

Student Handbook 2013-2014

Crooksville Intermediate School
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Crooksville, Ohio 43731
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<http://www.crooksville.k12.oh.us/>

David J. Rupe
Principal

**Crooksville Exempted Village School District
Mission Statement**

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

GOALS

1. Prepare students to be life-long learners
2. Prepare students to communicate effectively
3. Prepare students to be problem-solvers
4. Prepare students to be creative and good critical thinkers
5. Prepare students for technological advancements
6. Prepare students to be productive citizens in a global society

STUDENT CHARACTER TRAITS

It is our goal to promote and encourage young people to develop those characteristics that have for so long been agreed upon by our society as important. These citizenship qualities are the key to the success of our society. It is your responsibility as a student at Crooksville Intermediate School to develop and exhibit these qualities.

Courage: Courage is one of the most important character traits we can exhibit. Courage is the upholding convictions and doing what is right. Courage is being assertive, steadfast and resolute in facing challenges and social pressures.

Integrity & Honesty: A person with integrity and honesty is very genuine and sincere. People with these traits are to be admired and looked up to as role models. Integrity is being true to one's good moral and ethical beliefs. Honesty is earning or accomplishing something in a fair manner without cheating or stealing.

Self-Discipline & Responsibility: Those individuals we view as successful have a strong sense of responsibility and self-discipline. Self-discipline is knowing one's responsibilities and carrying them through faithfully without supervision. Self-discipline includes self-monitoring, self-management and self-control. A responsibility is an obligation, duty or trust placed on an individual. Being responsible is being accountable and trustworthy.

Courtesy: Courtesy is being polite, kind, civil and thoughtful of others. Courtesy reflects an understanding of the various cultural expressions of polite behaviors and good manners and the ability to use them properly.

Respect: Respect for others, their property and the environment is acknowledging through action the worth and rights of all human beings, the value of other's property, and the importance of preserving the environment. Respect means showing appropriate consideration, regard and honor to someone and their property. Some people earn respect because of their special position (i.e. parents, police, judges, teachers, school employees). You may not always agree with these people but you must treat them with respect.

Family Educational Rights and Privacy Act (FERPA):

In accordance with the 1974 Family Educational Rights and Privacy Acts (FERPA), schools must follow various statutes protecting student privacy and access to student records. There are many exceptions to the consent requirements under FERPA. Directory information such as, but not limited to, name, address, e-mail address, photography, participation in school activities, sports, awards received and most recent school attended may be released without consent unless otherwise notified by parent/guardian.

ACADEMIC INFORMATION

Grades and Grading Periods: The school year at Crooksville Intermediate will be divided into four nine-week grading periods. Interim reports will be mailed during the 5th week of each grading period. Letter grades will be averaged by assigning the values listed below to each grade. Any average at or above the midpoint receives the higher grade; below the midpoint receives the lower grade.

Grading Scale:

93 - 100	A	4.0
90 - 92	A-	3.7
87 - 89	B+	3.3
83 - 86	B	3.0
80 - 82	B-	2.7
77 - 79	C+	2.3
73 - 76	C	2.0
70 - 72	C-	1.7
67 - 69	D+	1.3
63 - 66	D	1.0
60 - 62	D-	.7
0 - 59	F	0

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

STUDENT CONDUCT CODE

Introduction: It is the responsibility of the school to maintain order and insure that the rights of all students are protected. The school has the authority to regulate student behavior by developing a code of conduct, which maintains order, protects other's rights and prevents possible problems. Students have the responsibility of following class rules, doing homework and behaving in a manner conducive to learning. The school has established a variety of techniques for disciplining those students whose behavior is judged as inappropriate or violates the code of conduct. It is the intent of this code of conduct to help maintain order in the classroom, on buses, in the halls, and at all school sponsored activities (both curricular and extra-curricular). Teachers are encouraged to contact parents to enlist their help in correcting poor behavior.

Code of conduct: The items in this Code are applicable to all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Crooksville Board of Education or property owned, rented or maintained by another party. Additionally, the provision of this Code shall apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, if the act affects the operation of the schools, or includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Students and parents will annually receive at the opening of the school year, or upon entering during the year, written information on the rules and regulations to which students are subject while in school or participating in any school-sponsored activity or event. The information will include the types of conduct that will make students liable to suspension or expulsion from school or other forms of disciplinary action. Parents will receive a copy of the student code with the written mandate that compliance is required for all students. Parents will also be informed of the conduct expected of students.

Based upon the District's policy of zero tolerance for violent, disruptive, or inappropriate behavior, violation by a student of any one or more of the following rules of conduct will result in disciplinary action(s), which may include detention, deprivation of privileges, parental contact, Wednesday high school or alternate school, referral to legal authorities, reparation of damages, emergency removal, disciplinary removal, suspension, expulsion and/or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

A. Academic Dishonesty

A student shall not engage in any act of cheating, plagiarism, or academic dishonesty, including but not limited to the removal and/or changing of any school records.

B. Unauthorized Use of Fire

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

C. Assault

A Student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Acts of harassment and hazing are considered assault as well.

D. Complicity

A student shall not actively or passively aid, abet, and/or otherwise encourage others to violate the rules contained in the Code of Conduct.

E. Damage to Property

A student shall not cause or attempt to cause damage to either school property or private property, through improper use or otherwise, on school premises or during school activities conducted on or off school grounds.

F. Disrespectful/Disobedience

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

G. Disruption/Disorderly Conduct

A student shall not cause any disruption of any classroom activity, or the operation of the school or the educational process and shall not engage in any act that is potentially harmful to the health, welfare and safety of the student himself, other students or staff.

