposing (forwarding) personal communications without the author's prior consent
- Using threatening of obscene material
- Distributing material protected by trade secret
- Utilizing the network for commercial purposes
- Providing political or campaign information

## II. Network Etiquette

Users must follow network etiquette. Network etiquette includes, but is not limited to, the following:

- Be polite – rudeness is never acceptable
- Use appropriate language – do not swear or use vulgarities or any other abusive or inappropriate language
- Do not reveal your personal address or telephone number or those of anyone else
- Never reveal credit or checking information or social security number across the Internet
- Do not disturb the use of the network
- Do not attempt to gain unauthorized access to system programs of computer equipment
- Assume that all communications and information accessible via the network are private property

## III. Security

Security on any computer system is a high priority, especially when the system involves many users. Attempts to login to the system as any other user or to share a password will result in cancellation of user privileges. If a security problem is identified, notify the system administrator at the school. Do not demonstrate the problem to other users. Note that electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in

support of illegal activities may be reported to the authorities.

## IV. Vandalism

Vandalism will result in cancellation of user privileges and school disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and/or data of anyone connected to the server and/or the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

## V. Privacy

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not assume that files stored on district servers and hard drives of individual computers will always be private.

## VI. Penalties

Violations of any other above guidelines and procedures may result in any or all of the following sanctions:

- Notification of parents or guardians
- Loss of access
- Additional disciplinary action may be determined at the building level in line with the student code of conduct
- When applicable, law enforcement agencies will be involved

## VII. Disclaimer

Clark-Shawnee Local School District will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or delivered via the network, including the sharing of personal information such as home address, checking account and credit card information.