H. Distribution or Sale of Unauthorized Materials

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

I. Dress or Appearance

A student shall not dress in an obscene or suggestive manner or in any fashion that, in the judgment of the administration disrupts the educational process. See-through or mesh garments, midriff blouses or shirts, tank tops, undershirts of any type, and clothing with obscene or suggestive statements or symbols are prohibited. Also, prohibited is any apparel that advertises or promotes drugs or alcohol. Shoes must be worn at all times and no wallet chains.

- J. Excessive Displays of Affection**
Students shall not engage in excessive displays of affection on school property.
- K. Failure to Serve School Discipline**
Refusing to serve an in-school suspension, misbehavior while serving school discipline, failure to report for an assigned detention, and walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.
- L. False Alarms**
A student shall not give false alarm of fire, bomb, or other hazard.
- M. Fighting**
A student shall not engage in any fight or other act of violence or force that causes harm or threatens to cause harm to another person.
- N. Gambling**
A student shall not engage in any gambling activities, such as playing or gambling for money or other stakes.
- O. Hazing**
A student shall not participate in hazing or other degrading or disgraceful acts.
- P. Insubordination/Defiance**
A student shall not refuse to comply with reasonable requests, orders and directions of teachers, substitute teachers, teacher aides, administrators or other authorized personnel during any period of time when the student is properly under the authority of school personnel. Insubordination includes but is not limited to:
- Disobedience or disrespect toward any staff member
 - not serving assigned detentions
 - not following school rules or proper procedures
 - not following assigned schedule/being in unauthorized areas
 - chronically tardy to school or class
 - repeated misbehavior after warning
- Q. Bullying/Intimidation/Harassment/Dating Violence**
A student shall not intimidate, insult, or in any manner abuse verbally or in writing any student or staff member. This includes harassment based upon race, religion, national origin, sex or disability. Bullying is any intentional written, verbal, electronic act, or physical act that a student has exhibited toward another student more than once and the behavior both:
- Causes mental or physical harm to the other student
 - Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student
 - Violence within a dating relationship
- R. Loitering**
A student shall not loiter or delay in any way that may cause disruption of some activity or function.
- S. Misuse of Vehicles on School Property**
A student shall not violate the prescribed rules and regulations for use of vehicles on school property.

- T. Narcotics, Alcoholic Beverages, Drugs, and Paraphernalia**
A student shall not use, sell or distribute, possess, buy, be under the influence of, or smell of, alcoholic beverages, illegal drugs, narcotics, or any other "mood-modifying" substance on school property or at any school sponsored event at any time. A student shall not use, possess, offer to sell or distribute, or buy counterfeit or look-alike drugs. Possession of any type of drug paraphernalia is similarly prohibited.
- U. Participation in Extra-curricular Activities**
A student participating in extra-curricular activities shall not violate the rules and regulations contained in the Student Code of Conduct or in the Athletic Code of Conduct.
- V. Prescription or Non-prescription Drugs**
A student shall not use, sell or distribute, buy, or possess prescription or non-prescription drugs without following the procedures for use of such drugs at school.
- W. Profane, Obscene or Vulgar Language/Gestures**
A student shall not use profane, obscene or vulgar language or gestures at school, on school buses or while engaged in or present at any school sponsored event or activity.
- X. Prohibited Articles**
Any object that in the judgment of the administration disrupts or interferes with the educational process or endangers the health, welfare or safety of students or staff is prohibited.
- Y. Punctuality, Skipping, and Tardiness**
All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely attendance at school. Students are expected to be in their assigned classrooms unless written permission has been given by the administration or teacher.
- Z. Repeat Offenses**
A student shall not repeatedly fail to comply with school rules and regulations or directions of teachers, student teachers, teacher aids, principals, or other authorized school personnel.
- AA. School Buses**
A student shall not violate the prescribed rules and regulations for student conduct on school buses.
- BB. Sexual Harassment**
A student shall not sexually harass another student. Sexual harassment may include, but is not limited to:
- sexual flirtation, touching, advances, or propositions
- verbal or physical abuse of a sexual nature
- graphic or suggestive comments about an individual's dress or body
- the use of sexually degrading words to describe an individual
- displaying sexually aggressive objects or photographs
- sexually explicit or obscene jokes
- CC. Shakedown/Strong Arm/Extortion**
A student shall not force another person to give money or articles of value.
- DD. Theft**
A student shall not attempt to act or act in taking or acquiring of the property of others without their consent.

- EE. Tobacco**
A student shall not possess, smoke, smell of, or otherwise make use of tobacco of any kind in the school building, on school buses, at school sponsored activities, or on school property at any time.
- FF. Truancy**
A student shall not be absent from school without parental and school approval.
- GG. Vandalism**
A student shall not attempt to act or act in a way that results in the destruction or defacement of school or private property.
- HH. Weapons and Dangerous Instruments**
A student shall not bring to school, possess, handle, transmit, or conceal any object capable of injuring himself or others. This includes but is not limited to, fire arms, knives, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.

The following major offenses, as defined above, shall result in automatic suspension with a possible recommendation for expulsion unless mitigating factors significantly outweigh the necessity for punitive measures:

- False Alarms
- Damage to Property
- Vandalism
- Theft
- Unauthorized Use of Fire
- Assault
- Hazing
- Bullying
- Fighting
- Shakedown/Strong Arm/Extortion
- Weapons and Dangerous Instruments
- Tobacco
- Narcotics, Alcoholic Beverages, Drugs,
and Paraphernalia
- Prescription or Non-prescription Drugs

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

Expulsion - The removal of a student by the Superintendent for a period of time not to exceed eighty (80) days. Students who are expelled may not be present on school property, participate in activities, or attend any school events.

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

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

Wednesday Night School - A student may be assigned to attend one or more sessions of Wednesday night school (2:30-5:30). Assignments to Wednesday night school are made at

the discretion of the building principal. Prior to this assignment, the student's parent(s) or guardian(s) will be given written notification giving the dates of the assignment and the reason for the assignment. It will be the responsibility of the parent or guardian to provide transportation from the school at the conclusion of Wednesday night school.

Detentions - Students in violation of school regulations may be assigned detention time or after school placement. The time is from 2:30 p.m. to 3:30 p.m. Detention students cannot leave the room except for emergency situations. Students will be given a 48-hour notice so that their parents can arrange transportation. If a student fails to report to detention, further disciplinary action will be taken.

Teachers may assign students to classroom/lunch detention for violation of classroom policies and procedures. These classroom/lunch detentions must be served with the teacher. Students must bring schoolwork and must remain engaged while serving detention.

Exclusion - The student is denied the opportunity to attend any school in Ohio. This is administered through the State Board of Education for violations of drug and weapons policies.

Discipline Plan

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

Strikes	Parental Contact	60 Minute Detention	60 minute Detention	Referral to Office
(Strikes are warnings to the student and are posted by the homeroom teacher.)	Contact will be made upon receiving the 3 rd and 4 th strike	Assigned upon receiving the 5 th strike	Assigned upon receiving the 6 th strike	Referral to Principal

Strikes are earned for the following:

- Unprepared for class
- Tardy for class or out of assigned area without permission
- Disruption of learning
- Disrespect
- Chewing gum
- Cell phone / electronic device infraction
- Teacher or principal discretion

Automatic detentions are earned for the following:

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

Students who qualify under the guidelines below will earn a reward at the end of each grading period. This reward may be in the form of an assembly, pizza party, dance or even a field trip. Students who earn the reward will have met the following guidelines:

1. **Grades-** No failures in any subject
2. **Attendance-** No unexcused absences
3. **Behavior-** No detentions, no school bus violations, no incidents requiring Wednesday night school or out of school suspension
4. **Class Work-** No more than 3 missing assignments
5. **Teacher/Principal Discretion** -Teachers and principal may use discretion in determining participation in rewards

Students who are not eligible to participate in the reward are required to attend classes as usual.

ATTENDANCE PROCEDURE & POLICIES

The staff of Crooksville Exempted Village Schools believes that student success is directly related to classroom attendance. It is the legal responsibility of parents to "compel their children to attend school". Our educational system is organized on the basic assumption that all students will regularly attend school. A student must be in attendance for at least one and one-half hours to be counted present for either the morning or afternoon session. When a student is not in attendance, that student is considered to be absent.

We realize there will be a few days when a student is too ill to attend school or cannot attend because of some emergency circumstances. Parents need to be aware of the legal reasons why students may be excused from school. These reasons from Ohio Revised Code are as follows:

1. **Personal Illness** - The approving authority may require the certification of a physician at any time. Such certification shall be required after five unexcused absences or a total of 12 absences of any combination.
2. **Quarantine of the Home** - The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
3. **Death of a Relative** - The absence arising from this reason is limited to a period of three days unless a reasonable cause may be shown for a longer absence.
4. **Observance of Religious Holidays** - The building principal shall excuse the student upon written request from the parent or guardian. The principal may require a written statement from the church authorities substantiating any required religious observances.

Emergency or other circumstances - which, in the judgment of the Superintendent or his/her designee, constitutes a good and sufficient cause for absence from school.

ABSENCE REPORTING PROCEDURES

In order for a student to receive an excused absence for all or any part of a day missed, the parent or guardian must call the school office 982-7010 on any days of absence or send a written note with the student on the day the student returns to school.

The parents need to call between 7:15 a.m. and 8:30 a.m. and state the reason for the student's absence. When no call is received from the parent, school personnel may attempt to telephone the student's home. No calls will be accepted from the student for confirmation of absence. If the home cannot be reached by telephone, the attendance officer will be notified and requested to make a home visit. The student will have one day to make up work for each day of absence. It is the student's responsibility to get the make-up work from the teacher.

TRUANCY

Truancy is any deliberate unexcused absence by a student from class or from school. No make-up work for credit will be permitted for any day on which the students are truant. Parents who knowingly and willfully permit a son or daughter to be truant are liable for prosecution.

UNEXCUSED ABSENCE

A parent/legal guardian must call the school and send a written note in order to excuse a student's absence. Students are not permitted to make up work missed for credit on a day of

unexcused absence. If a student has an unexcused absence from class, the teacher will record a "0" or an "F" for the day's work.

Unexcused absence from school/class includes:

1. **Out-of-school suspension**
2. **Truancy (school or class)**
3. **Student absence without parental note and phone call stating reason for the absence.**

The teacher may give a daily participation grade as it relates to attendance. If this is done, a student must be given an opportunity to do a make-up assignment in order to receive that participation grade. Makeup assignment is available only for excused absences.

TARDY TO SCHOOL

Students arriving tardy must report directly to the office. If a student accumulates three (3) unexcused tardies to school per nine weeks, it will result in a Wednesday night school. Additional tardiness will result in further disciplinary action.

EXCESSIVE ABSENCE

Consequences of excessive absences are the following:

1. As the approving authority, the school may require a conference with the parent and may require certification from a physician to excuse an absence at any time. Crooksville Intermediate School will require such certification after the student accumulates five (5) days of unexcused absences or a total of twelve (12) absences of any combination.
2. Additional unexcused absences will lead to a referral to juvenile court.

MAKE-UP WORK - FAMILY VACATIONS

The Crooksville Exempted Village Schools believes that students should attend school on a regular basis. Failure to meet this responsibility could seriously hamper the student's academic progress and achievement. In order to provide maximum educational opportunities, vacations should be planned during holiday or summer breaks. Students who are absent from school should not expect make-up work to provide the same benefits as classroom instruction and participation. Although the scheduling of vacations during school sessions is discouraged, the following procedures have been established to process vacation releases:

1. Requests for all vacations must be given to the building principal at least two weeks in advance. In the event of an emergency vacation leave, parents must contact the building principal by telephone, in advance if possible.
2. After vacation requests are received, before approval is granted, principals will check the student's grades and attendance records.
3. It is the student's responsibility to contact the teacher for all make-up work in advance of the vacation.
4. Vacation days taken without approval will be counted as days of unexcused absence and subject to the excessive absence policy.

LEAVING THE BUILDING/SPECIAL ABSENCE REQUESTS

1. Illness - Any student who is ill must report to the clinic. The clinic will determine if the student needs to be sent home. If so, the parents will be contacted to pick up their student at the office.
2. Appointments during the School Day - Students and parents are strongly encouraged to avoid appointments during the school day. For students to be released during school hours, the following guidelines must be followed: a) Students must have a signed note by their parent or guardian that will be presented to the office.

3. Failure to follow the guidelines will result in an unexcused absence. All make-up work is the responsibility of the student.

GENERAL RULES & REGULATIONS

School Day: The doors to Crooksville Intermediate School will open to the students at approximately 7:00 a.m. or when the first bus arrives. All students entering the building before 7:25 a.m. must report directly to the cafeteria. A bell will ring at 7:25 a.m. to release students from the cafeteria and to go to their first period class. Students must be in class before the tardy bell rings at 7:30 a.m. The school day ends at 2:20 p.m. On special occasions, the schedule for the day will be modified as a result of assemblies, delays due to weather, or early dismissals.

School closings and delays: The need may arise to cancel school or delay the start of school. This will most often be the result of severe weather conditions such as snow and ice. Parents and students are requested to listen to the radio for school information. As soon as the decision to delay or cancel has been made, the following radio/tv stations will be notified.

WHIZ - Zanesville 1240 AM & 92.7 FM
WWJM - New Lexington 105.9 FM
WYBZ - Zanesville 107.3 FM

Leaving/entering building: No student regardless of age is to leave the school building or school property without specific permission from the office. All students must obtain parent/guardian permission before they will be permitted to leave the school property. Any student entering the building after the tardy bell or returning to school must sign in at the office before going to assigned area or class.

Visitors: It is state law that all visitors report to the office upon entering the school. Any visitor to the school must have permission from the office and a visitor's badge before entering any other part of the building or sitting in on any classes. Visitors will be issued a visitors badge to wear.

Use of school parking lot: The school is not responsible for damage to cars and all circumstances surrounding its presence. It is strongly advised that vehicles be locked at all times. Students being dropped off or picked up during bus loading and unloading times (7:30-8:30 a.m.; 2:00-4:00 p.m.) must be picked up or dropped off in the South parking lot.

Parent-Teacher Conferences:

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

Announcements and posters: The principal must approve all posters and signs before being posted on bulletin boards. Failure to do so will result in their immediate removal. School announcements will be made at the beginning and end of the day. The Principal and/or office personnel must approve all announcements.

Lost and found: The school will not be held responsible for lost or stolen articles. The school provides lockers with locks to protect the contents of the student's locker. If any articles are found, they should be brought to the office. Items found and turned into the office will be kept for one semester only. The student should first check the office if he/she loses anything.

Electronic Devices: The Crooksville Exempted Village School District recognizes and values the use of technology and encourages students to use it in a responsible and respectful manner as well as abide by the following guidelines. While using any electronic device the Acceptable Use Policy (AUP) applies.

1. Cell phones, iPods and other devices may be used until 7:25 a.m., and then all devices must be turned off and out of sight, unless a staff member directs you otherwise. (i.e.) Having the student put their cell phone/electronic device on their desk at the beginning of class.
2. At no time will a cell phone, camera or any recording device be permitted in any restrooms, shower areas, the gym locker rooms, or any dressing/changing areas located in the Crooksville Exempted Village School District or in these same designated areas at any school related function and/or event.

In addition, the following will apply:

1. Cell phones, iPods, and other electronic devices may be used in the cafeteria area during lunch, once the student has sat down. Use of cell phones/electronic devices is limited to listening to music and being on educational websites. Any site used for personal use (i.e.) Facebook, Instagram and/or Twitter is prohibited. Making phone calls/texting is not permitted.
2. Cell phones, and other communication devices may not be used while walking in the hallways. When listening to any form of music the following restrictions apply:

1. The earphones/earpiece must be plugged into the device.
2. One, and only one, earphone/earpiece may be worn at a time.
3. The music being played must not be loud enough to be heard by another person.

Inappropriate Electronic Device Use:

1. Excessive tardiness to class may result in loss of electronic privileges
2. Failure to comply with a staff member's demands regarding the use of a cell phone or other electronic device is deemed to be insubordination.
3. No student is permitted to take pictures, video, or any voice recordings of any other student or staff member. Taking such a picture, video, or recording is a major offense of the Code of Conduct for Insubordination and may result in further discipline. Any device used to take a picture, video, or recording may be confiscated by school administration and/or be turned over to the proper authorities.
4. If a student contacts a parent via a cell phone because he/she does not feel well, and then the parent comes to school to pick the student up, this will not be a legitimate absence. A student MUST see the school nurse if he/she is not feeling well, and the nurse will determine whether or not the student should go home. Any attempt to bypass the nurse or administrator and have the parent come to school to pick up the student will result in an unexcused absence.

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

Office telephone: The office telephone is for school business and emergency calls only. No student is to use the office telephone unless given permission by the secretary or administration. Students will not be called out of class for phone calls unless it is an emergency.

STUDENT PICK-UP/DROP-OFF: All buses will drop-off/pickup at the front (new) entrance of the K-7 Building. Parents dropping off or picking up students at any time will do so at the front (new) entrance of the building. Please do not park in the circle at any time. It is a designated fire lane. With pickup/walk-home, parents assume supervision responsibility of their children as soon as they leave school property.

NOTE: Students may not stay after school, in the building or on school grounds, to wait for a practice or an activity without special permission from the office.

Book bags/Back packs/School bags: Students are not permitted to carry book bags/back packs/school bags to class. All book bags/back packs/school bags must be kept in the student locker.

Lockers: Each student is assigned a locker by the principal. The student assumes full responsibility for the condition and care of the locker. The student is aware that the locker remains at all times the property of the school. The administration has the authority to open and search the locker and its contents whenever it is deemed necessary. Lockers are school property and subject to canine searches. The school will not assume the responsibility for items lost or stolen from any locker. It is highly recommended that students provide their own lock for the locker issued to them by the administration. Locker combinations need to be reported to the office secretary at the beginning of the school year.

Passes: Students are not to be in the halls, restrooms, lockers, etc. during any class period unless they have an appropriate pass signed in their student handbook and or classroom sign out sheet.

Behavior at school functions: Students and their guests are expected to adhere to all aspects of the student code of conduct when involved in or attending any school related activity. Even though an activity might occur off campus (i.e. sport events, field trip, etc.), students are expected to maintain proper behavior since these are school activities. Failure to exhibit proper conduct will result in disciplinary action being taken. Retributions could include temporary or permanent suspension from any further extra-curricular involvement.

Child Custody Orders: Senate Bill 140 requires that at the time of first entry into a public school pupils must present a certified copy of a custody order or decree, or any modification to them, if any custody orders or decrees have been issued. Whenever a child custody order or decree is issued, the custodial parent must notify the chief admissions officer at the school by providing a certified copy of the order. The custodial parent must provide to the admissions officer a copy of any modification to a custody order. The Crooksville K-7 School, as required by law, will release a student to either parent unless a copy of a custodial order or decree directing otherwise is properly on file in the school office. If a parent/guardian does not want their child to be picked up at school by certain individuals he/she must notify the office in writing of the individuals involved.

Search and seizure: The Board of Education acknowledges the need for in school storage of pupil possessions and shall provide storage places (i.e. desks, lockers, etc.), but in no way shall the

pupil have the expectation of privacy as to prevent examination by school officials. The Board has charged the principal with the responsibility for the safety and well-being of the pupils in their care. In the discharge of the responsibility, school authorities may search the person or property of a pupil with or without the pupil's consent whenever they have reason to suspect that search would discover evidence of violation of law or school code of conduct. Students are also to be aware that the board of education has an agreement with local police to allow for searches of lockers by Drug Dogs.

Personal appearance: We at Crooksville Intermediate School recognize that the development of good health habits, personal appearance and self-discipline will enhance the mental alertness, self-development and self-image of the student. The objective of the dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. The following guidelines have been established to assist faculty, students, parents, administration, and general public concerning personal appearance.

1. Garments with profanity, advertisement or promotion for drugs, alcohol or tobacco, suggestive phrases or suggestive pictures are neither acceptable nor appropriate for school.
 2. Grooming - Skin, nails, teeth, hair, and clothing should be kept neat and clean.
 3. Footwear - Footwear is required at all times for reasons of safety and health.
 4. Students are not permitted to wear hats, headbands, bandanas, or any other type of head gear during school. This includes inside and outside of the building, unless specific permission is given for special circumstances by the administration. Hats are to be stored in the student's locker throughout the school day. Students who do not keep their hat in their locker may have their hat confiscated.
 5. Pants should be of fabric, style and fit (no undergarments, back or stomach shall show when sitting or standing) appropriate for school wear. No tears or holes above the knee are permitted.
 6. Shirts and tops should be of fabric, style and fit (no undergarments or undershirts that appear to be undergarments, back or stomach shall show when sitting or standing) appropriate for school wear. Sleeveless, off-the-shoulder, and low-cut shirts/tops/dresses are not permissible. All shirts and tops must overlap the lower garment.
 7. Skirts and dresses should be of fabric, style, length (mid-thigh) and fit (no undergarments or undershirts that appear to be undergarments, back or stomach shall show when sitting or standing) appropriate for school wear.
 8. Shorts may be worn year round but must be in accordance with the following guidelines;
 - a. Shorts must be hemmed. No tears or holes are permitted. Cutoffs, bike shorts, and other tight fitting shorts are not permitted.
 - b. Shorts must extend below mid thigh. Short shorts are not allowed.
 - c. No wallet chains allowed
2. Violators of the personal appearance guidelines will be removed from class and parent/guardians notified. The absence from class will be considered unexcused. The student will be required to get a change of clothes before going back to class.

Lunch: Each student will be assigned one of two lunch periods. During each lunch, the following rules are to be followed:

1. Lunch periods are closed. Students are not permitted to sign out for lunch or order food to be brought in. All students will eat in the cafeteria, even if they bring their lunch.
2. Food and drinks are not to be taken from the cafeteria.
3. Waste should be properly disposed of and trays returned when finished eating. Do not leave food or trash on tables.
4. Students must remain in the cafeteria until dismissed by bell or teacher. To leave the cafeteria, a student must have permission/pass from a teacher. (This includes going to restroom, office, etc.)
5. Items are not to be taken from the cafeteria at any time without special permission.

6. There will be absolutely no throwing of food or other items and no yelling out to other tables.
7. Violators may be disciplined and will lose privileges in the cafeteria. Supervisor on duty may assign seats during lunch periods.
8. Students are not permitted to remove money from their lunch account without parent/guardian consent.
9. Students will log in using their personal identification number.
10. Students must pay charges promptly. Those students who owe more than 10.00 will receive a substitute lunch in place of a regular lunch.

***Food/Gum/Candy/Drinks:** Students are not permitted to have (or sell) food, candy, gum, or drinks outside of the commons area. Gum is not permitted.

Student Planners: All intermediate students are expected to write down every assignment in their student planner everyday in all classes. In addition, they are to write down information that each teacher may require for their class. Students are required to take their planner to every class. We recommend that parents, as well as teachers, use the student planners as a daily method of written communication to make suggestions, ask questions, and check on the student's progress. The first planner is free. The student is required to buy another one if they lose their planner. We hope that by using the student planner daily our students will be better organized and prepared.

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

1. Detentions will be served starting at 2:30 and ending at 3:30 p.m. Detentions will be of 60 minutes duration. (Students must bring work to detention.)
2. The student must report to detention hall on the assigned date or risk additional disciplinary action. Any student wishing to change the date for serving a detention must get permission from the Principal.

Bus conduct and regulations: Crooksville Intermediate School like most schools provides transportation to and from school for those students living one mile from school. This transportation is a privilege granted to students and is not a right. The bus is an extension of the school, thus all school rules and regulations apply while the student is on the bus. While on the bus, the student is under the direct supervision of the bus driver.

1. It is the student's responsibility to be ready when the bus arrives. Students should arrive at the bus stop before the bus is scheduled to arrive. Students must ride the bus officially assigned. If the need arises to ride another bus, the student must present a note signed by parent/guardian to the principal for approval.
2. Students riding the bus must remain in their seats, be quiet at railroad crossings, are not to be talking loud/yelling, are not to throw any objects, and keep aisles and exits clear.
3. The bus driver will give written reports of any rules violations and disciplinary action taken. This action could include denial of bus privileges.

Gifted Identification: The Crooksville Board of Education ensures equal opportunity and access to all students in the district to be fairly and equitably assessed for identification in the four areas of giftedness: Superior Cognitive; Specific Academic; Creative Thinking; and Visual or Performing Arts.

The Crooksville School District uses the following instruments from the Ohio Department of Education's approved list to screen and/or identify talented and gifted individuals: Raven's Progressive Matrices, Stanford-Binet Intelligence Scale, Wechsler Intelligence Scales for Children, Woodcock-Johnson Revised Test of Cognitive Abilities and the W-J III Achievement and Cognitive Battery, Wechsler Individual Achievement Test, the Metropolitan Achievement Tests -7, Scales for Rating the behavior Characteristics of Superior Students and the Gifted and Talented

Evaluation Scales. In the area of visual and performing arts, auditions, performances and displays of work may also be evaluated.

The Crooksville School District accepts scores provided by other school districts and trained personnel if those assessment instruments are approved by the Ohio Department of Education. The district assesses students twice yearly during the first and last four to six weeks of the school calendar. Students transferring into the district will be assessed within ninety days at the request of a parent or legal guardian. School personnel, parents and peers may refer students for assessment. Any questions or concerns should be directed to the coordinator of talented and gifted education located at Crooksville High School 740-982-7015. The Ohio Department of Education has approved the district's policy and plan on identification of gifted students.

ACCEPTABLE USE POLICY FOR TECHNOLOGY

General Information: The Crooksville Computer Network consists of computers and printers linked to each other through an Ethernet backbone. It is connected to LACA, our Data Acquisition Site, through a dedicated data line. LACA provides our connection to the Internet which links computers and computer networks around the world and provides users with a wide variety of information. The Crooksville School System has no control over the content of the Internet and advises teachers, parents/guardians, and students that, in addition to a wealth of fine educational material, some systems contain inaccurate, defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive and illegal material. The Crooksville School System and system administrator do not condone the use of such material and will take steps necessary to instruct all users in ways to avoid it. Teachers will be expected to monitor student use and the system administrator will monitor network use and will disconnect services to any user who is not using the system in the proper manner.

The purpose in providing the technology resources to the students and staff is to improve learning and teaching through research, staff training, and collaboration on a local as well as a global scale. The resources are not intended for non-educational, personal use.

Crooksville Computer Network Account Holders: An account to use the technology resources of the Crooksville Schools is a privilege and is offered to the following:

1. All Students enrolled in the Crooksville School System
2. All educators who are working with Crooksville students, including classroom teachers, support personnel, administrators and specialists.
3. Educators and students from other educational institutions who are working in partnership with Crooksville Schools for a specific purpose over a limited period of time.
4. Community members who are involved with educational programs related to technology.

Terms and Conditions for Accounts: The use of the Crooksville Computer Network, as well as the Internet is a privilege, not a right, and inappropriate use will result in a modification and/or cancellation of those privileges. The system administrator, in consultation with building administrators, will determine what is inappropriate use and their decision is final. The system administrator may close an account at any time that is required. The administration, faculty, and staff may request the system administrator to deny, revoke, or suspend specific users accounts. Under certain conditions prosecution by local, state or federal authorities may be undertaken. Some examples of unacceptable use are:

1. Using the network for any illegal activity, including violation of copyright;
2. Using the network for financial or commercial gain;
3. Degrading or disrupting equipment or system performance;
4. Vandalizing the data of another user;
5. Wastefully using resources (paper, ink, computer disk space);
6. Gaining access to resources that would be considered offensive by the standards of the Crooksville Community; (i.e. pornography, sexually explicit material, etc.)
7. Invading the privacy of individuals;
8. Using or attempting to use an account owned by another user;
9. Posting personal communication without the author's consent;

10. Using abusive or objectionable language either in public or private messages;
11. Revealing your logon password to other teachers or students.

Annual Notice Regarding Asbestos: In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, since as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Crooksville Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Crooksville High School and Crooksville K-7 Building.

It is the intention of Crooksville Exempted Village School District to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office.

Crooksville Schools Athletic Handbook

2013-2014

I. Philosophy

We at Crooksville Schools place much emphasis on education and learning. We realize that this not only is accomplished in the classroom, but also through extra-curricular activities. Extra-curricular activities give the young men and women of our district the opportunity to grow and develop in many other areas other than academics. Extra-curricular activities are important in enhancing growth in leadership, responsibility, character and assist in developing a positive attitude.

As representatives of the school, these young men and women are, at all times, under the watchful eyes of their community, peers, and all neighboring communities. Because of this close scrutiny by others, these young men and women involved in extra-curricular activities must behave in such a manner as to exemplify and have a positive influence upon those emulating us.

In an effort to aid these young people in grades seven (7) through twelve (12), Crooksville Schools has set forth a list of rules, regulations and standards by which participants in extra-curricular activities should abide.

II. Required Forms

1. **Physical** - A physical must be completed, signed and on file in the training room, before an athlete is permitted to participate. The date of the physicals will be announced. Any person missing the physicals will be responsible for obtaining their own physical.
2. **Insurance Form** - The insurance form must be completed, signed and on file in the training room before an athlete is permitted to participate.
3. **Emergency Medical/Concussion Form** - **The emergency medical form and concussion form must be completed, signed and on file in the training room before an athlete is permitted to participate.** A copy of the emergency medical form will travel with each coach to each contest. This is the responsibility of the coach of each sport.
4. **Liability Waiver** - If an athlete has a nonfunctioning, or lacking a paired organ (kidney, eye, testicle etc.) they will automatically be banned from participation in interscholastic athletics. The only exception will be if the examining physician accepts the responsibility and signs the physical form. The physician must then discuss with the athlete and the parent/guardian the risks, possible injury and outcome of participation in that sport. The athlete and the parent/guardian must then sign, with witnesses, a liability waiver releasing the Crooksville School District, administration, coaching staff and athletic trainer from liability. Preventative safety equipment is also required (eye protector, flack jacket, cup). The requiring of other forms or procedures is a reserved right of the administration, coaches and athletic trainer.
5. **Participation Waiver, Release and Consent Form.** (releases Crooksville High School from being liable.)

III. Eligibility

Students in grades 9 through 12 must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period in order to be eligible to participate in interscholastic extracurricular activities. Students in 7th/8th grade need to pass a minimum of five (5) courses or subjects to participate in the following nine-week grading period. At the end of each grading period, student eligibility will be determined by the following guidelines:

1. OHSAA requires high school students to receive passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. Students in 7th or 8th grade must be passing in five (5) subjects. Students taking post-secondary options must comply with these standards.
2. Eligibility will be established as follows:
 - 1st 9 weeks based on previous years 4th nine weeks grades. (Note: 1st quarter freshmen eligibility will be based on passing 5 courses in the preceding grading period)
 - All seventh graders are eligible for the first nine weeks grading period.
 - 2nd nine weeks based on 1st nine weeks grades
 - 3rd nine weeks based on 2nd nine weeks grades
 - 4th nine weeks based on 3rd nine weeks grades
3. Weekly Eligibility
 - Teachers will submit grades for all athletes to the principal on a weekly basis
 - If an athlete receives 2 or more F's on the weekly eligibility list, the athlete is not permitted to participate for 10% of the season. The 10% denial to participate will be enforced during the first, consecutive playable games. If the length of time between the last ineligibility and next competition exceeds two weeks, the 10% will be nullified.

IV. Ejection For Unsportsmanlike Conduct - Student

Any student ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contests for the remainder of that day as well as for all contests in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection. If the ejection occurs in the last contest of the season, the student shall be ineligible for the same period of time as stated above in the next sport the student participates. A student under suspension may not sit on the team bench, enter the locker room or be affiliated with the team in any way traveling to, during or traveling after the contest(s).

A student who is ejected a second time shall be suspended for the remainder of the season in that sport. A student who has been ejected for unsportsmanlike conduct for the second time in the season during the last contest shall be ineligible for a period of time/number of contests subject to the discretion of the Commissioner. The period of ineligibility shall commence during the next sport in which the student participates.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When an ineligible student is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the OHSAA Tournament Regulations. In accordance with Bylaw 8-3-1, the decisions of the contest officials are final.

VIII. Responsibility of Equipment

1. Chain of Responsibility
 - a. Equipment manager is responsible to the athletic director.
 - b. Head coach is responsible to the equipment manager.
 - c. No head coach will be issued equipment until that head coach has turned in equipment of their preceding sport.
 - d. Players are responsible to the head coach.
2. Payment Policy
 - a. All equipment issued to a player will be turned in at the end of the season.
 - b. All equipment not turned in will be paid for by the athlete at the cost it would take to replace it.
 - c. Any player not turning in, or making restitution for equipment issued to them, will not be permitted to take part in any sport until restitution is made.
 - d. Any player not turning in equipment will not receive any award until the equipment is turned in.
 - e. Any senior player not turning in, or making restitution for lost or stolen equipment, will be turned over to the proper authorities for legal action.

IX. Practices

1. Times
 - a. All practice times shall be determined by the head coach.
 - b. Gym times shall be established by a meeting of all coaches and the athletic director.
 - c. A monthly schedule shall be distributed.
2. Missing Practices
 - a. Athletes are expected to be at all practices.
 - b. Injured players are required to attend all practices unless this is in direct conflict with the coach's or physician's orders.
 - c. Athletes who are ill and unable to attend practice should notify the head coach or their designee before the missed practice, and indicate the nature of the illness.
 - d. Failure to participate in scheduled practices may result in loss of playing time or disciplinary action at the discretion of the head coach.
 - e. If an athlete misses practice for any reason, it is their responsibility to find out when the next scheduled practice will be held.
3. Practices Prohibited
 - a. No Sunday or holiday practices.
 - b. Snow Days
 - i. No practices for those athletes below the freshmen level.
 - ii. Practice times shall be established at the beginning of the season
 - iii. If the weather is so bad that a practice should be canceled, a call list should be established so that every athlete can receive advance notice of the cancellation.
 - iv. No practices will be held in the event of a level two or level three weather emergency.
 - c. A student may not participate in practice if he/she has not been in attendance at least half of the school day.
 - d. A student may not participate in contest if he/she has not been in attendance that entire school day. The rule may be waived at the discretion of the principal or his designee in unusual circumstances, i.e., family emergency, dental or medical appointments substantiated by a physician.

- e. A student declared academically ineligible may be permitted to practice or travel with the team at the discretion of the head coach.
4. Overlapping sports
- a. All athletes must take five school days off before the beginning practices of their next sport.

X. Quitting A Team

Any member of a team who quits after the first state authorized practice date will be subject to the following regulations:

1. Notify the head coach personally of your intentions to leave the team.
2. Hand in all equipment, uniforms, etc.
3. Clean out locker and dressing area.
4. Pay any fees or damage costs which have been accumulated.
5. An athlete quitting a team will not be permitted to begin practice or attend non-mandatory events (lifting, open gym, etc.) with another team until the first team's season is complete. Exception to this rule is with permission of the athletic director and the coach of the team in which the player quit.
6. Athletes quitting teams forfeit all awards and any nominations for post-season honors and awards.

Failure to comply with any of the above regulations will result in the following:

1. The athlete will not be permitted to join any other team until all obligations are met.
2. Athletes who do not meet financial obligations will be dealt with according to board policy.
3. Proper authorities will be notified in extreme cases when equipment or uniforms have not been turned in.

XI. Dismissal From A Team And Due Process

An athlete that does not comply with the rules and regulations set forth in the Student Athlete Handbook or rules and regulations established by a coach for a specific sport, may be subject to dismissal from the team. Should it become necessary to dismiss an athlete from a team for the remainder of that season, the following procedures will be used:

1. The coach should inform the athletic director of any dismissals before action is taken, if possible. If this is not possible, notify athletic director as soon as possible.
2. The coach or athletic director will inform the athlete of his/her dismissal from that team. The athlete will receive written reasons for his/her dismissal at this time.
3. The athlete has the right to request an informal hearing with the coach, athletic director, and the principal within 24 hours of receiving his/her written dismissal. Parents should be present at the informal hearing.
4. If the athlete does not receive satisfaction at the informal hearing, a formal hearing may be requested before an athletic board composed of the superintendent of schools, athletic director, and a head varsity coach, designated by the administration. The decision of the athletic board can be appealed within 48 hours after the formal hearing, to the Crooksville Exempted Village Board of Education.
5. The proper procedures and forms for appeal of the athletic boards' decision can be obtained by the parent or guardian from the athletic director.
6. Athletes dismissed from a team are subject to the same regulations as athletes who quit a team.

XII. Transportation

All transportation to and from contests will be provided by school transportation. The coach of that sport will dictate transportation policy. If the coach of that sport permits travel from a

contest with a parent, that coach must have written parental permission in advance that is in agreement with the coach's transportation policy.

XIII. Conduct

Major Infractions: Theft, tobacco, alcohol, possession, usage and dealing of illegal drugs are all major infractions.

1. Theft/Vandalism/Other Major Offenses
 - 1st violation: 20 % of the season
 - 2nd violation: denial to participate in that sport for the remainder of the season.
2. Possession or use of tobacco or alcohol in any form will be prohibited:
 - 1st violation: 30 % of the season
 - 2nd violation: denial to participate in the sport for the remainder of the season.
3. Possession, usage or dealing of illegal drugs is prohibited.
 - 1st violation: 40 % of the season
 - 2nd violation: denial to participate in all athletics at Crooksville High School for one calendar year from the date of the infraction.
4. If there is an accumulation of any two major infraction of alcohol and smoking or stealing denial to participate in that sport for the remainder of the season. Three major infractions (i.e. stealing - one time, smoking - one time, drinking - one time), there will be a denial of all further athletic participation at Crooksville High School for the remainder of their high school career.
5. During the first violation the athlete must practice and attend all team functions, if requested by the coach. Failure to comply can result in dismissal from the sport for the remainder of the season.
6. Any action by an athlete, which produces disunity on the team, or any action that is considered by the head coach to be unsuitable behavior, will result in suspension or denial of participation.
7. Length of suspension maybe reduced by 10% with counseling and or honesty in admitting to the offense.
8. The case of any athlete who is found guilty of a violation of the law will be brought before the Athletic Board and the head coach of the sport. Suspension or the denial of participation may be the result.
9. A player will be considered in violation of the Athletic Code if he or she is observed by a coach, the athletic director, a principal, superintendent of schools, law enforcement officer, or a reliable school personnel as determined by the school administration. Self-admission and disclosure by parents will justify violations of the athletic code.
10. If an athlete is in violation of a major infraction during the off-season (summer to be included in the off-season), their punishment will begin at the beginning of their next sport season, they will forfeit any awards or banquet recognition.
11. All infractions of the major types will be erased on the athlete entering his/her ninth grade year in high school. Therefore, no major infractions at the junior high level will be carried over or counted on the athlete's high school record. However, if a suspension has not been served in accordance with this policy, the suspension will take placed during their next sports season.
12. Coaches should establish and explain to their athletes the rules of that particular sport and the consequences of breaking those rules for all matters not already covered in the Athletic Handbook.

XIV. Injuries

1. Notify the head coach.
2. No athlete shall report to the trainer's room until they have been referred by the coach.
3. The proper forms must be filled out by any attending physician, as requested by the athletic trainer.
4. Parent or guardian of any athlete shall report all injuries and illnesses to the head coach. This should be done before any scheduled practice or contest. At this time, they should indicate the nature of the illness or injury and expected time of return.
5. The athlete that does not follow the orders as directed by the athletic trainer and/or head coach will be subject to disciplinary action by the head coach of that sport.
6. All medical forms shall be filled out, returned and on file in the training room before any athlete will be permitted to practice.
7. The parent or guardian shall be responsible to report any illness, injury, disease, or abnormality of the athlete that wasn't detected during the physical or that may have just occurred.

XIV. Anti-Hazing Policy

It is the policy of the Crooksville Board of Education that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. 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.